Minutes of the 10:00 am Wednesday, May 14, 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 Reno Sun, Manager of IT and GIS 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 May 14, 2025, Regular Council meeting agenda, as amended, with item under 9(1)(b) deferred to a future Council meeting and removed from the agenda, and the addition of a Notice of Motion from Councillor Vander Valk under Business Arising from the Minutes.

CARRIED UNANIMOUSLY

START OF THE CONSENT AGENDA

Council adopted, by unanimous consent, the recommendations listed for items 2(a) to 2(b) in the May 14, 2025, Consent Agenda.

(a) THAT the April 16, 2025, regular Council meeting minutes be approved as presented.
(b) THAT the Correspondence Log, dated for reference May 5, 2025, be approved as presented.

CARRIED UNANIMOUSLY | Resolution No. 25-104
END OF CONSENT AGENDA

RECOGNITION

(1) **Town of Qualicum Beach Award – BC & Yukon Tap Water Taste Test**
The Town of Qualicum Beach was awarded the "Best of the Best" BC & Yukon Tap Water Taste Test during the 2025 British Columbia Water and Wastewater Annual Conference & Trade Show.

BUSINESS ARISING FROM THE MINUTES

(1) **Notice of Motion – Councillor Vander Valk**
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council requests that the Advisory Planning Commission (APC) provide comment on the following items in relation to the zoning amendment application for 324 Chester Road:

1. The pickle ball court, picnic area and play area included in the proposed development application in consideration of proximity of the ravine and noise concerns.
2. The size of the roof and associated height.
3. The proposed buildings in relationship to the neighbouring house, both in elevation and in plan.

4. A heat pump, if included, in the rear of the development in relation to potential noise impacts for the neighbors.

CARRIED UNANIMOUSLY | Resolution No. 25-105

DELEGATIONS

(1) **The Old School House – Mid-Year Funding**, M. Oak, Secretary, I. Hester, Executive Director, P. Terry, Director, J. Poyser, Vice-President, and E. Parsons, President and Co-Chair, The Old School House, attended and gave a presentation and requested mid-year funding.

(2) **KPMG LLP – 2024 Audited Financial Statements**, M. Roque, CPA, CA Partner, KPMG LLP, attended electronically and presented the Town of Qualicum Beach 2024 audited financial statements.

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the 2024 audited financial statements for the Town of Qualicum Beach from KPMG LLP be approved.
CARRIED UNANIMOUSLY | Resolution No. 25-106

CORRESPONDENCE

(a) **Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.82, 2025 | Bylaw Consent**
Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council of the Town of Qualicum Beach consents on behalf of the electors to the adoption of "Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.82, 2025"; AND FURTHER THAT the Regional District of Nanaimo be notified accordingly.
CARRIED UNANIMOUSLY | Resolution No. 25-107

BYLAWS

(a) **Town of Qualicum Beach Freedom of Information Bylaw No. 909, 2025**
Councillor Vander Valk MOVED and Councillor Skipsey, THAT the "Town of Qualicum Beach Freedom of Information Bylaw No. 909, 2025" be adopted.
CARRIED UNANIMOUSLY | Resolution No. 25-108

(b) **Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024, Amendment (Term Limits) Bylaw No. 901.1, 2025**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED

1. THAT the Bylaw entitled Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024, Amendment (Term Limits) Bylaw No 901.1, 2025 be introduced and read a first time;

2. THAT the Bylaw entitled Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024, Amendment (Term Limits) Bylaw No 901.1, 2025 be read a second time.

3. THAT the Bylaw entitled Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024, Amendment (Term Limits) Bylaw No 901.1, 2025 be read a third time.
CARRIED UNANIMOUSLY | Resolution No. 25-109

(c) **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 the Bylaw entitled Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, Amendment (Updated Reductions) Bylaw No. 682.03, 2025 be introduced and read a first time.
CARRIED | Resolution No. 25-110
Opposed: Councillor Harrison

COMMITTEE & LIAISON REPORTS

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

Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT a letter of congratulations be sent to MP Gord Johns for his re-election and to invite him to attend a future Council meeting.
CARRIED UNANIMOUSLY | Resolution No. 25-111

(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 May 1, 2025 Heritage Forest Commission Meeting**
THAT the Heritage Forest Commission recommends to Council THAT a Registered Professional Biologist be retained to assess two locations on Memorial Golf Course, the soil slump and the grass clipping pile both located along the 4th fairway, for potential impacts to the fish bearing Beach Creek downstream of the Heritage Forest, in consultation with the Memorial Golf Course General Manager and Town staff; AND FURTHER, THAT the expense of a Registered Professional Biologist to assess these two locations at Memorial Golf Course be accommodated within the Town's 2025 operating budget.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT a Registered Professional Biologist be retained to assess two locations on Memorial Golf Course, the soil slump and the grass clipping pile both located along the 4th fairway, for potential impacts to the fish bearing Beach Creek downstream of the Heritage Forest, in consultation with the Memorial Golf Course General Manager and Town staff; AND FURTHER, THAT the expense of a Registered Professional Biologist to assess these two locations at Memorial Golf Course be accommodated within the Town's 2025 operating budget.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the main motion be amended by striking "operating budget" and replacing it with "Strategic Initiatives Reserve".
CARRIED UNANIMOUSLY

MAIN MOTION AS AMENDED:
THAT a Registered Professional Biologist be retained to assess two locations on Memorial Golf Course, the soil slump and the grass clipping pile both located along the 4th fairway, for potential impacts to the fish bearing Beach Creek downstream of the Heritage Forest, in consultation with the Memorial Golf Course General Manager and Town staff; AND FURTHER, THAT the expense of a Registered Professional Biologist to assess these two

locations at Memorial Golf Course be accommodated within the Town's 2025 Strategic Initiatives Reserve.
CARRIED UNANIMOUSLY | Resolution No. 25-112

(c) **Recommendation from the May 1, 2025 Heritage Forest Commission Meeting**
THAT the Heritage Forest Commission recommends to Council THAT prior to Council making a recommendation on trail surface materials in the Heritage Forest, that moisture monitoring take place by the Brown Property Preservation Society on the wood chip trails in the Heritage Forest during the summer months in 2025; AND FURTHER THAT Council request the BPPS provide the result of the moisture monitoring to Council and staff for consideration.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT prior to Council making a recommendation on trail surface materials in the Heritage Forest, that moisture monitoring take place by the Brown Property Preservation Society on the wood chip trails in the Heritage Forest during the summer months in 2025; AND FURTHER THAT Council request the BPPS provide the result of the moisture monitoring to Council and staff for consideration.
CARRIED UNANIMOUSLY | Resolution No. 25-113

(d) **Recommendation from the May 1, 2025 Heritage Forest Commission Meeting**
THAT the Heritage Forest Commission recommends to Council THAT chipping with Brown Property Preservation Society volunteers be scheduled for Friday, November 28, 2025 from 9am-12pm.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT chipping with Brown Property Preservation Society volunteers be scheduled for Friday, November 28, 2025 from 9am-12pm.
CARRIED UNANIMOUSLY | Resolution No. 25-114

(e) **Recommendation from the May 2, 2025 Select Committee on Environment and Sustainability**
THAT the Select Committee on Environment and Sustainability recommends to Council THAT the following items be considered for allocation in the 2026 Strategic Planning and 2026 Budget, in order to implement the optimized scenario for fleet rightsizing and electrification, as recommended in the Fleet Greening/Modernization Strategy:

- Fleet Rightsizing. Conduct service level review to promote operational synergies that can reduce GHG emissions to align with the goals and targets in the Sustainability Plan.
- Capital Expenditures for Fleet Modernization- Allocate budget for fleet modernization including capital investments to replace end of life and replace pick-up trucks and vans with EVs to reduce emissions, lower maintenance costs, and avoid unnecessary replacements.
- Phase in Fleet Electrification. Consider more ambitious EV purchase timeline for medium and heavy-duty vehicles to respond to the urgency of climate change.
- Adopt Multi-Purpose Vehicles. Invest in versatile equipment (eg, Trackless, Multihog) to reduce fleet size while maintaining service levels.

- Invest in EV and Solar Infrastructure. Implement phased EV and solar power charging infrastructure for fleet at Town facilities in accordance with the recommendations of the Plan.
- Implement Fleet Data Management. Invest in improved fleet data tracking for emissions reporting, and operational efficiency;

AND FURTHER THAT a monetary cost of CO2 be included in business case analysis for future fleet purchases.

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the recommendations from the Select Committee on Environment and Sustainability be considered during the 2026 Strategic Planning process.
CARRIED | Resolution No. 25-115
Opposed: Councillor Harrison

(f) **Notice of Motion – Councillor Skipsey**
THAT as part of the Tree Protection Bylaw review, the Town of Qualicum Beach Urban Forest Canopy Report by Diamond Head dated November 2024 and the Urban Tree Canopy Assessment Report by Geomate dated June 2024 be referred to the Environment and Sustainability Committee for recommendations on how these canopy assessments should be used by the Town in future Policy reviews.

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT the Notice of Motion be deferred to a future Council meeting:

> THAT as part of the Tree Protection Bylaw review, the Town of Qualicum Beach Urban Forest Canopy Report by Diamond Head dated November 2024 and the Urban Tree Canopy Assessment Report by Geomate dated June 2024 be referred to the Environment and Sustainability Committee for recommendations on how these canopy assessments should be used by the Town in future Policy reviews.

CARRIED UNANIMOUSLY | Resolution No. 25-116

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT a letter of congratulations be sent to Mark Watson for his 35 years of commitment and service to the Qualicum Beach Volunteer Fire Department.
CARRIED UNANIMOUSLY | Resolution No. 25-117

(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) **Special Events Sponsorship Policy No. 3000-24**

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council approves the Town of Qualicum Beach Special Events Sponsorship Policy No. 3000-24, as amended;

- That Council strike “first come, first serve" from policy 3
- That the responsibilities section reflect a similar process as the subsidized rental process, where applications are prepared by Corporate Services and approved by

Council; and
- that “registered non-profit society” be added to Policy 1.

AND FURTHER THAT Council approve a temporary extension of the Special Events Sponsorship application for the 2025 intake with a deadline to July 31, 2025.
CARRIED UNANIMOUSLY | Resolution No. 25-118

(2) **Planning & Community Development**

(a) **Green House Gas Emissions Reduction Pathways Study – Request for Contract Award**
Councillor Vander Valk MOVED and Councillor Harrison SECONDED, THAT Council awards the Green House Gas (GHG) Emissions Reduction Pathways Study to McCuaig & Associates Engineering Ltd. in the amount of $111,202.
CARRIED UNANIMOUSLY | Resolution No. 25-119

(b) **Development Permit: 796 Canyon Crescent Road**
Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council authorizes staff to issue a Development Permit for 796 Canyon Crescent Road, as detailed in the May 14, 2025, Planning memo to Council.
CARRIED UNANIMOUSLY | Resolution No. 25-120

(c) **Development Permit: 127 & 131 Fern Road East**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council directs staff to refer the Development Permit application for 127 & 131 Fern Road East to the Advisory Planning Commission for comment on: C2: Light Industrial Development Permit Area Guidelines, specifically Policy #4.
CARRIED UNANIMOUSLY | Resolution No. 25-121

(d) **Development Variance Permit: 119 Fern Road E**
Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT Council directs staff to issue a Development Variance Permit for 119 Fern Road East, as described in the May 14, 2025 Planning report to Council.
CARRIED UNANIMOUSLY | Resolution No. 25-122

(3) **Operations**

(a) **Green Public Works Fuel System Replacement RFP Award**
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council awards the Public Works Fuel System Replacement Project to Evolve Energy Construction in the amount of $205,436 excluding GST.
CARRIED UNANIMOUSLY | Resolution No. 25-123

REVIEW OF COMMENTS FROM THE PUBLIC
Comments for this regular Council meeting were received by 12:00 pm two business days following the meeting (May 16, 2025). Submissions were distributed to all Council, and a brief summary of the comments are as follows:

- M. Diamond, Comments regarding The Old School House Delegation.

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

MEETING ADJOURNED: 12:05 pm

Certified Correct:

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