Minutes of the 10:00 am Wednesday, June 18, 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 Oliver Watson, Manager of Capital Projects Chris Stanger, Manager of Operations John Manson, Interim Director of Operations and Engineering Services Reno Sun, Manager of IT and GIS Jason Froats, Information Systems Analyst Danielle Leurebourg, Deputy Director of Corporate Services 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 June 18, 2025, Regular Council meeting agenda as amended to include the addition of Section 90(1)(c) under agenda item 10, Motion to Close:

(c) labour relations or other employee relations.

CARRIED UNANIMOUSLY

START OF THE CONSENT AGENDA

Council adopted, by unanimous consent, the recommendations listed for items 2(a) to 2(f) in the June 18, 2025, Consent Agenda.

(a) THAT the May 7, 2025, special Council meeting minutes be approved as presented.
(b) THAT the May 14, 2025, regular Council meeting minutes be approved as presented.
(c) THAT the May 21, 2025, Town Hall Committee of the Whole meeting minutes be approved as presented.
(d) THAT the May 21, 2025, Committee of the Whole meeting minutes be approved as presented.
(e) THAT the June 6, 2025, special Council meeting minutes be approved as presented.
(f) THAT the Correspondence Log, dated for reference June 9, 2025, be approved as presented.

CARRIED UNANIMOUSLY | Resolution No. 25-126
END OF CONSENT AGENDA

RECOGNITION

(1) **Town Crier Recognition – Years of Service**
The Town of Qualicum Beach recognizes the dedicated 26 years of service for Len Mustard, with support from Marie Mustard, as Official Town Crier for Qualicum Beach.

(2) **MISA BC 2024 Spirit of Innovation Award**
The Town of Qualicum Beach was awarded the Spirit of Innovation Award for the Public Inquiry System at the Municipal Information Systems Association (MISA) BC Fall Conference of 2024.

(3) **GeoConnect 2025 – Award of Excellence**
The Town of Qualicum Beach was presented with the Award of Excellence for the Public Inquiry System, Development Tracker and Tree Removal Application at the GeoConnect Conference of 2025.

BUSINESS ARISING FROM THE MINUTES

(1) **Councillor Harrison – September 16, 2019, Resolution**
WHEREAS Orca Place houses 52 individuals out of 118 applicants;

WHEREAS the ability to participate in the workforce is a vital component in helping some residents of Orca Place transition out of the facility;

WHEREAS municipalities are tasked with "fostering the economic, social, and environmental well-being of [their] community" under the *Community Charter* 2.7.d;

BE IT RESOLVED that the Town of Qualicum Beach states a willingness to discuss opportunities as an employer that will work with the relevant stakeholders should a program to support Orca Place residents re-entering the workforce come into being.

Staff Recommendation:
WHEREAS engaging in a workforce reintegration program fo**r** Orca Place Residents would require a significant investment of time, personnel, and funding.

AND WHEREAS current Human Resource capacity is fully committed to existing projects and services.

AND WHEREAS successful implementation of a workforce reintegration program would require the development of dedicated training, supervision, and support systems tailored to this specific Program that do not currently exist and would require additional investment, planning, and expertise.

AND WHEREAS there are WorkSafeBC and occupational health and safety considerations, including the need for appropriate workplace accommodations, risk assessments, and compliance with applicable legislation, and proceeding without these safeguards in place could present operational and liability risks for the Town.

AND WHEREAS, the initiative depends on formal partnerships with external stakeholders, which have not yet been established.

BE IT RESOLVED, THAT the Town not proceed with the proposed Orca Place workforce reintegration program.

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council defer discussion on the ORCA Place residents workforce reintegration program to a future regular meeting of Council.
CARRIED UNANIMOUSLY | Resolution No. 25-127

(2) **The Old School House – Interim Funding Request (July to December 2025)**
The Old School House requested $29,000 in interim operating funding for the period of July to December 2025 or until such time Council responds to the Fee-For-Service request during the Fall 2025 Strategic Planning process.

THAT Council refer the request for mid-year funding for The Old School House to the Fall 2025 Strategic Planning process.

Mayor Westbroek MOVED and Councillor Harrison SECONDED, THAT The Old School House Board work with staff to prepare a Fee-For-Service agreement for presentation during the July 9, 2025, special Council in-camera meeting.
CARRIED UNANIMOUSLY | Resolution No. 25-128

(3) **Qualicum Beach Lawn Bowling Club – Funding Request**
The Lawn Bowling club requested capital funding assistance for a new roof and associated solar installation.

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council refer the request for mid-year funding for Qualicum Beach Lawn Bowling Club to the Fall 2025 Strategic Planning process.
CARRIED UNANIMOUSLY | Resolution No. 25-129

(4) **Noise Control Bylaw Review**
J. Wilson, delegation from January 22, 2025, Regular Council meeting, requested amendments to the Noise Control Bylaw to address yard works or establishing a Good Neighbour Bylaw.

Councillor Harrison will draft a Notice of Motion for the next Regular Council meeting.

DELEGATIONS

(1) **Qualicum Beach Streamkeepers – 30th Anniversary**, D. James (President), G. Almond (Vice President) and P. Jacobson (Board Member), Qualicum Beach Streamkeepers, in attendance to make a presentation on the history of Qualicum Beach Streamkeepers and present opportunities for collaboration with the Town of Qualicum Beach.

Mayor Westbroek agreed to make a presentation of a recognition award to volunteers and advisors at Beach Day.

(2) **Mount Arrowsmith Biosphere Region – Grant Funding Request**, R. Woroniak, Mount Arrowsmith Biosphere Region, in attendance to make a presentation on a request for grant funding.

Mayor Westbroek recommended staff work with the Mount Arrowsmith Biosphere Region to develop a Fee-for-Service agreement for consideration during Strategic Planning in the Fall of 2026.

(3) **G. Lamson – AVICC Resolution – Railway in Qualicum Beach**, G. Lamson, Qualicum Beach Resident, in attendance to propose the decommissioning of the railway and conversion to a trail.

CORRESPONDENCE

(a) **J. Eisler, Ravensong Pool Referendum**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Councillor Skipsey prepare a letter in collaboration with Tom Osborne to the resident advising of the Regional approach to recreation.
CARRIED UNANIMOUSLY | Resolution No. 25-130

(b) **Mount Arrowsmith Biosphere Region Research Institute – Brant Wildlife Festival**
For information.

BYLAWS

(a) **Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024, Amendment (Term Limits) Bylaw No. 901.01, 2025**

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT the "Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024, Amendment (Term Limits) Bylaw No. 901.01, 2025" be adopted.

CARRIED UNANIMOUSLY | Resolution No. 25-131

(b) **Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.04, 2025**

Councillor Young MOVED and Councillor Vander Valk SECONDED

1. THAT third reading of "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.03, 2025" be rescinded;

CARRIED UNANIMOUSLY | Resolution No. 25-132

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED

2. THAT the Bylaw entitled "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.04, 2025" be read a third time, as amended, by revising the Bylaw number.

CARRIED UNANIMOUSLY | Resolution No. 25-133

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)

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

(b) Pickleball Courts Fundraising Campaign Update

Councillor Skipsey MOVED and Mayor Westbroek SECONDED, THAT the Town send a letter of condolences to the family of former Councillor Mike Wansink.

CARRIED UNANIMOUSLY | Resolution No. 25-134

(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 Administration**

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

(b) **2025 Special Events Approvals**
Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council authorizes the closure of Veterans Way on July 1, 2025, from 6:00 am to 11:59 pm to facilitate the Canada Day Celebration festivities, subject to event organizers working with Town staff to ensure that Town requirements are met, including emergency services notification, producing insurance naming the Town as an additional insurance and litter control; AND FURTHER THAT the Town provide support in the form of provision of barricades, garbage cans, water and electrical access for the duration of the event.
CARRIED UNANIMOUSLY | Resolution No. 25-135

(c) **Bill 15 *Infrastructure Projects Act* | Informational Update to Council**
For information.

(d) **Comprehensive Policy Review | Policies to Transition [Council to Administration]**
Mayor Westbroek MOVED and Councillor Vander Valk SECONDED, THAT Council defer discussion on the Comprehensive Policy Review | Policies to Transition [Council to Administration] to a future meeting of Council; AND FURTHER THAT any policies deemed administrative in nature be brought to Council for endorsement when changes are made.
CARRIED UNANIMOUSLY | Resolution No. 25-136

(e) **Comprehensive Policy Review | Policies to Rescind [2]**
Councillor Young MOVED and Councillor Skipsey SECONDED, THAT Council rescinds the Policies listed in Schedule 'I' attached to the June 18, 2025, staff report to Council.
CARRIED UNANIMOUSLY | Resolution No. 25-137

(2) **Planning & Community Development**

(a) **Ways to Achieve Attainable Market Housing (WAAM Housing) Plan – Request for Contract Award**
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council authorizes staff to award the contract for the initiative titled "Ways to Achieve Attainable Market Housing Plan" to MODUS Planning Design & Engagement Inc. in the amount of $54,663, as detailed in the June 18, 2025, Planning report to Council.
CARRIED | Resolution No. 25-138
Opposed: Councillor Harrison, Councillor Young

(b) **Zoning Amendment and Development Permit: 324 Chester Road**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council denies the zoning amendment application for 324 Chester Road.
CARRIED | Resolution No. 25-139
Opposed: Councillor Harrison, Councillor Young

(c) **Zoning Amendment & Development Permit | 201, 207, 211 First Avenue West**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council requests the following changes to the proposed development at 201, 207, 211 First Avenue West: reduce the height to 3 stories.

Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council lay the following motion on the floor:

> THAT Council requests the following changes to the proposed development at 201, 207, 211 First Avenue West: reduce the height to 3 stories.

MOTION DEFEATED

Opposed: Mayor Westbroek, Councillor Skipsey, Councillor Vander Valk
In Favour: Councillor Harrison, Councillor Young

Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT the motion on the floor be amended by rewording as follows "… for the applicant to consider reducing the massing of the building to three stories with some flexibility to maintain the small-town character of Qualicum Beach."
CARRIED UNANIMOUSLY

MAIN MOTION AS AMENDED
THAT Council requests the following changes to the proposed development at 201, 207, 211 First Avenue West: for the applicant to consider reducing the massing of the building to three stories with some flexibility to maintain the small-town character of Qualicum Beach.
CARRIED UNANIMOUSLY | Resolution No. 25-140

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

MEETING RECESSED: 12:30 pm
MEETING RECONVENED: 12:35 pm with all of Council in attendance.

(d) **Development Variance Permit & Development Permit | 532 Memorial Avenue**
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED,
WHEREAS The height of the building on Hoylake Road East: 4 storeys plus a roof top amenity space on the 5th floor imposes on the streetscape and on the neighbours;

WHEREAS The proximity to Hoylake Road East: the relatively narrow setback, again, has the building imposing onto the street;

WHEREAS The big beautiful Arbutus tree, an endangered species, on Hoylake Road East is a significant tree and should be preserved;

WHEREAS the intersection at Memorial Avenue and Hoylake Road East is already a very dangerous intersection. It will become even more so with increased traffic volumes, primarily from residents and hotel guests of the property;

WHEREAS the location of the parking access onto the site is very close to the neighbour to the east of the site, whose home is situated considerably lower than the ramp and the proposed building. It is also quite steep;

WHEREAS the parking structure wall on the north side is very high. The wall is also quite prominent along Memorial Avenue;

AND WHEREAS 117 stalls of parking is more than ample, the space could be better used.

THEREFORE IT BE RESOLVED THAT Council refer the application for 532 Memorial Avenue back to the developer to address the following:

1. The height not to exceed 3 stories plus the elevator and the small rooftop amenity space on the floor above; and

2. A traffic study be conducted to evaluate the impacts at the safety of the intersection at Hoylake Road East and Memorial Avenue and to explore alternative access on to the site from mid block on Memorial Avenue.

Mayor Westbroek MOVED and Councillor Harrison SECONDED, THAT the motion on the floor be amended by inserting: "AND FURTHER THAT the application for 532 Memorial Avenue be referred to the Advisory Planning Commission subject to the applicant reviewing points #1 and #2."
CARRIED UNANIMOUSLY

MAIN MOTION AS AMENDED:
WHEREAS The height of the building on Hoylake Road East: 4 storeys plus a rooftop amenity space on the 5th floor imposes on the streetscape and on the neighbours;

WHEREAS The proximity to Hoylake Road East: the relatively narrow setback, again, has the building imposing onto the street;

WHEREAS The big beautiful Arbutus tree, an endangered species, on Hoylake Road East is a significant tree and should be preserved;

WHEREAS the intersection at Memorial Avenue and Hoylake Road East is already a very dangerous intersection. It will become even more so with increased traffic volumes, primarily from residents and hotel guests of the property;

WHEREAS the location of the parking access onto the site is very close to the neighbour to the east of the site, whose home is situated considerably lower than the ramp and the proposed building. It is also quite steep;

WHEREAS the parking structure wall on the north side is very high. The wall is also quite prominent along Memorial Avenue;

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THEREFORE IT BE RESOLVED THAT Council refer the application for 532 Memorial Avenue back to the developer to address the following:

1. The height not to exceed 3 stories plus the elevator and the small rooftop amenity space on the floor above; and
2. A traffic study be conducted to evaluate the impacts at the safety of the intersection at Hoylake Road East and Memorial Avenue and to explore alternative access on to the site from mid block on Memorial Avenue.

AND FURTHER THAT the application for 532 Memorial Avenue be referred to the Advisory Planning Commission subject to the applicant reviewing points #1 and #2."
CARRIED | Resolution No. 25-141
Opposed: Councillor Harrison, Councillor Young

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

(3) **Operations**

(a) **Capital Projects Update**
Oliver Watson, Capital Projects Manager, presented a capital projects update to Council.

(b) **Hemlock Street and Illiqua Road Watermain Replacement – Request for Contract Award**
Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council awards the Hemlock Street and Illiqua Road Watermain Replacement Project to In The Dirt Contracting in the amount of $495,520 excluding GST.
CARRIED UNANIMOUSLY | Resolution No. 25-142

(c) **Fern Road at Primrose Street Intersection Improvements – Request for Contract Award**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council awards the project titled Fern Road at Primrose Street Intersection Improvements to Echelon Creative Inc.in the amount of $79,980 excluding GST.
CARRIED UNANIMOUSLY | Resolution No. 25-143

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

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

(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: 1:57 pm
MEETING REOPENED TO THE PUBLIC: 2:58 pm

REVIEW OF COMMENTS FROM THE PUBLIC
Comments for this regular Council meeting were received by 12:00 pm two business days following the meeting (June 20, 2025). Submissions were distributed to all Council, and a brief summary of the comments are as follows:

- T. Pritchard - Comments regarding the capital projects update and development proposals
- J. Noel - Comments regarding the closed Council motions announcement and Council meeting procedure
- J. Wood - Comments regarding applications for 324 Chester Road; 201, 207, 211 First Avenue West, and 532 Memorial Avenue
- S. Lloyd - Comments regarding the Ways to Achieve Attainable Market Housing Plan

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

MEETING ADJOURNED: 2:58 pm

Certified Correct:

ORIGINAL SIGNED

Heather Svensen
Director of Corporate Services/Deputy CAO

ORIGINAL SIGNED

Teunis Westbroek
Mayor