

**1 1. ADOPTION OF THE AGENDA**

**THAT** Council adopts the January 21, 2026, regular Council meeting agenda.

**2. ADOPTION OF THE CONSENT AGENDA**

**Staff Recommendation:**

**THAT** the recommendations listed for items 2(a) to 2(k) in the January 21, 2026, Consent Agenda be adopted.

- (a) **THAT** Council rescind the approval of the November 20, 2025 Regular Council meeting minutes.

**THAT** the November 20, 2025, Regular Council meeting minutes be approved as amended by inserting the following motion after Item 1(a)(2) on page 3 of the minutes:

*Councillor Skipsey MOVED and Mayor Westbroek SECONDED, THAT staff prepare an amendment to the Procedure Bylaw to allow electronic participation in Committee meetings.*

**CARRIED UNANIMOUSLY | Resolution No. 25-280.1**

- (b) **THAT** the November 26, 2025, Special Council meeting minutes be approved as presented.
- (c) **THAT** the November 28, 2025, Special Council meeting minutes be approved as presented.
- (d) **THAT** the December 3, 2025, Special Council meeting minutes be approved as presented.
- (e) **THAT** the December 3, 2025, Committee of the Whole meeting minutes be approved as presented.
- (f) **THAT** the December 10, 2025, Regular Council meeting minutes be approved as presented.
- (g) **THAT** the December 17, 2025, Special Council meeting minutes be approved as presented.
- (h) **THAT** the December 17, 2025, Committee of the Whole meeting minutes be approved as presented.
- (i) **THAT** the January 7, 2026, Special Council meeting minutes be approved as presented.
- (j) **THAT** the Correspondence Log, dated for reference January 13, 2026, be approved as presented.
- (k) **THAT** the recommendations from the December 3, 2025 Committee of the Whole meeting be adopted as presented.
- i. **Airport Authority CAT4 Qualicum Beach**  
THAT Council receive the report titled "Airport Authority CAT4 Qualicum Beach," dated December 3, 2025, for information.
  - ii. **Qualicum Beach Airport Quarterly Report**

THAT Council receive the report titled "Qualicum Beach Airport Quarterly Report," dated December 3, 2025, for information.

iii. **Further Expansion of the Noise Sensitive Areas and VTPC**

THAT Council rescind Resolution No. 25-209:

*"THAT Council directs staff to make an application to NAV Canada to create a Visual Flight Rules Terminal Procedures Chart (VTPC) in the Qualicum Beach CAT4 Canadian Flight Supplement (CFS) entry, to include recommended circuit procedures;*

*AND FURTHER THAT Council directs staff to make an application to NAV Canada to create new additional Noise Sensitive Areas (NSAs) in the Qualicum Beach CAT4 Canadian Flight Supplement (CFS) entry, to include recommended Noise Sensitive Areas on the north side of the Qualicum Beach Runway 11-29 (RWY) as shown on Appendix 1 of this Staff Report dated September 17, 2025."*

**3. RECOGNITION – Nil**

**4. BUSINESS ARISING FROM THE MINUTES – Nil**

**5. DELEGATIONS**

- 54 (a) **Qualicum District and Curling Club (QDCC)**  
S. Shaw and D. Sneddon in attendance to make a presentation on the QDCC 5 Year Capital Plan.
- (b) **Royal Canadian Legion Branch 76 (Legion)**  
M. Brouillette in attendance to make a presentation on the Legion's 2025 Year End Report.
- (c) **Arrowsmith Tennis Club**  
T. Stewart and E. Huculak in attendance to make a presentation on the potential future home of the Qualicum pickleball courts.

**6. CORRESPONDENCE**

- 55-56 (a) **Receipt of Petition | Oceanside Caregivers**  
**Staff Recommendation:**  
THAT Council receives the petition titled Oceanside Caregivers received on December 25, 2025.

**7. BYLAWS**

- 57-61 (a) **Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.08, 2026**  
**Staff Recommendation:**  
1. **THAT** "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.08, 2026" be introduced and read a first time.

2. **THAT** “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.08, 2026” be read a second time.
3. **THAT** “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.08, 2026” be read a third time.

## 8. COMMITTEE & LIAISON REPORTS

### (a) **General Government** (Mayor Teunis Westbroek)

#### (i) Report from Mayor Westbroek

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#### (ii) **Mayor Westbroek Notice of Motion: VTPC and NSA**

**WHEREAS** Council deferred a decision on the recommendations presented in the report titled “Further Expansion of Noise Sensitive Areas” at the October 22, 2025 regular Council Meeting until after the December 3, 2025 Airport Committee of the Whole meeting;

#### **BE IT RESOLVED,**

1. **THAT** Council directs staff to make an application to NAV Canada to create a Visual Flight Rules Terminal Procedures Chart (VTPC) in the Qualicum Beach CAT4 Canadian Flight Supplement (CFS) entry, to include language of “RWY 11 Preferred Departure” and to include recommended circuit procedures, as shown on Appendix 1 of the Staff Report dated October 22, 2025;
2. **THAT** Council directs staff to make an application to NAV Canada to create new additional Noise Sensitive Areas (NSAs) in the Qualicum Beach CAT4 Canadian Flight Supplement (CFS) entry, to include recommended Noise Sensitive Areas on the north side of the Qualicum Beach Runway 11-29 (RWY) and the south side of the Qualicum Beach Runway 11-29 (RWY), Aldous Road, Cottonwood Drive, Hemsworth Road and Rupert Road as shown on Appendix 1 of the Staff Report dated October 22, 2025;
3. **THAT** Council directs staff to only investigate inquiries/complaints related to Noise Abatement Procedure (NAP) and curfew violations at the Qualicum Beach CAT4 Airport, given the Airport Authority’s inability to enforce NSAs.

#### **Staff Comment:**

Staff concur with the Notice of Motion as it aligns with the recommendation proposed at the October 22, 2025 Regular Council meeting.

### (b) **Public Safety** (Councillor Scott Harrison)

#### (i) Report from Councillor Harrison

(ii) **Councillor Harrison Notice of Motion: Light Intrusion**

**WHEREAS** LED lights can present a unique irritant depending on their orientation and shielding;

**AND WHEREAS** several metro Vancouver municipalities have adopted bylaws to regulate light trespass between neighbours with LED lights;

**BE IT RESOLVED THAT** Council amend "Town of Qualicum Beach Property Maintenance and Standards Bylaw No. 720, 2018" with one of the following as described in further detail in the summary attached to the January 21, 2026 regular Council meeting agenda:

- i) City of New Westminster
- ii) City of Vancouver
- iii) District of West Vancouver

**AND FURTHER THAT** Council consider the impacts on wildlife and public land when working with staff at a future meeting on this matter.

**Staff Comment:**

In July 2025, Council directed the issue of light trespass to be undertaken in fiscal 2029.

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

(i) Report from Councillor Skipsey

(ii) **Heritage Forest Commission Recommendation from December 4, 2025**

**Recommendation:**

**THAT** the Heritage Forest Commission recommends to Council that permission be granted for T. Whitfield to guide approximately 12 free interpretive tours of the Heritage Forest in 2026.

**Staff Recommendation:**

**THAT** Council grant permission for T. Whitfield to guide approximately 12 free interpretive tours of the Heritage Forest in 2026.

(d) **Community Development** (Councillor Petronella Vander Valk)

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(i) Report from Councillor Vander Valk

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(ii) **Councillor Vander Valk Notice of Motion: Proposed Resolution for Consideration at 2026 AVICC Conference**

**WHEREAS** only 5% (approximately 4.6 million hectares) of the Province's land base is dedicated to agriculture through the Agricultural Land Reserve (ALR), and the Farming Income Thresholds (the minimum gross income a farm must generate from qualifying agricultural products to be eligible for Farm Class status) are low and outdated, and further, property within the ALR is partially exempt from school tax, hospital, regional district, Transit Authority, BC Assessment and municipal financial authority fees, regardless of Farm Class status;

**AND WHEREAS** the Agricultural Land Commission (ALC) employs only six Compliance and Enforcement Officers for the entire province for the purpose of investigating complaints and enforcing land use regulations to protect agricultural land;

**THEREFORE, BE IT RESOLVED THAT** properties within the ALR that are not actively farmed should not benefit from exemptions from taxes and fees such as school tax, hospital, regional district, Transit Authority, BC Assessment and municipal financial authority fees;

**AND FURTHER THAT** the Farming Income Thresholds be reviewed and revised to require higher levels of productive farming to achieve Farm Class status;

**AND FURTHER THAT** the ALC receive adequate funding from the provincial government to support the resources required to support hiring of additional Compliance and Enforcement Officers to protect agricultural land.

- (e) **Arts & Culture** (Councillor Jean Young)
  - (i) Report from Councillor Young

## 9. STAFF REPORTS

- (1) **Chief Administrative Officer**
  - (a) **Committee & Commission Review - Phase 2 Bylaw Implementation**

**Staff Recommendations:**

    1. **THAT** "Town of Qualicum Beach Heritage Forest Commission Bylaw No. 919, 2026" be given first three readings. [Attachment #1 – Draft Bylaw No. 919 in the January 21, 2026 staff report. See Attachment #2 for Current HFC Bylaw No. 656, 2010].
    2. **THAT** "Town of Qualicum Beach Heritage Forest Reserve Fund Establishment Bylaw No. 699, 2015, Amendment (Expenditure Input) Bylaw No. 917, 2026" be given first three readings. [Attachment #3 – Draft Bylaw No. 917 in the January 21, 2026 staff report].
    3. **THAT** "Town of Qualicum Beach Council Procedure Bylaw No. 733, 2019, Amendment (Electronic Participation) Bylaw No. 920, 2026" be given first three readings. [Attachment #4 – Draft Bylaw No. 920 in the January 21, 2026 staff report].
    4. **THAT** Council authorizes staff to seek concurrence from the Heritage Forest Covenant Grantees (The Land Conservancy of British Columbia [TLC] and the Brown Property Preservation Society [BPPS]) for a Draft Heritage Forest Management Plan prior to Council consideration of approval of the Draft Heritage Forest Management Plan and subsequent legal review for any required amendments to the Heritage Forest Conservation Covenant, 2008. [Attachment #6 – Proposed Heritage Forest Management Plan in the January 21, 2026 staff report].

(b) **Request for Direction - Fireworks**

**Staff Recommendations:**

**THAT** the Fire Chief be directed not to issue Special Use Firework Permits as per Article 6. (4) of the Town of Qualicum Beach Bylaw No. 611, "A Bylaw to Regulate the Storage, Sale and Discharge of Fireworks and Firecrackers", 2007, as an interim measure until a full staff report and draft bylaw are presented for Council's consideration;

**AND FURTHER, THAT** staff be directed to develop a bylaw to ban the use of Fireworks, including but not limited to Firecrackers and Roman Candles, in the Town of Qualicum Beach.

**ALTERNATIVE OPTIONS**

1. Maintain the status quo as per Bylaw No. 611, "A Bylaw to Regulate the Storage, Sale and Discharge of Fireworks and Firecrackers," 2007.
2. Restrict Fireworks at special events only, while maintaining the window for private discharge of Fireworks between October 24<sup>th</sup> to and including October 31<sup>st</sup>.
3. Restrict the private discharge of Fireworks.
4. Other as per Council discussion.

(2) **Corporate Services**

108-126

(a) **Cemetery Bylaw Clarification – Non-Resident Exception**

**Staff Recommendations:**

1. **THAT** "Town of Qualicum Beach Cemetery Bylaw No.915, 2025" be adopted.
2. **THAT** "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Cemetery) Bylaw No. 638.06, 2025" be adopted.

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(b) **Council Meeting Schedule Amendment**

**Staff Recommendations:**

**THAT** Council designate the Committee of the Whole meeting on May 27, 2026 for discussion related to Parks and Recreation.

**THAT** Council amend the 2026 Council Meeting Schedule to delete September 23, 2026 Committee of the Whole and reschedule a Committee of the Whole for Public Safety and Transportation on November 25, 2026 at 4:00 pm.

128-138

(c) **2026 Special Events Applications**

**Staff Recommendation:**

1. **THAT** Council approves in principle the following Special Event applications as described in the January 21, 2026, report titled "2026 Special Events Approvals", subject to event organizers working with Town staff to ensure Town requirements are met, including emergency services notification, traffic control, insurance naming the Town as an additional insured, litter control, and notification to businesses affected by any closures, where required:

- a) **Coldest Night of the Year**, February 28, 2026, (Island Crisis Care Society).
- b) **Oceanside Mother's Day 10k Run and 5k Run/Walk**, May 10, 2026, (Oceanside Running Club Association [ORCA]).
- c) **KSS Grad Prom Parade**, June 6, 2026, (KSS Grad 2026 Parent Committee).
- d) **Father's Day Show and Shine and Street Dance**, June 20 & 21, 2026, (Seaside Cruizers Society/Car Club).
- e) **Qualicum Beach Triathlon**, June 28, 2026, (Qualicum Beach Triathlon Society).
- f) **Qualicum Beach Thursday Night Market**, Thursday evenings in July and August (Mount Arrowsmith Biosphere Society), including entering into a Licence of Occupation with the Town.
- g) **Chartwell Day**, September 5, 2026, (Chartwell Residents Association).
- h) **Moonlight Madness**, November 19, 2026, (Qualicum Beach Chamber of Commerce).
- i) **Christmas Night Market**, December 4, 2026, (Qualicum Beach Farmers Market).

139-145

(d) **Council Remuneration Review**

**Staff Recommendation:**

**THAT** Mayor and Councillor remuneration remain at the rates established in the "Town of Qualicum Beach Council Remuneration and Expenses Bylaw No.729, 2019" subject to the annual BC Consumer Price Index (BC CPI) increase as per the Bylaw.

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

(3)

**Operations**

147-155

(a) **ALFA Aero Solutions – Aircraft Movement Data Collection**

**Staff Recommendation:**

**WHEREAS** the public has requested Council consider options for charging landing fees;

**THAT** staff be instructed to enter into a one-year agreement with ALFA Aero Solutions for a trial period for data collection technology for landings, touch-and-go operations, and other movements such as circuits to a maximum contract amount of \$5500 plus applicable taxes.

(4)

**Planning & Community Development**

156-162

(a) **2026 Eaglecrest Engagement Overview**

**Staff Recommendation:**

**THAT** the 2026 Public Engagement Overview for the Eaglecrest Golf Course Revisioning be approved, as attached to the January 21, 2026 Memorandum to Council.

#### **10. MOTION TO CLOSE TO THE PUBLIC**

THAT the special 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;
- (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;

Following adoption of the above motion, the meeting will be closed to the public.

#### **MEETING REOPENS TO THE PUBLIC**

#### **11. ADJOURNMENT**

#### **12. Review of Comments from the Public**

Comments for this regular Council meeting must be received no later than 12:00 pm two days following the meeting (January 23, 2026). Submissions must be regarding business discussed by Council at the meeting, be 300 words or fewer, and any submissions relating to closed public hearing topics, or unrelated to Council business discussed at the meeting, will not be distributed to Council. Submissions that meet these guidelines will be distributed to all of Council, included in the Council Correspondence Log, and a brief summary of the comments will be included in the meeting minutes. Comments must include a full name and address in order to be submitted for the record.

To submit a comment please use one of the following options:

- Mail: Box 130, Qualicum Beach, BC V9K 1S7
- Phone: 250-752-6921

Email: [communications@qualicumbeach.com](mailto:communications@qualicumbeach.com)

**Minutes of the 9:00 am Thursday, November 20, 2025, Town of Qualicum Beach Regular Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC**

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**PRESENT:** Council: Mayor Teunis Westbroek  
Councillor Scott Harrison (at 9:18 am)  
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 and Community Development  
Peter Cornell, Fire Chief  
Oliver Watson, Capital Projects Manager  
Chelsea Currie, Corporate Services Coordinator  
Jason Froats, Information Systems Analyst

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.

**ADOPTION OF THE AGENDA**

Council adopted, by unanimous consent, the November 20, 2025, regular Council meeting agenda as amended by:

- Removing item 9(2)(b), UBCM Community Emergency Preparedness Fund – Personal Protective Equipment Decontamination Washing Machines Staff.

**CARRIED UNANIMOUSLY**

**START OF THE CONSENT AGENDA**

Council adopted, by unanimous consent, the recommendations listed for items 2(a) to 2(e) in the November 20, 2025, Consent Agenda.

- (a) THAT the October 22, 2025, regular Council meeting minutes be approved as presented.
- (b) THAT the Correspondence Log, dated for reference November 6, 2025, be approved as presented.

**CARRIED UNANIMOUSLY**

**END OF CONSENT AGENDA**

**RECOGNITION - Nil**

**BUSINESS ARISING FROM THE MINUTES – Nil**

**DELEGATIONS – Nil**

**CORRESPONDENCE**

- (a) **Vancouver Island Reginal Library (VIRL) Appointment**  
Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT Councillor Young be appointed as Trustee and Councillor Harrison be appointed as Alternate to the Vancouver Island Regional Library (VIRL) Board for the term January 1 to December 31, 2026.

**CARRIED UNANIMOUSLY | Resolution No. 25-275**

## BYLAWS

### (a) **2026 – 2028 Sewer Parcel Tax**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Bylaw entitled “Town of Qualicum Beach Sewer Parcel Tax Bylaw No. 492, 1991 Amendment Bylaw No. 492.03, 2025” be adopted.

**CARRIED UNANIMOUSLY | Resolution No. 25-276**

### (b) **2026 – 2028 Water Rates and Water Parcel Taxes**

Councillor Young MOVED and Councillor Skipsey SECONDED,

1. THAT the Bylaw entitled “Town of Qualicum Beach Waterworks Rate and Regulation Bylaw No. 753, 2020 Amendment Bylaw No. 753.01, 2025” be adopted.
2. THAT the Bylaw entitled “Town of Qualicum Beach Water Parcel Tax Bylaw No. 493, 1991 Amendment Bylaw No. 493.04, 2025” be adopted.

**CARRIED UNANIMOUSLY | Resolution No. 25-277**

### (c) **Town of Qualicum Beach Cemetery Bylaw No. 915, 2025**

Councillor Young MOVED and Councillor Vander Valk SECONDED,

1. THAT “Town of Qualicum Beach Cemetery Bylaw No.915, 2025” be introduced and read a first time.
2. THAT “Town of Qualicum Beach Cemetery Bylaw No.915, 2025” be read a second time.
3. THAT “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Cemetery) Bylaw No. 638.06, 2025” be introduced and read a first time.
4. THAT “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Cemetery) Bylaw No. 638.06, 2025” be read a second time.

**CARRIED UNANIMOUSLY | Resolution No. 25-278**

## COMMITTEE & LIAISON REPORTS

### (1) **General Government** (Mayor Teunis Westbroek)

Mayor Westbroek commented on his portfolio activities.

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

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

- Council unanimously agreed to send a letter of condolence to the family of Duane Round.

### (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 portfolio activities.

## STAFF REPORTS

### (1) **Corporate Services**

#### (a) **Committee & Commission Review – Phase 2 Recommendations and First Update**

1. Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT Council approves Draft Council Liaison Policy No. 3004-12 substantially in the form attached as Appendix 1 to the November 20, 2025, staff report.

**CARRIED UNANIMOUSLY | Resolution No. 25-279**

2. Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council dissolves the Select Committee on Parks and Recreation as a Committee of Council, based on the rationale provided in the staff report dated November 20, 2025; AND FURTHER THAT Council directs staff to send letters of appreciation to the Members of the Select Committee on Parks and Recreation for their service, noting the opportunities for former Committee Members and the public to provide input on parks and recreation through an annual Committee of the Whole meeting.

**CARRIED UNANIMOUSLY | Resolution No. 25-280**

Councillor Skipsey MOVED and Mayor Westbroek SECONDED, THAT staff prepare an amendment to the Procedure Bylaw to allow electronic participation of Committee Members in Committee meetings.

**CARRIED UNANIMOUSLY | Resolution No. 25-280.1**

3. Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council directs staff to host an annual public input opportunity at a Committee of the Whole meeting focusing on parks and recreation, with a date to be determined in 2026.

**CARRIED UNANIMOUSLY | Resolution No. 25-281**

(b) **Rescheduling of November 26, 2025, Committee of the Whole Meeting**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council reschedule the Wednesday, November 26, 2025, Committee of the Whole Meeting to a Special Council Meeting.

**CARRIED UNANIMOUSLY | Resolution No. 25-282**

(c) **Announcement of Closed Council Meeting Motions**

Received for information.

**COMMITTEE & LIAISON REPORTS**

(2) **Public Safety** (Councillor Scott Harrison)

Councillor Harrison commented on his portfolio activities.

**Notice of Motion Deferred:**

Councillor Harrison MOVED Mayor Westbroek SECONDED, THAT Council defer the following Notice of Motion to a future meeting of Council to be considered with budget:

WHEREAS the Town of Qualicum Beach has already made a contribution toward the purchase of Hamilton Marsh through the funding allocation of \$22.5 million through the RDN,

WHEREAS the subject property is very close to the town boundary, and potentially represents the largest increase in protected land in the 21st century in the Parksville Qualicum Beach region,

WHEREAS a six-month timeline to raise \$7.5 million creates a real possibility of a funding shortfall,

BE IT RESOLVED THAT the Town provide ongoing funding for a period of five years to match donations up to a maximum amount of \$500,000, at the rate of \$100,000 per annum.

**CARRIED UNANIMOUSLY | Resolution No. 25-283**

## STAFF REPORTS

### (2) Fire

#### (a) Brown Property Preservation Society Moisture Monitoring Results

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council support the continued use of wood chips for the trail surface as per the Heritage Forest Conservation Covenant and Management Plan, until such time as there is an incident of concern that would warrant a review.

#### No Vote

- Council unanimously agreed to defer the motion on the floor to a future meeting to allow staff an opportunity to request information from the Town's insurer, Municipal Insurance Association of BC, on the use of woodchips for trail surfaces in the Heritage Forest.

### (3) Planning & Community Development

#### (a) Registry of Section 57 *Community Charter* Notice Against Land Title – 3336 Island Highway West]

The owner of 3336 Island Highway West was in attendance and made representations to Council.

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT Council directs the Corporate Administrator to register a notice in the Land Title Office, under Section 57 of the *Community Charter* stating that a resolution relating to 3336 Island Hwy West – Lot B, Block 10, DL 17, LD 35, Plan 3938, PID 006-167-331, has been made;  
**CARRIED UNANIMOUSLY | Resolution No. 25-284**

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the matter be referred to a solicitor for further action to correct the unapproved dwelling units.  
**CARRIED UNANIMOUSLY | Resolution No. 25-285**

#### (b) Zoning Amendment Bylaw | 510 Chester Road

1. Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT the Bylaw entitled "Town of Qualicum Beach Zoning Bylaw No. 900, 2024 Amendment (510 Chester Road) Bylaw No. 900.04, 2025" be read a second time as amended.

**CARRIED UNANIMOUSLY | Resolution No. 25-286**

2. Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council rescinds the following motion: THAT staff proceed with 510 Chester Road as a bare land strata subdivision for Council's consideration.

**CARRIED UNANIMOUSLY | Resolution No. 25-287**

3. Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT staff proceed with 510 Chester Road as a bare land strata subdivision for Council's consideration, excluding Lot 1 (existing home), as identified on the Site Plan in the attached plans to the November 20, 2025 staff memo.

**CARRIED UNANIMOUSLY | Resolution No. 25-288**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the following information be referred to the applicant for possible amendment to the site plan prior to third reading:

- i) an 8-metre setback on the property facing Chester Road to maintain the neighbourhood streetscape; interior side setbacks of 1.5 metre;
- ii) consideration of the number of properties;
- iii) clarification of what will happen with road right-of-ways (could be used for lay-by parking or green boulevards with street trees but probably not both);
- iv) that the applicants look at the impact of the roadway on properties across the street facing the development;
- v) if the applicant would be agreeable to eliminating the option for home businesses; and
- vi) that a copy of the written correspondence from the 27 neighbours (received by the Town as public correspondence on September 8, 2025) be provided to the applicant.

#### **Amendment to the Motion**

Councillor Harrison MOVED and Mayor Westbroek SECONDED, THAT Council amends the motion by deleting: "If the applicant would be agreeable to eliminating the option for home businesses".

#### **CARRIED | Resolution No. 25-290**

In Favour: Mayor Westbroek, Councillor Harrison, Councillor Young

Opposed: Councillor Skipsey, Councillor Vander Valk

#### **MAIN MOTION AS AMENDED:**

THAT the following information be referred to the applicant for possible amendment to the site plan prior to 3<sup>rd</sup> Reading:

- i) an 8 metre setback on the property facing Chester Road to maintain the neighbourhood streetscape; interior side setbacks of 1.5 metre;
- ii) consideration of the number of properties;
- iii) clarification of what will happen with road right-of-ways (could be used for lay-by parking or green boulevards with street trees but probably not both);
- iv) that the applicants look at the impact of the roadway on properties across the street facing the development; and
- v) that a copy of the written correspondence from the 27 neighbours (received by the Town as public correspondence on September 8, 2025) be provided to the applicant.

#### **CARRIED UNANIMOUSLY | Resolution No. 25-291**

#### **(c) November 2025 UBCM Community Emergency Preparedness Fund Emergency Support Services Grant Application**

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT the Town of Qualicum Beach supports the City of Parkville in applying for, receiving and managing grant funding of \$43,000 from the 'UBCM Community Emergency Program Fund' on behalf of Emergency Management Oceanside (EMO), a joint emergency program of the two municipalities.

#### **CARRIED UNANIMOUSLY | Resolution No. 25-292**

Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT the meeting be recessed for 10 minutes.

#### **CARRIED UNANIMOUSLY**

**MEETING RECESSES:** 10:00 am

**MEETING RECONVENED:** 10:12 am

(d) **Official Community Plan (OCP) Review**

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT where possible accessibility will be enhanced to allow access to public land to allow access to citizens of all abilities.

**CARRIED UNANIMOUSLY | Resolution No. 25-293**

Councillor Harrison MOVED and Mayor Westbroek SECONDED, THAT Council instructs staff to amend the draft Official Community Plan to add to Section 2.1.2.8 the following: the Town shall strive to enhance accessibility in the Commercial areas of the Village Neighbourhood and improve accessibility for public amenities where possible for public amenities in the Village Neighbourhood.

**CARRIED UNANIMOUSLY | Resolution No. 25-294**

Councillor Skipsey MOVED and Councillor SECONDED, THAT Council instructs staff to amend the draft Official Community Plan Section 2.2 to include a reference to the Urban Forest Master Plan and the Community Climate Adaptation Plan.

**CARRIED UNANIMOUSLY | Resolution No. 25-295**

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT a reference to the section of the *Local Government Act* that requires a section on Natural Resources be added in the Official Community Plan (page 146).

**CARRIED UNANIMOUSLY | Resolution No. 25-296**

Mayor Westbroek MOVED and Councillor Vander Valk SECONDED, THAT Council instructs staff to amend the Official Community Plan (Page 136) to include some of the background/history for the 9.47 acres on Jones Street donated by the Town for additional healthcare services in Qualicum Beach.

**CARRIED UNANIMOUSLY | Resolution No. 25-297**

**Official Community Plan (OCP) Review**

1. Councillor Harrison MOVED and Councillor Young SECONDED, THAT "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025" be read a second time as amended.
2. Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT "Zoning Bylaw No. 900, 2018, Amendment (Development Permit Area Guidelines) Bylaw No. 900.08, 2025" be read a second time as amended.
3. Councillor Vander Valk MOVED and Councillor Young SECONDED, THAT Council directs staff to schedule a Public Hearing for a Special Council meeting on December 3, 2025, at 10am at Town Hall to receive comments from the public with regard to Official Community Plan Bylaw No. 918, 2025 and Zoning Bylaw No. 900, 2024, Amendment (Development Permit Area Guidelines) Bylaw No. 900.08, 2025.
4. Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council receive the "Interim Sustainability Plan".

**CARRIED UNANIMOUSLY | Resolution No. 25-298**

**REVIEW OF COMMENTS FROM THE PUBLIC**

Comments for this regular Council meeting were received by 12:00 pm two business days following the meeting (November 22, 2025). Submissions were distributed to all Council, and a brief summary of the comments are as follows:

- T. Pritchard comments regarding the revised draft of the 2025 Official Community Plan (OCP).

**ADJOURNMENT**

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

**CARRIED UNANIMOUSLY**

**MEETING ADJOURNED: 11:15 am**

Certified Correct:

ORIGINAL SIGNED

\_\_\_\_\_  
Heather Svensen  
Director of Corporate Services/Deputy CAO

ORIGINAL SIGNED

\_\_\_\_\_  
Teunis Westbroek  
Mayor

**Draft - Minutes of the 10:00 am Monday, November 26, 2025, Town of Qualicum Beach Special Meeting held in Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC**

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PRESENT: Council: Councillor Scott Harrison  
Councillor Anne Skipsey  
Councillor Petronella Vander Valk  
Councillor Jean Young

ABSENT: Mayor Teunis Westbroek

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 and Community Development (at 12:15pm)  
Chelsea Currie, Corporate Services Coordinator  
Kevin Goldfuss, Airport Manager  
Chris Sumando, Assistant Fire Chief – Prevention

Councillor Harrison called the meeting to order in 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 November 26, 2025, special Council meeting agenda.

**CARRIED UNANIMOUSLY**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council defer the petition entitled “Protect Our Qualicum Beach Airport From Noise Complaints” to the December 10, 2025, regular Council Meeting.

**DEFEATED**

Opposed: Councillor Harrison, Councillor Young

In Favour: Councillor Skipsey, Councillor Vander Valk

**CORRESPONDENCE**

(a) **Receipt of Petition | “Protect Our Qualicum Beach Airport From Noise Complaints”**

Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council receives the petition titled “Protect Our Qualicum Beach Airport From Noise Complaints” dated for reference November 1, 2025.

**CARRIED | Resolution No. 25-299**

In Favour: Councillor Harrison, Councillor Vander Valk, Councillor Young

Opposed: Councillor Skipsey

**STAFF REPORT**

**Airport**

(b) **Town of Qualicum Beach Airport Establishment and Operations Bylaw No. 457.05, 1998 Amendment (Fees Amendment) Bylaw No. 457.13, 2025**

Councillor Young MOVED and Councillor Skipsey SECONDED, THAT “Town of Qualicum Beach Airport Establishment and Operations Bylaw No. 457.05, 1998 Amendment (Fees Amendment) Bylaw No. 457.13, 2025” be introduced and read a first time.

**CARRIED UNANIMOUSLY | Resolution No. 25-300**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the consideration of a one-year agreement with Alfa Aero Solutions for the ALFA Aircraft Movement Tracker (AAMT) be deferred to a future meeting.

**CARRIED UNANIMOUSLY | Resolution No. 25-301**

**MOTION TO CLOSE**

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the special 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;
- (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:** 11:18 am

**MEETING REOPENED TO THE PUBLIC:** 1:10 pm

**ADJOURNMENT**

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

**CARRIED UNANIMOUSLY**

**MEETING ADJOURNED:** 1:10 pm

Certified Correct:

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Heather Svensen  
Director of Corporate Services/Deputy CAO

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Councillor Harrison  
Acting Mayor

**Draft**

**Minutes of the 3:00 pm Friday, November 28, 2025, Town of Qualicum Beach Special Meeting held in the Committee Room, Municipal Office, 660 Primrose Street, Qualicum Beach, BC**

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PRESENT: Council: Mayor Teunis Westbroek  
Councillor Scott Harrison  
Councillor Anne Skipsey  
Councillor Petronella Vander Valk  
Councillor Jean Young

ALSO PRESENT: Staff: Lou Varela, CAO  
Danielle Leurebourg, Deputy Director of Corporate Services  
Luke Sales, Director of Planning and Community Development

Mayor Westbroek called the meeting to order in the Committee Room 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 November 28, 2025, special Council meeting agenda.

**CARRIED UNANIMOUSLY**

**MOTION TO CLOSE**

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the special meeting of Council be closed to the public, pursuant to sections 90(1)(e), (i) 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;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (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:** 3:01 pm

**MEETING REOPENED TO THE PUBLIC:** 3:16 pm with all of Council in attendance. Also in attendance: L. Varela, CAO, L. Sales Director of Planning, and D. Leurebourg, Deputy Director of Corporate Services.

**ADJOURNMENT**

Councillor Vander Valk MOVED and Councillor Harrison SECONDED, THAT Council adjourns the meeting.

**CARRIED UNANIMOUSLY**

**MEETING ADJOURNED:** 3:16 pm

Certified Correct:

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Heather Svensen  
Director of Corporate Services/Deputy CAO

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Teunis Westbroek  
Mayor

**Draft - Minutes of the 10:00 am Wednesday, December 3, 2025, Town of Qualicum Beach Public Hearing held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC**

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**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  
   Danielle Leurebourg, Deputy Director of Corporate Services  
   Chelsea Currie, Corporate Services Coordinator

At 10:00 am, the Mayor declared open the Public Hearing, convened pursuant to Section 464 of the *Local Government Act*, to allow the public to make representations to Council respecting matters contained in the proposed Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025 and Zoning Bylaw No. 900, 2018, Amendment (Development Permit Area Guidelines) Bylaw No. 900.08, 2025.

**ADOPTION OF THE AGENDA**

Council adopted, by unanimous consent, the December 3, 2025 special Council Meeting agenda.

**CARRIED UNANIMOUSLY**

**Public Hearing Procedure**

Procedural rules set by the Chair were read by staff.

**Official Community Plan (OCP) Review Draft Update – Public Hearing**

Luke Sales, Director of Planning & Community Development, introduced the purpose of the bylaws and provided a baseline of knowledge in advance of Council receiving comments from the public on the proposed “Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025” and “Town of Qualicum Beach Zoning Bylaw No. 900, 2018, Amendment (Development Permit Area Guidelines) Bylaw No. 900.08, 2025.”

**Call for Public Input**

The Mayor called for any person who deemed themselves affected who wished to be heard or present written submissions to come forward.

- K. Sterner provided comment on:
  - Noted the differences between in the Village Neighborhood and Eaglecrest in relation to density goals and their distance to the Downtown Core.
- D. Hopwood provided comment on:
  - Climate emergency and housing crisis target for reductions and policies seems impossible.
  - Suggested adaption from climate mitigation matrix as the policies in the OCP are vague and do not address main opportunities.
  - Suggested non-market housing options and a low to moderate income group be added to the priority housing groups identified through community consultation.

- C. Dutton provided comments on the following:
  - Noted errors in a previous version of the OCP and Development Guidelines have been addressed and extended thanks to staff for their work.
- J. Noel provided comments on the following:
  - Concerns that the large lot requirements in the Village Neighbourhood means owners will only consider the addition of a second unit under the new legislation allowing increased density, if they want to be landlords.
- J. Wood provided comments on the following:
  - Noted the Provincial deadline for the OCP update and inquired if the vision statement required updating.
  - Noted 'Village' used in the OCP and recommend a change to 'charming coastal community' or 'Town'.
  - Suggested the addition of a mandate for focus on senior services including health care service facilities to support aging in place and access to long term care.
  - That the Village Neighbourhood is the best place for housing development and unsure why Council has turned down some proposals.
- Z. DeWitt provided comments on the following:
  - Suggested an Agricultural Land Reserve (ALR) property on Berwick Road be considered for removal from the ALR and considered for future development opportunities similarly to Eaglecrest.
- C. Husband provided comments on the following:
  - Suggested that medium density residential housing in the ALR lands from Fern Road East to Garden Road East would be ideal for seniors housing with their close proximity to the Village Neighbourhood.
- K. Monahan provided comments on the following:
  - Pointed out the Provincial requirement to adopt an updated OCP by the deadline and expressed concerned that the focus of the OCP is only on housing.
  - Restructuring the OCP resulted in things slipping through that don't make sense or conflict.
  - Recommended that Council adopt the new OCP but continue to work on the document to expand what is addressed.
- N. Harris provided comments on the following:
  - Noted the OCP indicates the Interim Sustainability Plan plays a key role, however the Sustainability Plan is old.
  - Protection of Town green belt conflicts with the allowance of commercial use in rural areas
  - A reduction in minimum parcel requirements will reduce the green belt and affect the protection of ALR lands for food security.
- C. Macfie provided comments on the following:
  - Suggested consistency should be a focus for the OCP and corrections to inconsistencies should be made into next year.
  - Inquired if an application needs to be consistent with all 10 goals outlined in Schedule 2.9 or will some goals take priority over others. Suggested taking out the goal related to laneways.

- J. Smith provided comments on the following:
  - Would like to see greater emphasis and recognition of climate change emergency and take opportunity to elevate aspects of the plan such as tree canopy, urban forest plan, and tree protection bylaw.
  - Noted housing has taken precedence in the OCP and some sections need tidying up.
  - Inquired as to what impact public consultation had on the OCP.
- R. Hamling provided comments on the following:
  - Suggested increasing density in the Village Neighbourhood.
  - Pointed out there are covenants on some Village Neighbourhood properties that may contradict provincial density that is permitted and Council should consider removing these if proposals come forward.

Mayor Westbrook called a second time for any person who deemed themselves affected who wished to be heard or present written submissions to come forward.

- C. Macfie provided comments on the following:
  - Provincial legislation negatively impacts municipal planning and the OCP development. Specifically, Bill 44 and M216 made changes to processes that weaken local government authority.
- K. Monahan provided comments on the following:
  - Pointed out that Bill 44 does not allow a public hearing to be held on an application that is consistent with the OCP.
  - Enquired as to how Schedule 2.9 would aid in decision making and how consistency would be determined as the requirements were vague. Recommended removing Schedule 2.9 from the OCP.
- T. Pritchard provided comments on the following:
  - Shared that the OCP document was difficult to assess and focused on housing, couldn't find any link between the OCP and the Strategic Plan.
  - Noted that the Ways to Achieve Attainable Housing Market (WAAHM) report is in progress and will not be part of the OCP.
  - That it is difficult to find any link between the OCP and the Strategic Plan.
  - Highlighted that there are sections of the OCP that will not be updated until the next review and the lack of priorities identified.
- K. Monahan provided comments on the following:
  - Expressed concern that the wording under section 4.6 Rural Land suggests an exception is made if rural form and character addresses one OCP goal and suggested that threshold is too low.
  - Pointed out that Schedule 2.8 does not show Beach/Harlech paved on the map.
- D. Hopwood provided comment on the following:
  - Stated he is not in favour of Council proceeding with the OCP Bylaw as presented.
- J. Wood provided comment on the following:
  - That the best place for housing development is where developers want to build.
- Z. DeWitt provided comment on the following:
  - Encourages Council to allow consideration of changing the zoning of ALR property to allow seniors housing and services
  - Encouraged Council to review the Quality of Life Survey (QLS) results.
- T. Pritchard provided comment on the following:
  - Noted concerns that there is not sufficient parking in Town to meet future needs.

- K. Monahan provided comment on the following:
  - Thanked staff and Council.

Mayor Westbroek called a third and final time for any person who deemed themselves affected who wished to be heard or present written submissions to come forward.

- J. Wood provided comment on the following:
  - Noted the Rules of Procedure for Council meetings and that it is a respectful place and safe space for people to speak without interruptions.
- Z. DeWitt provided comment on the following:
  - Be friendly to founders of the Town and change ALR.

**Record of written submissions received by the Corporate Officer prior to the close of the December 3, 2025, Public Hearing:**

- L. Eaton, provided comments regarding the current OCP content and alternative solutions.
- R. Joerin, provided comments regarding the OCP intent and urges resolving inconsistencies, allowing taller buildings, social spaces, and single-stair designs.
- D. Bold, provided comments expressing support for OCP focus, and suggested zoning align 55-unit site, consider VCR over VMR1 to preserve density.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the meeting be recessed for 5 minutes.

**CARRIED UNANIMOUSLY**

**MEETING RECESSES:** 11:30am  
**MEETING RECONVENED:** 11:35 am

**MOTION TO CLOSE**

THAT the special meeting of Council be closed to the public, pursuant to sections 90(1)(a)(e), (i) and (k) of the *Community Charter*, for the purpose of considering:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (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;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (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.

Following the adoption of the above motion, the meeting will be closed to the public.

**MEETING REOPENED TO THE PUBLIC:** 12:10 pm with all of Council in attendance. Also in attendance: L. Varela, CAO, H. Svensen, Director of Corporate Services/Deputy CAO, L. Sales, Director of Planning, and D. Leurebourg, Deputy Director of Corporate Services.

**ADJOURNMENT**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole adjourns the December 3, 2025, special Council meeting.

**CARRIED UNANIMOUSLY**

**MEETING ADJOURNED:** 12:10 pm

Certified Correct:

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Heather Svensen  
Director of Corporate Services/Deputy CAO

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Teunis Westbroek  
Mayor

**Draft - Minutes of the 4:00 pm Wednesday, December 3, 2025, Town of Qualicum Beach  
Committee of the Whole Meeting held in the Council Chamber, Town Hall, 660 Primrose Street,  
Qualicum Beach, BC**

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**PRESENT:** Council: Mayor Teunis Westbroek  
Councillor Scott Harrison  
Councillor Petronella Vander Valk  
Councillor Jean Young  
Councillor Anne Skipsey

**ALSO PRESENT:** Staff: Lou Varella, Chief Administrative Officer (CAO)  
Heather Svensen, Director of Corporate Services  
Kevin Goldfuss, Airport Manager  
Danielle Leurebourg, Deputy Director of Corporate Services  
Chelsea Currie, Corporate Services Coordinator

The Mayor called the Committee of the Whole meeting to order at 4:00 pm and acknowledged the meeting was being held on the traditional territory of the Coast Salish people and particularly the Qualicum First Nation.

**ADOPTION OF THE AGENDA**

The Committee adopted, by unanimous consent, the December 3, 2025, Committee of the Whole meeting agenda as presented.

**CARRIED UNANIMOUSLY**

**Qualicum Beach Airport Quarterly Report**

Kevin Goldfuss, Airport Manager, presented the Qualicum Beach Quarterly Report.

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the Committee of the Whole recommends to Council THAT Council receive the report titled "Qualicum Beach Airport Quarterly Report," dated December 3, 2025, for information.

**CARRIED UNANIMOUSLY**

**Airport Authority CAT4 Qualicum Beach**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole recommends to Council THAT Council receive the report titled "Airport Authority CAT4 Qualicum Beach," dated December 3, 2025, for information.

**CARRIED UNANIMOUSLY**

**PUBLIC INPUT OPPORTUNITY**

The Mayor called for public input and invited speakers to address Council in the order they appeared on the sign-up sheet.

- T. Tobin provided comment on the following:
  - Public misconceptions regarding the recent petition and concern related to whether the participants were Qualicum Beach residents.
  - Noted not all residents wish to see changes that result in the airport being shut down.
  - The Noise Abatement Procedure (NAP), Good Neighbor Program (GNP) and voluntary compliance have not been effective in addressing noise concerns.
  - Noted the resident proposed new flight path would benefit pilots and residents.
- J. Little provided comment on the following:
  - Noted there were a few non-compliant pilots with excessive flights over properties occurring every few minutes on some days.
  - Shared that the City of Courtenay has implemented Prior Permission Required (PPR) practices which may help reduce circuit issues.

- D. Little provided comment on the following:
  - Shared that they did their due diligence prior to purchasing property, but what was true about the flights back then, is not today.
  - Expressed that touch and go aircraft have created concerns for livestock.
  - Suggested the petition in support of the airport is illegitimate and originated from a Regional District of Nanaimo resident.
- S. Willis provided comments on the following:
  - Suggested the Town action a Noise Abatement Committee, prohibition of circuits over residential areas, PPR, and (Visual Flight Rules Terminal Procedures Chart (VTPC)).
  - Provided a snapshot of the 2-hour air traffic over their residence and joint letter signed by 15 Rupert Road/Garden Road/Qualicum Road (ALR areas) Residents.
  - An increase in air traffic has occurred since the GNP was actioned.
  - Request an enforceable flight path that would prevent pilots from turning south over Rupert Road/Pheasant Glen properties.
  - Suggested benefits could come from implementing the revised NAP as shown in the presentation and prohibiting training circuits and helicopter training over residences.
  - Shared her personal experience of how circuit training has affected her livestock and home enjoyment.
- J. Tudor provided comments on the following:
  - Prior to 2016 there was no issue; following the NAP implemented in 2016 pushed aircraft over Qualicum Woods.
  - Misconception that only a small number of residents are concerned.
  - GNP has helped over Qualicum Woods but is voluntary. Sealand Flight School adopted a path in effect prior to 2016 and a reduction in complaints has been noted.
  - Request for the Town to implement an amended NAP and make it a regulation.
  - Has an additional 180 signatures to bring to the Town Hall office tomorrow (additions from last petition).
- G. Willis provided comments on the following:
  - Concerns regarding the petition validity and its acceptance by Council.
  - Enquired about airport costs.
- D. Williams provided comments on the following:
  - The 2016 implementation redirected aircraft over Qualicum Woods, causing concern among many residents.
  - Suggested resident input should help guide changes in a new NAP.
  - The GNP is voluntary and not enforceable.
  - Requested an amended NAP following the Sealand route which is identical to the route in effect prior to 2016.
- C. Dowe provided comments on the following:
  - Noted there was a change to flight path 9 years ago.
  - Pointed out there were 63 additional signatures to a petition from Qualicum Woods residents.
  - Many Qualicum Woods residents are elderly and trying to age in place.
- F. Dowe provided comments on the following:
  - Shared his personal experience piloting aircraft at Qualicum Beach Airport and recalls there was no noise for Qualicum Woods or elsewhere when the sign instructing pilots to turn left was in place. The sign has since been removed under the instruction of the federal government.
- P. McDow provided comments on the following:
  - Object to the proposed FTPC and NAP as it would direct every flight over her home and would like to see something that doesn't isolate the burden to a select grouping of homes.

- D. Durant provided comments on the following:
  - Pointed out that of the 175 complaints were recorded, 112 complaints were related to residences in flight path, and 88 calls came from one single residence. Three of these complaints resulted in noise abatement violations.
  - Shared that training doesn't equate to noise and pilots are following the rules which is evident in the low number of violations.
- T. Provost provided comments on the following:
  - The Town should use their delegated authority from Transport Canada to enact change as there are many residents concerned about aircraft noise.
  - Voluntary programs like NSAs are not enforceable so residents are requesting an enforceable solution in an updated, expanded, and amended NAP.
  - The Qualicum Woods Residents Association has reached out to Transport Canada to request a meeting, and an invite is extended to the Town to attend.
  - Suggested Instrument Flight Rules and Visual Flight Rules be added to the NAP and that the aircraft height in the NAP be increased to 1500ft.
- M. Andrews provided comment on the following:
  - Sealand Flight/Vice President of the Flying Club shared they are happy with the changes Sealand has made to try to mitigate noise concerns.
  - Noted updates in electric aviation including flight schools being authorized to purchase and operate electric aircraft.
- T. Purzer provided comment on the following:
  - President of Qualicum Beach Flying Club that has been operating for 60 years with a membership of 150.
  - A petition is circulating in support of the airport with 3000 signatures and several of those supporters live close to the airport and are not affected by aircraft noise.
  - The large volume of noise complaints from aircraft leaves no room for other discussions including improvements.
- R. Filmer provided comments on the following:
  - Noted the grant funding opportunities that have been applied for and the investment in improvements at the airport.
  - Enquired on how effectively the improvements to the airport are attracting new business.
- S. Sword provided comments on the following:
  - Noted the many benefits of the airport and highlighted the complexity of the issue and need for collaborative solutions.
- J. Newstead provided comments on the following:
  - Is a regular customer of Iskwew Air and views the service as an important connection between Vancouver and Oceanside.

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT Council take a 5-minute recess.

**CARRIED UNANIMOUSLY**

**MEETING RECESSES:** 6:15 pm

**MEETING RECONVENED:** 6:25 pm

(Meeting reconvened with all of Council present)

- T. Fraser, Founder of Iskwew Air, provided comment on the following:
  - Shared that of the 7,000 passengers that travel between Vancouver and Qualicum Beach approximately ~60% are Qualicum Beach residents.
  - Noted that NAP and NSAs can be complicated as Aircraft noise is certain and redirecting traffic will impact people.

- Suggested that removing the NAP and the NSA to allow air traffic to distribute itself.
  - Suggested implementing instrument Flight Rules along with strict departure and approach procedures that cannot be deviated from issued by Transport Canada.
  - Iskwew Air spent \$400,000 at Qualicum Beach Airport in 2025 through lease fees, fuel, and Airport Improvement Fees (AIF).
  - AIF is the driver for increasing ticket prices and passed on to the traveler.
  - Objection to an increase in parking fees and would like passengers have a voucher for parking.
  - Without scheduled service there will not be grant funding eligibility for airport improvements.
- B. Smith provided comments on the following:
  - As a flight instructor at Sealand and executive of the Flying Club, spoke to importance of CAT4 in Westley Ridge Fire response.
  - Pointed out the \$120 increase in flying school rates from previous year.
  - Enquired about changes to rates and user fees laid out within the Miscellaneous Rates Bylaw and requested confirmation there is no 'double dipping' on rates.
  - Noted that the date and time of this meeting impacts the ability of many young working adults to attend.
- G. Gannon, Skydive Vancouver Island, provided comment on the following:
  - Noted there is a petition of 3000 signatures in support of the airport.
  - Commercial operations benefit the Town (Sealand, Skydive Vancouver Island, Iskwew) as they garner provincial funding. If commercial operations leave, there will be no funding.
- A. Roberts provided comment on the following:
  - Resides near the airport and was the initiator of the petition which was signed by 3,000 petitioners including over 400 residents who reside in Qualicum Beach.
  - That a collaborative approach may result in a balanced solution that respects residents and supports airport operations and services.
- T. Whitfield provided comments on the following:
  - Shared that the airport brings tremendous economic benefit to the area.
  - Pointed out that although there are residents who may have purchased property next to the airport, the airport operations have changed over the years. (helicopter training, NAP flight path, etc.)
- B. Sturkeman provided comments on the following:
  - Suggested that helicopter training could be done outside of the Town as it can be ongoing for multiple hours and the circling of aircraft can become annoying.

### **Further Expansion of the Noise Sensitive Areas and VTPC**

Councillor Harrison MOVED and Councillor Young SECONDED, THAT Committee of the Whole recommend to Council THAT Council rescind Resolution No. 25-209:

*"THAT Council directs staff to make an application to NAV Canada to create a Visual Flight Rules Terminal Procedures Chart (VTPC) in the Qualicum Beach CAT4 Canadian Flight Supplement (CFS) entry, to include recommended circuit procedures;*

*AND FURTHER THAT Council directs staff to make an application to NAV Canada to create new additional Noise Sensitive Areas (NSAs) in the Qualicum Beach CAT4 Canadian Flight Supplement (CFS) entry, to include recommended Noise Sensitive Areas on the north side of the Qualicum Beach Runway 11-29 (RWY) as shown on Appendix 1 of this Staff Report dated September 17, 2025.*

**CARRIED UNANIMOUSLY**

Councillor Young 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**

Mayor Westbroek called a final time for any input from the public.

- F. Dowe provided comments on the following:
  - Concerns regarding circuit training.
- T. Provost provided comments on the following:
  - Noted that the NSA is not enforceable and the NAP is enforceable.
- T. Whitfield provided comments on the following:
  - Shared that the flight path at top of the hill is loud and expressed his desire for a quick transition to electric aircraft.
- S. Sort provided comment on the following:
  - Suggested pilots' association and lawyer experts have done a disservice by TC.
- B. Smith provided comments on the following:
  - Sealand offers night ratings which often require repetitive circuits for license issuance and restricting circuits would negatively affect students.
- D. Williams provided comments on the following:
  - Shared her experience reporting violations to Transport Canada noting that a report requires a description of the plane, call number and time making it difficult to provide a complete report.
- C. Dowe provided comments on:
  - Concern that circuit training has made real estate less desirable when selling.

#### **ADJOURNMENT**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole adjourns the December 3, 2025, Committee of the Whole meeting.

**CARRIED UNANIMOUSLY**

**MEETING ADJOURNED:** 7:32 pm

Certified Correct:

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Heather Svensen  
Director of Corporate Services/Deputy CAO

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Teunis Westbroek  
Mayor

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

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**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  
Chris Sumando, Assistant Fire Chief – Prevention  
Luke Sales, Director of Planning and Community Development  
Chelsea Currie, 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 December 10, 2025, regular Council meeting agenda as amended to include the addition of Late Item: Palm Drive Residents – Heritage Forest Trees as Agenda Item 9(1)(d).

**CARRIED UNANIMOUSLY**

**START OF THE CONSENT AGENDA**

**ADOPTION OF THE CONSENT AGENDA**

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the recommendations listed for items 2(a) to 2(j) in the December 10, 2025, Consent Agenda be adopted.

- (a) THAT the October 21, 2025, special Council meeting minutes be approved as presented.
- (c) THAT the October 24, 2025, Committee of the Whole meeting minutes be approved as presented.
- (d) THAT the October 27, 2025, special Council meeting minutes be approved as presented.
- (e) THAT the November 5, 2025, special Council meeting minutes be approved as amended.
- (f) THAT the November 12, 2025, special Council meeting minutes be approved as presented.
- (g) THAT the November 12, 2025, Committee of the Whole meeting minutes be approved as amended.
- (h) THAT the November 20, 2025, regular Council meeting minutes be approved as amended.
- (i) THAT the November 24, 2025, special Council meeting minutes be approved as presented.
- (j) THAT the Correspondence Log, dated for reference December 1, 2025, be approved as presented.

**CARRIED UNANIMOUSLY | Resolution No. 25-302**

Item (b) of the Consent Agenda, October 22, 2025 regular Council meeting minutes, were removed from the Consent Agenda as they were approved at a previous meeting.

## **RECOGNITION - Nil**

## **BUSINESS ARISING FROM THE MINUTES – Nil**

## **DELEGATIONS**

- (a) **Friends of the Qualicum Beach Forest (FQBF)**  
K. Monahan in attendance to make a presentation on significant trees of Qualicum Beach and tree protection.
- (b) **Palm Drive Residents - Heritage Forest Trees**  
C. Lloyd and J. Patterson in attendance to make a presentation on Heritage Forest Trees Bordering Palm Drive.

## **CORRESPONDENCE - Nil**

## **BYLAWS**

- (a) **Town of Qualicum Beach Cemetery Bylaw No. 915, 2025**  
Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT “Town of Qualicum Beach Cemetery Bylaw No. 915, 2025” be read a third time.  
**CARRIED UNANIMOUSLY | Resolution No. 25-303**

Councillor Skipsey requested clarification on the Non-Resident Exception. Staff noted a report would be included in an upcoming meeting, prior to consideration of adoption of the Bylaw.

Councillor Vander Valk MOVED and Councillor Young SECONDED, THAT “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Cemetery) Bylaw No. 638.06, 2025” be read a third time.  
**CARRIED UNANIMOUSLY | Resolution No. 25-304**

- (b) **Zoning Amendment Bylaw | 510 Chester Road**  
Councillor Harrison MOVED and Councillor Young SECONDED,
  - 1. THAT the Bylaw entitled “Town of Qualicum Beach Zoning Bylaw No. 900, 2024 Amendment (510 Chester Road) Bylaw No. 900.04, 2025” be read a third time.
  - 2. THAT Council rescinds the following resolution 25-288: THAT staff proceed with 510 Chester Road as a bare land strata subdivision for Council’s consideration, excluding Lot 1 (existing home), as identified in the attached plans to the November 20, 2025, staff memo.
  - 3. THAT staff proceed with 510 Chester Road as a bare land strata subdivision for Council’s consideration, excluding Lot 1 (existing home) and Lot 2, as identified on the Site Plan in the attached plans to the December 10, 2025, staff memo.
  - 4. THAT a separate Section 219 Form and Character Covenant be registered on title for proposed Lot 2, as identified in the attached plans to the December 10, 2025, staff memo, prior to adoption of the Zoning Amendment Bylaw, which includes the following:
    - a) Driveway access from Chester Road, on the east side of the property; and,
    - b) All services accessed from Chester Road**CARRIED UNANIMOUSLY | Resolution No. 25-305**

(c) **Official Community Plan (OCP) Review**

Councillor Young MOVED and Councillor Harrison SECONDED, THAT staff be directed to amend the Official Community Plan to have all housing be small scale residential in Eaglecrest, with multi-family, institutional or commercial development to be considered on a case-by-case basis.

**DEFEATED**

In Favour: Councillor Harrison, Councillor Young

Opposed: Mayor Westbroek, Councillor Skipsey, Councillor Vander Valk

Councillor Young MOVED THAT Council instructs staff to amend the Official Community Plan consider on a case-by-case basis ALR being applied to be removed from the allocation if Council consider it meets the needs that be required.

**Due to the lack of a seconder, the motion did not proceed.**

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the meeting be recessed for 5 minutes.

**CARRIED UNANIMOUSLY**

**MEETING RECESSED 10:48 am**

**MEETING RECONVENED 10:58 am**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025" be amended by inserting on pg. 4 bullet point 5: "The 2025 OCP Review process reflects public consultation on Housing as per Provincial legislation. The majority of the OCP Policies were not amended during this OCP Review."

**CARRIED UNANIMOUSLY | Resolution No. 25-306**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025" be amended by replacing all instances of the words "OCP Consistency Worksheet" with "Sample OCP Consistency Worksheet".

**CARRIED UNANIMOUSLY | Resolution No. 25-307**

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the following sentence "...land use significantly advances at least one of the key OCP Goals...." be amended on page 109 by striking "At least one of the".

**CARRIED | Resolution No. 25-308**

In Favour: Councillor Skipsey, Councillor Young, Councillor Vander Valk

Opposed: Mayor Westbroek, Councillor Harrison

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED THAT "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025" be amended by inserting in section 4.6.9 "between Memorial Avenue and Qualicum Road."

**CARRIED UNANIMOUSLY | Resolution No. 25-309**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025" be amended by deleting "and where the proposed use significantly advances one of the key OCP goals" from 4.6.9.

**MOTION FAILED**

In Favour: Councillor Skipsey; Councillor Vander Valk

Opposed: Mayor Westbroek, Councillor Harrison, Councillor Young

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT “Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025” be amended by inserting the following sentence in Section 2.3.2, immediately before “These ‘Priority Housing Groups (PHG’s)’ are:”: “Affordability is a key consideration in housing policies and initiatives. Particular attention should be given to the financial challenges faced by households within the Priority Housing Groups.”

**CARRIED UNANIMOUSLY | Resolution No. 25-310**

Councillor Vander Valk MOVED and Councillor Harrison SECONDED, THAT “Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025” be amended by deleting all instances of “high quality” in reference to housing and simply state “housing”.

**CARRIED | Resolution No. 25-311**

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

Councillor Vander Valk MOVED and Councillor Young SECONDED, THAT “Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025” be read a third time as amended.

**CARRIED UNANIMOUSLY | Resolution No. 25-312**

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT “Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025” be adopted.

**CARRIED UNANIMOUSLY | Resolution No. 25-313**

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT “Zoning Bylaw No. 900, 2018, Amendment (Development Permit Area Guidelines) Bylaw No. 900.08, 2025” be read a third time.

**CARRIED UNANIMOUSLY | Resolution No. 25-314**

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT “Zoning Bylaw No. 900, 2018, Amendment (Development Permit Area Guidelines) Bylaw No. 900.08, 2025” be adopted.

**CARRIED UNANIMOUSLY | Resolution No. 25-315**

## **COMMITTEE & LIAISON REPORTS**

### **(1) General Government (Mayor Teunis Westbroek)**

(i) Mayor Westbroek commented on his portfolio activities.

#### **(ii) Mayor Westbroek Notice of Motion: Future of the Railway**

Councillor Westbroek MOVED and Councillor Skipsey SECONDED, Whereas staff, Mayor Westbroek and Councillor Skipsey met with Island Corridor Foundation (ICF) on November 17, 2025, to discuss the future of the railway with a focus on the development of trails next to the rails;

Be it resolved THAT staff be directed to amend bullet 7 on page 9 of the Sustainability Plan to read “Railway – that the Town work with Island Corridor Foundation to develop trail corridors adjacent to the rail line throughout the community.”

**CARRIED UNANIMOUSLY | Resolution No. 25-316**

### **(2) Public Safety (Councillor Scott Harrison)**

(i) Report from Councillor Harrison

- (ii) **Councillor Harrison Notice of Motion: St. Stephen's United Church**  
Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council direct staff to provide a one-time financial contribution to St. Stephen's United Church in the amount of \$10,000, to be funded in 2025 from Council's Strategic Initiative Reserve – Community Volunteerism, in order to support their valuable community programs.

**CARRIED UNANIMOUSLY | Resolution No. 25-317**

- (3) **Parks & Recreation** (Councillor Anne Skipsey)  
Councillor Skipsey commented on her written report included in the agenda.
- (4) **Community Development** (Councillor Petronella Vander Valk)
  - (i) Councillor Vander Valk commented on her written report included in the agenda.

- (ii) **Councillor Vander Valk Notice of Motion: Bill M216**

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED,  
**WHEREAS** the Province of British Columbia, through the Select Standing Committee on Private Bills and Private Members' Bills, is currently seeking public and local government input on Bill M216, *Professional Reliance Act*; and

**WHEREAS** the Committee has provided an online submission process, open until 3:00 p.m. (Pacific) on January 6, for stakeholders to review background materials and respond to a series of questions regarding the Bill;

**THAT** the Town of Qualicum Beach submit formal feedback through the Province's online consultation portal, requesting that Bill M216 be tabled until the Province has fully engaged with local governments to ensure that local autonomy is recognised and respected in advancing measures meant to improve permitting efficiency.

**CARRIED UNANIMOUSLY | Resolution No. 25-318**

- (5) **Arts & Culture** (Councillor Jean Young)  
Councillor Young commented on her portfolio activities.

## **STAFF REPORTS**

- (1) **Corporate Services**

- (a) **Special Event Sponsorship Application 2026 – St. Andrews Lodge Historical & Cultural Society**

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council approve in principle the Special Event application for the "Twilight Concert Series" on Saturdays, July 4, July 25, August 8, and August 22, 2026 hosted by St. Andrews Lodge Historical & Cultural Society, subject to event organizers working with Town staff to ensure Town requirements are met.

**CARRIED UNANIMOUSLY | Resolution No. 25-319**

- (b) **Youth Appreciation Lunch**

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council instructs staff to work with Kwalikum Secondary School (KSS) to organize and promote the 2026 Youth Appreciation Lunch for Qualicum Beach youth to be held on Thursday, May 7, 2026 in Glassford Square during the school lunch break.

**CARRIED UNANIMOUSLY | Resolution No. 25-320**

(c) **Winter Holiday Town Hall Closure**

Councillor Young MOVED and Councillor Harrison SECONDED, THAT Council approve the closure of the Town Hall office during the 2026 holiday season for three business days (December 21; 22; 23) during the period of December 21 through December 25, 2026.

**CARRIED UNANIMOUSLY | Resolution No. 25-321**

(d) **Palm Drive Residents – Heritage Forest Trees**

CAO Varela reviewed the timeline of events of hazardous tree assessments behind Palm Drive in the Heritage Forest.

(2) **Fire**

(a) **2025 Fire Department Public Outreach**

- Verbal update and PowerPoint

(3) **Planning & Community Development**

(a) **Operations Facilit(ies) Needs Assessment – Request for Proposals for Consultant Selection**

Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council authorizes staff to issue a Request for Proposals (RFP) for the purpose of engaging a consultant to undertake an Operations Facilit(ies) Needs Assessment, as attached to the December 10, 2025, Planning report to Council.

**CARRIED UNANIMOUSLY | Resolution No. 25-322**

(b) **Development Variance Permit & Development Permit | 532 Memorial Avenue**

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council directs staff to fulfill statutory notification requirements for Council's consideration of issuance of a Development Variance Permit for 532 Memorial Avenue at a future meeting of Council.

**CARRIED UNANIMOUSLY | Resolution No. 25-323**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the meeting be recessed for 5 minutes.

**CARRIED UNANIMOUSLY**

**MEETING RECESSES:** 12:33 pm

**MEETING RECONVENED:** 12:41 pm

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council directs staff to refer the application back to the APC in the interest of producing the best possible design and that their consideration include: a gateway perspective, height, length and massing of the Hoylake Road East building; AND FURTHER THAT as per the June 18th, 2025 Council resolution, the arbutus tree be considered for preservation and explore alternative access onto the site from midblock on Memorial Avenue.

**CARRIED | Resolution No. 25-324**

In Favour: Mayor Westbroek, Councillor Skipsey, Councillor Vander Valk

Opposed: Councillor Harrison, Councillor Young

Councillor Harrison MOVED THAT the Motion on the floor be tabled.  
**Due to a lack of a seconder, the motion did not proceed.**

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

**CARRIED UNANIMOUSLY**

(c) **WAAM (Ways of Achieving Attainable Market) Housing**

- Verbal update from L. Sales, Director of Planning and Community Development

(d) **Housekeeping Bylaw (172 Fern Road West)**

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council deems the Bylaw entitled, "Town of Qualicum Beach Zoning Bylaw No. 900, 2024 Amendment (Housekeeping) Bylaw No. 900.09" to be compliant with the Town of Qualicum Beach 2018 Official Community Plan.

**CARRIED UNANIMOUSLY | Resolution No. 25-325**

**MOTION TO CLOSE**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the special 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;
- (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**

Following adoption of the above motion, the meeting will be closed to the public.

**MEETING CLOSED TO THE PUBLIC:** 1:10 pm

**MEETING REOPENED TO THE PUBLIC:** 1:48 pm with all of Council in attendance. Also in attendance: L. Varela, CAO, H. Svensen, Director of Corporate Services/Deputy CAO, L. Sales, Director of Planning, and D. Leurebourg, Deputy Director of Corporate Services.

**REVIEW OF COMMENTS FROM THE PUBLIC**

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

- K. Monahan, comments regarding the clarity of the OCP goal references and Sample Consistency Worksheet.

**ADJOURNMENT**

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

**CARRIED UNANIMOUSLY**

**MEETING ADJOURNED:** 1:48 pm

Certified Correct:

\_\_\_\_\_  
Heather Svensen  
Director of Corporate Services/Deputy CAO

\_\_\_\_\_  
Teunis Westbroek  
Mayor

**Draft - Minutes of the 1:00 pm Wednesday, December 17, 2025, Town of Qualicum Beach Special Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC**

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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  
Ray Hayre, Director of Finance  
Amro Kotb, Director of Infrastructure Services  
Chelsea Currie, Corporate Services Coordinator

Mayor Westbroek called the meeting to order in the Committee Room 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 December 17, 2025, special Council meeting agenda.

**CARRIED UNANIMOUSLY**

**RECOGNITION**

Mayor Westbroek introduced and welcomed the Director of Infrastructure Services, Amro Kotb, to the Town of Qualicum Beach.

**STAFF REPORTS**

(a) **Summary of Recommendations Resulting from Strategic Planning**

**RECOMMENDATIONS:**

**General Direction Requested**

1. Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT the Draft Strategic Plan 2026-2030, dated October 24, 2025, be adopted.

**CARRIED UNANIMOUSLY | Resolution No. 25-326**

**New Initiatives Proposed for 2026**

2. Three Stream Recycling – Municipal Properties 26-CA-01  
Councillor Vander Valk MOVED and Councillor Harrison SECONDED, THAT the Strategic Initiative titled “Three Stream Recycling at Town Facilities” be advanced for consideration in 2027 Strategic Planning.

**CARRIED UNANIMOUSLY | Resolution No. 25-327**

3. Mount Arrowsmith Biosphere Society (MABS) Funding Request 26-CA-02

Councillor Young MOVED and Councillor Skipsey SECONDED,

- a) THAT the Strategic Initiative titled “Mount Arrowsmith Biosphere Society (MABS) Funding Request” be advanced to the 2026-2030 Financial Plan with a budget provision of \$24,000 per year in fiscals 2026 and 2027, to be funded from eligible grant funding sources and/or the Strategic Initiatives Reserve.

- b) THAT staff be instructed to negotiate a two-year Fee-for-Service Agreement with MABS outlining clear deliverables for fiscal 2026 and 2027 linked to Reconciliation and the Town's climate and/or hazard-mitigation goals.

**CARRIED UNANIMOUSLY | Resolution No. 25-328**

4. TOSH One-Time Funding Request 26-HW-01

Councillor Vander Valk MOVED and Councillor Harrison SECONDED, THAT staff be instructed to negotiate terms of a one-time funding allocation in the amount of \$50,000 for TOSH, including clear deliverables linked to this one-time operational stabilization funding in fiscal 2026, with early budget approval once Council has endorsed the deliverables/metrics associated with this funding request.

**CARRIED UNANIMOUSLY | Resolution No. 25-329**

5. TOSH Fee-for-Service Request 26-HW-02

Councillor Vander Valk MOVED and Councillor Harrison SECONDED, THAT the Committee of the Whole recommends to Council THAT the Strategic Initiative titled "The Old School House (TOSH) Fee-for-Service Request" be referred to 2027 Strategic Planning for consideration.

**CARRIED UNANIMOUSLY | Resolution No. 25-330**

6. Collaboration with Qualicum First Nation 26-GG-02

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT Council direct staff to advance the Initiative titled "Collaboration with Qualicum First Nation" to the 2026-2030 Financial Plan with a \$15,000 budget provision in each of fiscals 2026 and 2027.

**CARRIED UNANIMOUSLY | Resolution No. 25-331**

7. Tourism & Small Business Promotion 26-EP-01

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Council direct staff to advance the Initiative titled "Tourism and Small Business Promotion" with a budget provision of \$10,000 to the 2026-2030 Financial Plan in fiscal 2026.

**CARRIED UNANIMOUSLY | Resolution No. 25-332**

8. Community Volunteerism 26-HW-04

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Council direct staff to advance the Initiative titled "Community Volunteerism" with a budget provision of \$5,000 to the 2026 - 2030 Financial Plan in fiscals 2026 and 2027.

**CARRIED UNANIMOUSLY | Resolution No. 25-333**

**Strategic Initiatives from Previous Years with Timeline Adjustments**

9. Airport Master/Business Plan 24-GG-10

Councillor Skipsey MOVED and Councillor Young SECONDED, WHEREAS the Strategic Initiative titled Airport Master/Business Plan is 100% grant dependent and staff has limited capacity to advance this Initiative in 2026 as per the 2025-2029 Financial Plan;

THAT Council directs staff to defer the Strategic Initiative titled Airport Master/Business Plan from fiscal 2026 to fiscal 2027 in the 2026-2030 Financial Plan.

**CARRIED UNANIMOUSLY | Resolution No. 25-334**

10. Tree Protection Bylaw Update (Deferral) 24-CA-06  
Councillor Vander Valk MOVED and Councillor Young SECONDED,  
WHEREAS Council directed staff to defer the Tree Protection Bylaw Update from fiscal year 2025 to 2026 on July 23, 2025;  
WHEREAS the Planning Department is at maximum staff capacity for 2026 given consideration of the requirements for advancing the development of the Eaglecrest Golf Course Lands;  
THAT the Tree Protection Bylaw Update Initiative with a budget provision of \$40,000 be deferred from fiscal 2026 to 2027 in the 2026-2030 Financial Plan.  
**CARRIED | Resolution No. 25-335**  
In Favour: Mayor Westbroek, Councillor Harrison, Councillor Vander Valk, Councillor Young  
Opposed: Councillor Skipsey

11. Qualicum Commons 25-PI-04  
Councillor Harrison MOVED and Councillor Skipsey SECONDED,  
WHEREAS the Town incurred an expenditure of \$10,000 for a building assessment prior to Council's decision to move forward with a one-year lease with School District 69 for the Qualicum Commons;  
THAT the Initiative titled Qualicum Commons be funded with a budget provision of \$10,000 from the Strategic Initiatives Reserve in fiscal 2025.  
**CARRIED UNANIMOUSLY | Resolution No. 25-336**

12. Wayfinding Signage Phase 1 25-EP-01  
Councillor Skipsey MOVED and Councillor Young SECONDED,  
WHEREAS the Strategic Initiative titled "Wayfinding Signage Phase 1" is included in the 2025-2029 Financial Plan in fiscal 2025 with a budget of \$3,100;  
WHEREAS staff noted in the Q3 Reporting to Council that the "Wayfinding Signage Phase 1" Initiative will not progress in 2025;  
THAT the Initiative titled "Wayfinding Signage Phase 1" not be re-budgeted in the 2026–2030 Financial Plan, and that this Initiative's timing and scope be reconsidered during the 2027 Strategic Planning process.  
**CARRIED UNANIMOUSLY | Resolution No. 25-337**

**General Direction Requested (not linked to a Scoping Sheet)**

13. Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, WHEREAS Council directed staff to reduce the contribution to the Strategic Initiatives Reserve in fiscal 2025 to \$125,000, from the originally planned contribution of \$250,000;  
THAT staff be directed to reinstate the contribution to the Strategic Initiatives Reserve in the amount of \$250,000 in fiscals 2026 to 2030 in the 2026-2030 Financial Plan.  
**CARRIED UNANIMOUSLY | Resolution No. 25-338**
14. Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT "Housing Policy Options for Priority Housing Groups" be advanced to the 2027 Strategic Planning Process.  
**CARRIED UNANIMOUSLY | Resolution No. 25-339**

### **New Strategic Initiatives Proposed for 2026 cont'd**

15. Town Website Improved Searchability 26-GG-03

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT staff be directed to advance the Initiative titled "Town Website – Improved Searchability" with a budget provision of \$20,000 to be funded from the Strategic Initiatives Reserve for inclusion in the 2026-2030 Financial Plan in fiscal 2026.

**CARRIED UNANIMOUSLY | Resolution No. 25-340**

16. Fee-for-Service Agreement - Brown Property Preservation Society (BPPS)  
26-GG-04

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED,

- a) THAT staff be authorized to initiate negotiations with the Brown Property Preservation Society (BPPS) to itemize its annual workplan for volunteer works into a Service Provider Agreement, that would extend the Town's Municipal Insurance Association coverage to the BPPS as an Associate Member, with the Town responsible for the approximate Associate Member annual premium.
- b) THAT the negotiated Service Provider Agreement between the Town of Qualicum Beach and Brown Property Preservation Society be presented to Council for approval at a subsequent meeting.
- c) THAT staff be directed to request the Brown Property Preservation Society to provide its 2026 work plan and Parks Department staff support requests by December 19, 2025.

**CARRIED UNANIMOUSLY | Resolution No. 25-341**

17. Volunteer Organization Requests (Increased Service) 26-GG-05

Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT staff be directed to include an additional budget expenditure provision of \$9,000 annually for 0.1 FTE for the Parks Department, to be funded from property taxation to address increased volunteer activities on Town-owned Lands.

**CARRIED UNANIMOUSLY | Resolution No. 25-342**

18. St. Stephen's United Church Fee-for-Service Request 26-HW-03

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT the Scoping Sheet titled "St. Stephen's United Church Fee-for-Service Request 26-HW-03" be closed for record keeping purposes;

AND FURTHER THAT staff be directed to revisit the matter of private parking lots used informally for community parking for Council's future consideration in 2026.

**CARRIED UNANIMOUSLY | Resolution No. 25-343**

19. Multi-Purpose Court (tennis and basketball) at Kwalikum Secondary School (KSS) 26-HW-04

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED,

THAT staff be directed to develop an agreement with Kwalikum Secondary School (KSS) to provide financial support in the amount of \$50,000 in fiscal 2027 to support development of a multi-purpose court (tennis and basketball) on the KSS property.

**CARRIED UNANIMOUSLY | Resolution No. 25-344**

### **General Direction Requested**

#### **20. Asset Replacement Financial Strategy**

Councillor Harrison MOVED and Councillor Skipsey SECONDED,  
WHEREAS the Committee of the Whole recommends maintaining the current Health Score of Town assets;  
THAT staff be directed to include a 1.3% property tax rate increase in fiscal 2026 within the 2026-2030 Financial Plan to support closing the General Fund Asset Replacement funding gap over the next 14 years.

**CARRIED UNANIMOUSLY | Resolution No. 25-345**

#### **21. Investment in New Assets**

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED,  
WHEREAS the Asset Investment Reserve projected January 1, 2026 balance is approximately \$117,000;  
AND WHEREAS the annual contribution to the Asset Investment Reserve is approximately \$300,000 and not sufficient to address required Town contributions for Investment in new assets;  
THAT Council direct staff to include an increase of \$50,000 in 2026 and in each subsequent year of the 2026-2030 Financial Plan to Increase the annual contribution to the Asset Investment Reserve.

**CARRIED UNANIMOUSLY | Resolution No. 25-346**

### **Capital Initiatives From Previous Years' Strategic Planning That Require Council Direction**

#### **22. Bike Racks on the Waterfront 25-CAP-PI-01**

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT a \$15,000 capital expenditure budget provision for Bike Racks on the Waterfront be advanced to the 2026-2030 Financial Plan in fiscal 2026.

(Note: For more information see previous resolution from 2025 Strategic Planning Capital - R24-334)

**CARRIED UNANIMOUSLY | Resolution No. 25-347**

#### **23. Community Gardens SI-19-24**

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT a \$30,000 capital expenditure budget provision for Community Gardens be advanced to the 2026-2030 Financial Plan in fiscal 2028.

(Note: For more information see previous resolution from 2024 Strategic Planning Capital - R23-414)

**CARRIED UNANIMOUSLY | Resolution No. 25-348**

#### **24. New Community Park Facility to Support Park Users SI-18-24**

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT a grant dependent capital expenditure budget provision of \$620,000 for a New Facility to Support Park Users in the Community Park be advanced to the 2026-2030 Financial Plan in fiscal 2028.

(Note: For more information see previous resolution from 2024 Strategic Planning Capital - R23-411)

**CARRIED UNANIMOUSLY | Resolution No. 25-349**

25. Accessibility Improvements SI-36-24

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT an annual \$50,000 capital expenditure budget provision for Accessibility Improvements be advanced to the 2026-2030 Financial Plan.

(Note: For more information see previous resolution from 2024 Strategic Planning Capital - R23-413)

**CARRIED UNANIMOUSLY | Resolution No. 25-350**

26. Highway 19 Entrance Signs – Grant Dependent SI-14-24

Councillor Young MOVED and Councillor Skipsey SECONDED, THAT a grant dependent capital expenditure budget provision of \$250,000 for Highway 19 Entrance Signs be advanced to the 2026-2030 Financial Plan in fiscal 2027.

(Note: For more information see previous resolution from 2024 Strategic Planning Capital - R23-416)

**CARRIED UNANIMOUSLY | Resolution No. 25-351**

27. Multiple Entrance Signage Design & Replacement – Grant Dependent

SI-29-24

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT a grant dependent capital expenditure budget provision of \$250,000 for Multiple Entrance Signage Design & Replacement be advanced to the 2026-2030 Financial Plan in fiscal 2028.

(Note: For more information see previous resolution from 2024 Strategic Planning Capital - R23-417)

**CARRIED | Resolution No. 25-352**

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

28. Saahtlam Park Playground & Amenities SI-53-03

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT a \$350,000 capital expenditure budget provision for Saahtlam Park Playground & Amenities be advanced to the 2026-2030 Financial Plan in Fiscal 2028.

(Note: For more information see previous resolution from 2024 Strategic Planning Capital - R23-410)

**CARRIED | Resolution No. 25-353**

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

29. New Visitor Information Centre Public Washroom – Grant Dependent

SI-25-24

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT a grant dependent capital expenditure budget provision of \$500,000 for the New Visitor Information Centre Public Washroom be advanced to the 2026-2030 Financial Plan in fiscal 2030.

(Note: For more information see previous resolution from 2024 Strategic Planning Capital - R23-419)

**CARRIED UNANIMOUSLY | Resolution No. 25-354**

30. Bus Garage Site Planning/Public Engagement & Construction SI-52-03

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT a \$1,000,000, \$200,000 and \$600,000 capital expenditure budget provision for the Bus Garage Site Planning/Public Engagement & Construction Project be advanced to the 2026-2030 Financial Plan in fiscals 2026, 2027 and 2028 respectively.

(Note: For more information see previous resolution from 2024 Strategic Planning Capital - R23-415)

**CARRIED | Resolution No. 25-355**

In Favour: Mayor Westbroek; Councillor Skipsey, Councillor Vander Valk

Opposed: Councillor Harrison; Councillor Young

Councillor Harrison MOVED and Mayor Westbroek SECONDED, THAT Council add a grant dependent capital project to extend three-phase power to the airport in either 2027 or 2028.

**CARRIED UNANIMOUSLY | Resolution No. 25-356**

**New Capital Projects Proposed for 2026**

31. Cenotaph at Memorial Avenue and Railway Street 26-CAP-PI-01

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT the 2026-2030 Financial Plan include a \$40,000 budget provision in fiscal 2026 for the construction of a Cenotaph at the south-west corner of the intersection of Memorial Avenue and Railway Street.

**CARRIED UNANIMOUSLY | Resolution No. 25-357**

32. Paved Shoulder on Berwick Road South 26-CAP-PI-05

Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT the proposed paved shoulder project on Berwick Road South, between 4th Avenue East and 5th Avenue East, be referred for consideration as part of the 2026 update to the Community Transportation Plan.

**CARRIED UNANIMOUSLY | Resolution No. 25-358**

33. Town-Owned Facility Capital Replacement Maintenance & Repairs  
26-CAP-PI-06

Councillor Harrison MOVED and Councillor Young SECONDED,

- a) THAT Staff be directed to prepare a Report to Council in 2026 outlining options to address the long-term funding shortfall for Town-owned facility capital maintenance and replacement including but not limited to:

- Establishing a policy framework assigning capital maintenance and replacement responsibilities for leased facilities.
- Reviewing opportunities for asset rationalization or divestment.
- Evaluating sustainable annual funding levels and reserve contribution strategies beyond the Asset Replacement Funding Strategy.
- Identifying potential grant or partnership funding opportunities.

AND FURTHER THAT Council instructs staff to undertake a review of lease agreements for Town-owned facilities in fiscal 2026-2027 for consistency of lessee responsibilities for building maintenance and repairs including capital.

**CARRIED UNANIMOUSLY | Resolution No. 25-359**

34. Roof Replacement & Solar Panels for the Lawn Bowling Club Building

26-CAP-PI-07

Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT staff be directed to carry out an assessment of the condition of the Lawn Bowling Club Roof and report back to Council in 2026 with findings and recommendations;

AND FURTHER THAT potential grant funding opportunities for the proposed solar panel installation be explored by the Qualicum Beach Lawn Bowling Club.

**CARRIED UNANIMOUSLY | Resolution No. 25-360**

35. Fleet Modernization, Rightsizing or Electrification of the Town Fleet

26-CAP-PI-08

Councillor Harrison MOVED and Councillor Young SECONDED, THAT staff continue to address the replacement and electrification of fleet within the context of available funding in the Asset Replacement Reserve and consider electrification of fleet whenever practical.

**CARRIED UNANIMOUSLY | Resolution No. 25-361**

36. Royal Canadian Legion Parking – Resurfacing 26-CAP-PI-09

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT the Town include a \$75,000 capital expenditure provision in the 2026-2030 Financial Plan in fiscal year 2027 for replacement of pavement between the east side of the Legion building and the concrete barrier;

AND FURTHER THAT the project expenditure of \$75,000 which includes paving of property owned by the Legion is conditional on a \$50,000 contribution from the Royal Canadian Legion and \$25,000 funding from the Asset Replacement Reserve.

**CARRIED UNANIMOUSLY | Resolution No. 25-362**

37. Qualicum Beach Memorial Golf Club (QBMGC) Irrigation System Replacement 26-CAP-PI-11

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT the Initiative titled– Qualicum Beach Memorial Golf Club Irrigation System Replacement not be forwarded to the 2026 – 2030 Financial Plan.

**CARRIED UNANIMOUSLY | Resolution No. 25-363**

38. Harlech Road Parking Options – Memorial Avenue to Beach Road

26-CAP-PI-12

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT staff be directed to initiate discussions with the Island Corridor Foundation on alignment, permissions, scope and order-of-magnitude costs/timing for a trail connection between Memorial Avenue and Beach Road parallel to Harlech Road as part of the Harlech Road Parking Options consideration;

AND FURTHER THAT staff report back to Council with a comparative business case (trail link along ICF corridor vs Option 1), including lifecycle costs, risks, and funding options in 2026;

AND FURTHER THAT consideration of a Capital Project to make changes to Harlech Road Parking be deferred to the 2027 Strategic Planning session, with a subsequent staff report to support Council's decision making.

**CARRIED UNANIMOUSLY | Resolution No. 25-364**

(b) **Early 2026 Budget Approval for Capital Projects and Strategic Initiatives**

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT Council provide early approval for the capital project titled "Replacement of Corrugated Steel Pipes – Waterfront" to be incorporated into the 2026 - 2030 Financial Plan in fiscal 2026 with a budget amount of \$365,000.

**CARRIED UNANIMOUSLY | Resolution No. 25-365**

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT Council provide early approval for the capital project titled "Seacrest Place AC Watermain Replacement (from bottom of hill to end of road)" to be incorporated into the 2026 - 2030 Financial Plan in fiscal 2026 with a budget amount of \$900,000.

**CARRIED UNANIMOUSLY | Resolution No. 25-366**

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Council provide early approval for the capital project titled "Street Banner Replacement" to be incorporated into the 2026 - 2030 Financial Plan in fiscal 2026 with a budget amount of \$40,000.

**CARRIED UNANIMOUSLY | Resolution No. 25-367**

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT Council provide early approval for the capital project titled "Cenotaph" to be incorporated into the 2026 - 2030 Financial Plan in fiscal 2026 with a budget amount of \$40,000.

**CARRIED UNANIMOUSLY | Resolution No. 25-368**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council provide early approval for the capital project titled "Pickleball Courts" to be incorporated into the 2026 - 2030 Financial Plan in fiscal 2026 with a budget amount of \$170,000, with the Town having a maximum contribution of \$85,000.

**CARRIED UNANIMOUSLY | Resolution No. 25-369**

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council provide early approval for the capital project titled "CCTV Camera Runway 11 – Airport" to be incorporated into the 2026 - 2030 Financial Plan in fiscal 2026 with a budget amount of \$16,000.

**CARRIED UNANIMOUSLY | Resolution No. 25-370**

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council provide early approval for the capital project titled "Island Corridor Trail Network" to be incorporated into the 2026 - 2030 Financial Plan in fiscal 2026 with a budget amount of \$150,000.

**CARRIED UNANIMOUSLY | Resolution No. 25-371**

Councillor Young MOVED and Councillor Skipsey SECONDED, THAT Council provide early approval for the Strategic Initiative titled "The Old School House (TOSH)– One-Time Funding Request" to be incorporated into the 2026 - 2030 Financial Plan in fiscal 2026 with a budget amount of \$50,000, subject to terms being negotiated with TOSH, and accepted by Council, for deliverables/metrics linked to this one-time operational stabilization funding.

**CARRIED UNANIMOUSLY | Resolution No. 25-372**

(c) **Little Qualicum Riverbank Stabilization – Council Support Letter for Construction Grant Application**

Councillor Harrison MOVED and Councilor Young SECONDED,

1. THAT Council endorse the Little Qualicum Riverbank Stabilization Project as designed, and approve the proposed 2026 construction window, subject to required permits being in place and confirmation of grant award.
2. THAT Council provide a letter of support for the grant application for the Little Qualicum Riverbank Stabilization Project confirming the Town's commitment to fund any variance between grant funding and actual costs, if required, as a condition of the grant application from the Water Infrastructure Reserve Fund.
3. THAT subject to grant award and permits, staff are authorized to issue a public tender for the Little Qualicum Riverbank Stabilization Project.

**CARRIED UNANIMOUSLY | Resolution No. 25-373**

(d) **Councillor Skipsey Notice of Motion: Heritage Forest Woodchip Trails**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council support the continued use of wood chips for the trail surface in the Heritage Forest as per the Heritage Forest Conservation Covenant and Management Plan, until such time as there is an incident of concern that would warrant a review.

**CARRIED UNANIMOUSLY | Resolution No. 25-374**

(e) **Request for Tree Planting | Grandon Creek**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council approve Tom Whitfield to undertake an Earth Day, student tree planting on April 22, 2026 on municipal lands adjacent to Grandon Creek between West Crescent Rd and Hoylake Rd, subject to confirmation of insurance and adequate student supervision.

**CARRIED UNANIMOUSLY | Resolution No. 25-375**

(f) **Eaglecrest | Course Layout**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council authorizes staff to issue a Request for Proposals (RFP) for the reconfiguration of the Eaglecrest Golf Course, generally in accordance with the Course Modification Overview and Construction Scope Overview provided as a Late Item added to the December 17, 2025 Special Council Meeting, with Council consideration of the RFP award tentatively scheduled for Q1 of 2026.

**CARRIED UNANIMOUSLY | Resolution No. 25-376**

(g) **Town Hall Winter Holiday Closure Reminder**

Town Hall office will be closed during the 2025 holiday season for:

- December 22 through December 26, 2025
- January 1, 2026 (Stat Holiday)

**MOTION TO CLOSE**

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT the special meeting of Council be closed to the public, pursuant to section 90(1)(e) 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;

**CARRIED UNANIMOUSLY**

**MEETING CLOSED TO THE PUBLIC:** 2:50 pm

**MEETING REOPENED TO THE PUBLIC:** 3:07 pm

**ADJOURNMENT**

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

**CARRIED UNANIMOUSLY**

**MEETING ADJOURNED:** 3:07 pm

Certified Correct:

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Heather Svensen  
Director of Corporate Services/Deputy CAO

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Teunis Westbroek  
Mayor

**Draft - Minutes of the 10:00 am Wednesday, December 17, 2025, Town of Qualicum Beach Town Hall Committee of the Whole Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC**

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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  
Raj Hayre, Director of Finance  
Chelsea Currie, 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**

The Committee adopted, by unanimous consent, the December 17, 2025 Town Hall Committee of the Whole Meeting agenda.

**CARRIED UNANIMOUSLY**

**TOWN HALL**

**Public Input Opportunity**

The Mayor called for public input and invited speakers to address Council in the order they appeared on the sign-up sheet.

- P. Drummond provided comment on the following:
  - Approximately three years ago, there was unanimous agreement to provide ~\$85,000 towards a pickleball facility and site.
  - At the November 12, 2025, Strategic Planning session the location next to the skateboard park was discussed as a potential site.
  - The existing skatepark restricts the footprint of a future pickleball court and the unleveled site would likely require retaining walls.
  - Converting the third tennis court near the Royal Canadian Legion building would likely be a cheaper option to build the pickleball facility on.
- D. Furlani provided comments on the following:
  - Shared their personal experience of the impacts light pollution/trespass has on private property.
  - New LED lights are more energy efficient, much brighter, and more accessible.
  - Light pollution interferes with wildlife near shoreline affecting bird nesting and aquatic life at high tide.
  - Request to regulate light by implementing a light intrusion bylaw or amending the nuisance bylaw to include regulation of intrusive lights.

- C. Dowe provided comments on the following:
  - Suggested an Airport Town Hall be held quarterly instead of bi-annually.
  - Enquired if Council has discussed the option to meet with Transport Canada regarding the Qualicum Beach Airport.
  - Extended invitation to the BC Seniors Advocate meeting on January 12, 2026, at 2:00 pm at the Gardens to discuss caregiving and respite care support.
  - Noted there is a petition circulating to address the needs and concerns of those living in the Oceanside Area.
- J. Wood provided comments on the following:
  - Concern regarding the need for a traffic light at Eaglecrest and that there is not yet parking available behind Fern and Cedar
- J. Noel provided comments on the following:
  - Enquired if there will be a total account of costs associated with Eaglecrest Golf Course released to the public.
- M. Noel provided comments on the following:
  - Enquired about the release of closed Council decisions and why some topics are discussed in closed meetings instead of open to the public.
- K. Monahan provided comments on the following:
  - Enquired as to why written comments submitted following a meeting are not attached in entirety to the final Council meeting minutes but instead listed as a notation with a topic instead.
  - Suggested public input be at the end of every meeting.
- G. MacIntosh provided comments on the following:
  - Expressed appreciation for staff and Council considering the proposed development at 431 College Road but frustrated that it was denied.
  - The project aimed to offer space for respite and long-term care.
  - Noted the proposal was adjusted to remain functional, addressing feedback on parking and delivery.
- P. Jacobson, on behalf of L. Eaton, provided comments on the following:
  - Highlighted the connection between environmental toxins and health concerns.
  - Suggested improvements could be made to the tree protection bylaw to encourage more tree planting in both private and public spaces to mitigate effects of toxins.
- T. Pritchard provided comments on the following:
  - Commended public works for holiday décor and storm cleanup.
  - Praised Memorial RRFB installation; wants priority for the identified 9 RRFBs.
  - Suggested Highway 19A be renamed to a boulevard in Parksville may reduce speeds; Qualicum Beach could consider a similar approach.
- P. Wallace provided comments on the following:
  - Regarding College Road, suggested ensuring provincial and other supports are in place before resubmitting to Council.
  - Encouraged public dialogue to achieve alignment among divided opinions.
- P. Drummond provided comments on the following:
  - A grant of \$25,000 is available from the Regional District of Nanaimo if a clear plan is secured. The Rotary Club has also committed to a contribution provided a plan is confirmed soon.

- Fundraising has paused until further notice. \$11,000 has been raised with 264 registered players in Qualicum Beach.
- P. Jacobson provided comments on the following:
  - The Mount Arrowsmith Biosphere Region (MABR) hosts monthly events on environmental issues, held on the last Friday of each month. The MLA attended the most recent event.
  - The RDN railway project has a provincial deadline in March. There's support for preserving the corridor by removing rails for walking trails.
  - Friends of Rails to Trails Non-Profit may offer input.
- C. Dowe, on behalf of F. Dowe provided comments on the following:
  - Noted there are six beds at the Island Health Lodge for palliative care which is not sufficient to service the population.
  - Shared that a petition is circulating to advocate for respite and long-term care improvements in the Oceanside area.
- K. Monohan provided comments on the following:
  - Town policy when cutting trees on town property and if that aligns with the public responsibility under the tree proportion bylaw in relation to replanting etc.
- G. MacIntosh provided comments on the following:
  - Vancouver Island Health Authority likely cannot provide enough beds on their own and private pay may be the solution.
  - Oceanside does not have enough long-term care beds, a significant increase in available beds is required urgently.
- J. Wood provided comments on the following:
  - Noted the draft OCP lacks actionable solutions to identified issues.
  - Confirmed the 2026 Committee of the Whole schedule.
  - Emphasized urgency for Eaglecrest Golf Course to be operational as soon as possible.
  - Provided feedback on the communications strategy.
- J. Noel Provided comments on the following:
  - Closed meetings and transparency improvement; requesting context beyond the closing section to be available to the public.
- T. Pritchard provided comments on the following:
  - Expressed concern that the draft OCP provides limited direction on housing, appears overly restrictive, and lacks clear alignment with the WAAM report.
  - Several sections of the draft OCP were noted as unchanged from the previous version.

## **ADJOURNMENT**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole adjourns the December 17, 2025, Town Hall Committee of the Whole meeting.

**CARRIED UNANIMOUSLY**

**MEETING ADJOURNED:** 12:00 pm

Certified Correct:

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Heather Svensen  
Director of Corporate Services/Deputy CAO

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Teunis Westbroek  
Mayor

**Draft - Minutes of the 10:00 am Wednesday, January 7, 2026, Town of Qualicum Beach Special Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC**

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**PRESENT:** Council: Mayor Teunis Westbroek  
Councillor Scott Harrison  
Councillor Anne Skipsey  
Councillor Petronella Vander Valk

**ABSENT:** Councillor Jean Young

**ALSO PRESENT:** Staff: Lou Varela, CAO  
Heather Svensen, Director of Corporate Services/Deputy CAO  
Agnieszka Warzybok, Director of Human Resources  
Danielle Leurebourg, Deputy Director of Corporate Services

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 January 7, 2026, special Council meeting agenda.

**CARRIED UNANIMOUSLY**

**MOTION TO CLOSE**

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

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (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;
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;

**CARRIED UNANIMOUSLY**

**MEETING CLOSED TO THE PUBLIC:** 10:01 am

**MEETING REOPENED TO THE PUBLIC:** 1:34 pm with Mayor Westbroek, and Councillors Harrison, Skipsey and Vander Valk in attendance. Also in attendance: L. Varela, CAO, H. Svensen Director of Corporate Services, and A. Warzybok, Director of Human Resources.

**ADJOURNMENT**

Councillor Harrison MOVED and Mayor Westbroek SECONDED, THAT Council adjourns the meeting.

**CARRIED UNANIMOUSLY**

**MEETING ADJOURNED:** 1:34 pm

Certified Correct:

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Heather Svensen  
Director of Corporate Services/Deputy CAO

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Teunis Westbroek  
Mayor

THE TOWN OF  
QUALICUM BEACH



### COUNCIL CORRESPONDENCE LOG

January 13, 2026 (for January 21, 2026 Council Agenda)

\*Note: All correspondence on the log is compiled and distributed to Council

DATE REC'D	TOPIC	ACTION	ITEM #
Nov 25	UBCM Resolution - Traffic Controls at Inactive Railroad Crossings	Rec'd for Information	<a href="#">1206</a>
Dec 01	December 3 Council Meeting - Airport	Rec'd for Information	<a href="#">1217</a>
Dec 02	2025 OCP	Rec'd for Information and advanced to Public Hearing	<a href="#">1204</a>
Dec 02	UBCM Resolution - Traffic Controls at Inactive Railroad Crossings	Rec'd for Information	<a href="#">1206</a>
Dec 02	Comment on Bylaw 918 Official Community Plan	Rec'd for Information and advanced to Public Hearing	<a href="#">1207</a>
Dec 03	OCP Draft - Feedback	Rec'd for Information and advanced to Public Hearing	<a href="#">1210</a>
Dec 04	Letter from Town of View Royal - Exploring Judicial Review of provincial housing legislation	Rec'd for Information	<a href="#">1212</a>
Dec 05	Comments to Council	Rec'd for Information	<a href="#">1213</a>
Dec 06	ECGC	Referred to Staff	<a href="#">1215</a>
Dec 08	Clarification Requested on Airport Comparator Selection and Fee Rationale in Nov. 26 Staff Report	Rec'd for Information	<a href="#">1216</a>
Dec 11	Input - Pickleball from ATC	Rec'd for Information	<a href="#">1219</a>
Dec 14	Perils are real Your decisions matter	Rec'd for Information	<a href="#">1218</a>
Dec 15	Eaglecrest Feedback	Rec'd for Information	<a href="#">1221</a>
Dec 15	View Corridors	Rec'd for Information	<a href="#">1222</a>
Dec 16	An Opportunity For QB	Rec'd for Information	<a href="#">1223</a>
Dec 18	Comments from the Public December 10, 2025 Council Meeting	Rec'd for Information	<a href="#">1224</a>
Dec 19	Eaglecrest Golf Course Development	Rec'd for Information	<a href="#">1234</a> Page 52

Dec 19	Justice Backlogs, Targeted Messaging, and Municipal Responsibility	Rec'd for Information	<a href="#">1237</a>
Dec 21	Eaglecrest Golf Course Revisions	Rec'd for Information	<a href="#">1233</a>
Dec 27	Residential Speed Reductions	Rec'd for Information	<a href="#">1228</a>
Dec 28	Qualicum Beach Airport 2026 and beyond. Fees, Feedback and Economic Driver	Rec'd for Information	<a href="#">1230</a>
Dec 29	Data and Research Sharing Open House	Referred to Staff	<a href="#">1229</a>
Jan 04	532 Memorial Avenue and Gateway Architecture	Rec'd for Information	<a href="#">1231</a>
Jan 05	Please spend less!	Rec'd for Information	<a href="#">1232</a>
Jan 05	Town of Qualicum Beach's Budget	Rec'd for Information	<a href="#">1235</a>
Jan 05	January 14 and 28 COW meetings (Budget)	Rec'd for Information	<a href="#">1236</a>
Jan 06	Eaglecrest Golf Course	Rec'd for Information	<a href="#">1240</a>
Jan 06	CAC Reserves	Referred to Staff	<a href="#">1238</a>
Jan 07	Asbestos Cement Water Pipes	Rec'd for Information	<a href="#">1241</a>
Jan 07	Resident Input - Budget 2026.	Rec'd for Information	<a href="#">1242</a>
Jan 09	Letter of Support to keep QB Tennis Courts dedicated for tennis only	Rec'd for Information	<a href="#">1243</a>
Jan 09	Eaglecrest Development	Rec'd for Information	<a href="#">1244</a>
Jan 12	Budget 2026 - Public Input Opportunities	Rec'd for Information	<a href="#">1247</a>
Jan 12	Human Rights Commissioner's Inquiry into Police Use of Media Exclusion Zones - Municipalities	Rec'd for Information	<a href="#">1248</a>

# CAPITAL PROJECTS PROJECTION - QUALICUM CURLING CENTRE – JAN 2026

Town Projects	Actuals 2025	Budget 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030
Replace Flooring in Lounge	\$12,346					
Replace Roof & Insulate		\$282,000				
Replace Doors in Lounge Bathrooms				\$2,000		
Replace Outside Deck & Stairs					\$15,000	
Disability Access to Lounge Area						\$12,000
Replace Viewing Windows with Safety Glass (50%)				\$9,000		
Ice Plant Replacement – In Reserve (50%)	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750
TOTAL – Town Projects	\$16,096	\$285,750	\$3,750	\$14,750	\$18,750	\$15,750
Curling Club Projects 100%	Actuals 2025	Budget 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030
Replace TV’s & Viewing Cameras	\$9,241					
Lounge Area Upgrades	\$4,031					
Replace Ice Scraper/Two Sheet Ice Inserts	\$19,727					
Replace Oven (Refurbished)/Used Floor Cleaner		\$7,500				
Remove Old Chiller & Dehumidifier from Roof		\$5,000				
Reconfigure/Upgrade Bar Area					\$25,000	
Replace Lounge/Curling Area Chairs						\$8,000
Shared Projects – 50% (details above)	\$3,750	\$3,750	\$3,750	\$12,750	\$3,750	\$3,750
TOTAL – Curling Club Projects	\$36,749	\$16,250	\$3,750	\$12,750	\$28,750	\$11,750
Replace Dehumidifier (From Joint Reserve)	\$45,188					
TOTAL CAPITAL PROJECTS	\$98,033	\$302,000	\$7,500	\$27,500	\$47,500	Page 54 \$27,500

To: QUALICUM BEACH MAYOR COUNCIL, PARKSVILLE MAYOR COUNCIL, BC  
SENIORS ADVOCATE, ISLAND HEALTH BOARD, MLA, STEPHANIE HIGGINSON,  
MINISTER OF HEALTH JOSIE OSBORNE

WE URGENTLY ASK YOU TO PROVIDE AND CARE FOR OUR BURNED OUT  
CAREGIVERS HERE IN OCEANSIDE[DISTRICT #69] QUALICUM BAY, QUALICUM  
BEACH, PARKSVILLE, NANOOSE, ERRINGTON, COOMBS  
DESPERATELY NEEDING **RESPIRE CARE**, WHILE CARING FOR LOVED ONES,  
AND MUCH NEEDED **NURSING HOME BEDS**. WE ARE THE MOST SENIOR  
POPULATION AND SAVING GOVERNMENT BILLIONS OF DOLLARS. WE NEED  
YOUR HELP NOW!!!

CAROL FRED DOWE FOR OCEANSIDE CAREGIVERS  
caroldowe@gmail.com, 250-752-2104

PRINT NAME. SIGN NAME

ADDRESS[WITH POSTAL CODE]

EMAIL AND/OR TELEPHONE

DAVID FURUKAWA

217 Hyson Cres QB V9K 2B4

Marlys Diamond

4516, 120 FIRST AVE W QB V9K 0B

JANIS TRELEAVEN Janis Treleaven

333 Garrett Rd 1102 B QB V9K 1H4

Joyce Damar

1203 Pontiac Dr V9K 1C8

Sec. 22

WE URGENTLY ASK YOU TO PROVIDE AND CARE FOR OUR BURNED OUT CAREGIVERS HERE IN OCEANSIDE[DISTRICT #69] QUALICUM BAY, QUALICUM BEACH, PARKSVILLE, NANOOSE, ERRINGTON, COOMBS DESPERATELY NEEDING **RESPIRE CARE**, WHILE CARING FOR LOVED ONES, AND MUCH NEEDED **NURSING HOME BEDS**. WE ARE THE MOST SENIOR POPULATION AND SAVING GOVERNMENT BILLIONS OF DOLLARS. WE NEED YOUR HELP NOW!!!

caroldowe@gmail.com, 250-752-2104

**ADDRESS[WITH POSTAL CODE]**

Kevin Monahan R. McLaughlin 546 Alder St V9K 1S3 Qualicum Beach BC

1



# TOWN OF QUALICUM BEACH

## STAFF REPORT

File No.3900-638.08

**TO:** Raj Hayre, Director of Finance

**FOR:** Regular Council Meeting

**DATE:** January 21, 2026

**FROM:** Danielle Leurebourg, Deputy Director of Corporate Services

**SUBJECT:** “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.08, 2026”

### GOVERNANCE DECISION

For Council to consider an amendment to “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009” to increase search fees for property tax, water and sewer information from \$15 to \$25.

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### RECOMMENDATIONS:

1. THAT “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.08, 2026” be introduced and read a first time.
2. THAT “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.08, 2026” be read a second time.
3. THAT “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.08, 2026” be read a third time.

### PURPOSE

This amendment is proposed to address a service delivery change and associated fees.

### BACKGROUND/DISCUSSION

The current platform used by lawyers and notaries to obtain tax certificates will cease as of February 28, 2026. In order to maintain service continuity, the Town will transition to BC Tax Certificates (a subsidiary of Amiga – MAIS’s parent company). The increased fee is required in order to process these requests internally to cover staff time and materials. The \$25 fee recommended is comparable with a number of neighbouring municipalities. Below is a summary of comparators:

- Parksville – \$25 (+\$10 if manual search requested) | Bylaw No. 1515, 2015
- Port Alberni – \$20 (+\$10 if manual search requested) | Bylaw No. 5125, 2025
- Ladysmith – \$25 (+\$10 if manual search requested) | Bylaw No. 1966, 2018
- Nanaimo – \$25 | Bylaw No. 7336, 2021
- Courtenay – \$30 | Bylaw No. 1673, 2025

This fee has not been reviewed since the Bylaw was initially approved in 2009.

### FINANCIAL IMPLICATIONS

Transitioning from the current service provider to the BC Tax Certificate Platform will reduce the cost to the end user while increasing revenue to the Town. Under the previous provider, the end user paid \$98 per tax certificate, of which \$15 was remitted to the Town. Under the BC Tax Certificate Platform, the end user will pay \$43 per tax certificate, with \$25 of that amount remitted to the Town. The net financial impact of this change is an estimated increase of approximately \$4,000 in annual revenue to the Town.

### PUBLIC PARTICIPATION SPECTRUM (IAP<sup>2</sup>)

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<ul style="list-style-type: none"> <li>• Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain feedback on analysis, alternatives, and/or decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Work directly with stakeholders to ensure concerns and aspirations are understood and considered</li> </ul>	<ul style="list-style-type: none"> <li>• Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions</li> </ul>	<ul style="list-style-type: none"> <li>• Final decision making in the hands of the stakeholders</li> </ul>

*Public Participation Framework developed by the International Association for Public Participation – IAP<sup>2</sup> International.*

#### INFORM:

- The updated bylaw will be available on the Town’s website.

### STRATEGIC PLAN ALIGNMENT

Council’s Strategic Plan Focus Area(s) supported by this initiative:

- Good Governance: *To govern for the public interest of our community while managing competing interests, ensuring availability of transparent and accessible information, fostering respectful public engagement, and demonstrating ethical values.*

### SUMMARY

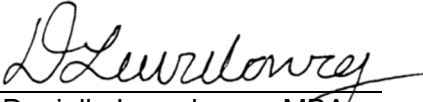
An increased fee is requested for Property Tax, Water & Sewer Information/Search (Lawyer/Notary) from \$15 to \$25 in “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.08, 2026” to cover the cost of staff time and materials to conduct these search requests.

### ALTERNATIVE OPTIONS

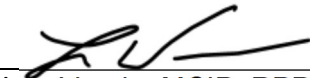
1. Council may choose to charge an alternative fee.
2. Council may wish to keep the fee at the current rate of \$15.

## APPROVALS

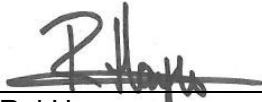
Report respectfully submitted by Danielle Leurebourg, Deputy Director of Corporate Services.



Danielle Leurebourg, MBA  
Deputy Director of  
Corporate Services  
*Report Author*



Lou Varela, MCIP, RPP  
Chief Administrative Officer  
*Concurrence*



Raj Hayre,  
Director of Finance  
*Concurrence*



Heather Svensen  
Director of Corporate  
Services/Deputy CAO  
*Concurrence*

## REFERENCES

Attachment 1: “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009,  
Amendment Bylaw No. 638.08, 2026”

**TOWN OF QUALICUM BEACH  
BYLAW NO. 638.08**

**A Bylaw to amend Town of Qualicum Beach  
Miscellaneous Rates Bylaw No. 638, 2009**

The Council of the Town of Qualicum Beach, in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.08, 2026”.
2. “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009” is hereby amended by replacing in Schedule “A”:

- |    |   |         |
|----|---|---------|
| o) | Property Tax, Water & Sewer Information/Search<br>(Lawyer/Notary) | \$15.00 |
|----|---|---------|

With the following:

- |    |   |         |
|----|---|---------|
| o) | Property Tax, Water & Sewer Information/Search<br>(Lawyer/Notary) | \$25.00 |
|----|---|---------|

**READ A FIRST TIME** this \_\_\_\_ day of \_\_\_\_\_, 2026.

**READ A SECOND TIME** this \_\_\_\_ day of \_\_\_\_\_, 2026.

**READ A THIRD TIME** this \_\_\_\_ day of \_\_\_\_\_, 2026.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Teunis Westbroek, Mayor

\_\_\_\_\_  
Heather Svensen, Director of Corporate  
Services

**Schedule “A”**  
**“Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment**  
**Bylaw No. 638.08, 2026”**

	<b>ITEM</b>	<b>FEE</b>
o)	Property Tax, Water & Sewer Information/Search (Lawyer/Notary)	\$25.00

**Mayor Westbroek Notice of Motion – Qualicum Beach Airport | Expansion of Noise Sensitive Areas (NSA) and Creation of Visual Flight Rules Terminal Procedures Chart (VTPC)**

**WHEREAS** Council deferred a decision on the recommendations presented in the report titled “Further Expansion of Noise Sensitive Areas” at the October 22, 2025 regular Council Meeting until after the December 3, 2025 Airport Committee of the Whole meeting;

**BE IT RESOLVED,**

1. **THAT** Council directs staff to make an application to NAV Canada to create a Visual Flight Rules Terminal Procedures Chart (VTPC) in the Qualicum Beach CAT4 Canadian Flight Supplement (CFS) entry, to include language of “RWY 11 Preferred Departure” and to include recommended circuit procedures, as shown on Appendix 1 of the Staff Report dated October 22, 2025;
2. **THAT** Council directs staff to make an application to NAV Canada to create new additional Noise Sensitive Areas (NSAs) in the Qualicum Beach CAT4 Canadian Flight Supplement (CFS) entry, to include recommended Noise Sensitive Areas on the north side of the Qualicum Beach Runway 11-29 (RWY) and the south side of the Qualicum Beach Runway 11-29 (RWY), Aldous Road, Cottonwood Drive, Hemsworth Road and Rupert Road as shown on Appendix 1 of the Staff Report dated October 22, 2025;
3. **THAT** Council directs staff to only investigate inquiries/complaints related to Noise Abatement Procedure (NAP) and curfew violations at the Airport, given the Airport Authority’s inability to enforce NSAs.

## **Councillor Harrison Notice of Motion – LED Lights and Bylaw**

**WHEREAS** LED lights can present a unique irritant depending on their orientation and shielding;

**AND WHEREAS** several metro Vancouver municipalities have adopted bylaws to regulate light trespass between neighbours with LED lights;

**BE IT RESOLVED THAT** Council amend “Town of Qualicum Beach Property Maintenance and Standards Bylaw No. 720, 2018” with one of the following as described in further detail in the summary attached to the January 21, 2026 regular Council meeting agenda:

- i) City of New Westminster
- ii) City of Vancouver
- iii) District of West Vancouver

**AND FURTHER THAT** Council consider the impacts on wildlife and public land when working with staff at a future meeting on this matter.

**Staff Comment:**

In July 2025, Council directed the issue of light trespass to be undertaken in fiscal 2029.

**City of New Westminster (“Light Intrusion Bylaw No. 7277, 2008”)**

2. No owner or occupier of real property shall allow an outdoor light to shine directly into the living or sleeping areas of an adjacent residential property in such a way as to disturb the quiet, peace, rest, enjoyment, comfort or convenience of an occupant of the premises.

**City of Vancouver (Untidy Premises Bylaw No. 4528, 1971)**

7. An owner or occupier of a parcel of real property shall not cause, permit or allow an outdoor light fixture to be placed or lit in such a way that:
  - (a) the light fixture casts light directly onto a window or other opening of a residential structure located across a street, or adjacent to, the real property; and
  - (b) the light unreasonably disturbs the peace, rest, enjoyment, comfort or convenience of the owner or occupier of the neighbouring real property.

**District of West Vancouver (Good Neighbour Bylaw No. 4380, 2004)**

- 5.1.4. (f) no Owner may allow an outdoor light to be placed or lit on a parcel of the Owner such that the light source creates a nuisance in any residential zone;
- 5.3.1 The prohibitions in section 5.1 and the requirement in section 5.2(f) do not apply to the following:
  - (a) Christmas or holiday lights between November 15 and January 15;
  - (b) street lighting provided by the District;
  - (c) lighting required by law enforcement or emergency services personnel;
  - (d) traffic control signals and devices;
  - (e) vehicle lights; and
  - (f) outdoor lights used to illuminate public parks and playing fields.

**Committee & Liaison Report**  
**Councillor Petronella Vander Valk**  
Regular Council Meeting, January 21, 2026

**December 1, 2025 to January 12, 2026**

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December 4, 2025

- Attended the 1ST- Ever KSS Biosphere Awareness Day. It was a huge success!

December 15, 2025

- As Liaison, attended the OCP Review Steering Committee meeting.
- As Liaison, attended the PQBTA (Parksville Qualicum Beach Tourism Association) Holiday get-together.

September 18, 2025

- As Liaison, attended the Board meeting of QCEWS (Qualicum CommUNITY Education and Wellness Society).

January 12, 2026

- As Liaison, attended a meeting with Qualicum Beach Chamber of Commerce.

**Notice of Motion: Councillor Vander Valk  
Proposed Resolution for Consideration at 2026 AVICC Conference**

**WHEREAS** only 5% (approximately 4.6 million hectares) of the Province's land base is dedicated to agriculture through the Agricultural Land Reserve (ALR), and the Farming Income Thresholds (the minimum gross income a farm must generate from qualifying agricultural products to be eligible for Farm Class status) are low and outdated, and further, property within the ALR is partially exempt from school tax, hospital, regional district, Transit Authority, BC Assessment and municipal financial authority fees, regardless of Farm Class status;

**AND WHEREAS** the Agricultural Land Commission (ALC) employs only six Compliance and Enforcement Officers for the entire province for the purpose of investigating complaints and enforcing land use regulations to protect agricultural land;

**THEREFORE, BE IT RESOLVED THAT** properties within the ALR that are not actively farmed should not benefit from exemptions from taxes and fees such as school tax, hospital, regional district, Transit Authority, BC Assessment and municipal financial authority fees;

**AND FURTHER THAT** the Farming Income Thresholds be reviewed and revised to require higher levels of productive farming to achieve Farm Class status;

**AND FURTHER THAT** the ALC receive adequate funding from the provincial government to support the resources required to support hiring of additional Compliance and Enforcement Officers to protect agricultural land.



## TOWN OF QUALICUM BEACH STAFF REPORT

**TO:** Lou Varela, Chief Administrative Officer  
**FOR:** Regular Council Meeting  
**DATE:** January 21, 2026  
**FROM:** Trudy Coates  
**SUBJECT:** **Committee & Commission Review – Phase 2 (Bylaw Implementation)**

### GOVERNANCE DECISIONS

That Council consider:

- a bylaw to update and replace the Heritage Forest Commission Bylaw No. 656 adopted in August 2010.
- a bylaw to amend the Heritage Forest Reserve Fund Establishment Bylaw No. 699 adopted in June 2015, to clarify from whom the Town will seek input (Covenant Grantees: The Land Conservancy of BC [TLC] and the Brown Property Preservation Society [BPPS]) before any money is used from the Heritage Forest Reserve Fund, by the Town.
- a bylaw to amend the Council Procedure Bylaw No. 733 adopted in October 2020, to allow committee member(s) to participate in a meeting electronically, when required, given that the Council Procedure Bylaw review isn't planned to be undertaken until 2027.
- authorizing staff to consult with the Covenant Grantees (TLC and BPPS) on a Draft Heritage Forest Management Plan with subsequent legal review for any required amendments to the Heritage Forest Conservation Covenant, 2008 (the Covenant) which would also require concurrence of the Covenant Grantees.

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### RECOMMENDATIONS:

1. THAT "Town of Qualicum Beach Heritage Forest Commission Bylaw No. 919, 2026" be given first three readings. [Attachment #1 – Draft Bylaw No. 919 in the January 21, 2026 staff report. See Attachment #2 for Current Heritage Forest Commission Bylaw No. 656, 2010].
2. THAT "Town of Qualicum Beach Heritage Forest Reserve Fund Establishment Bylaw No. 699, 2015, Amendment (Expenditure Input) Bylaw No. 917, 2026" be given first three readings. [Attachment #3 – Draft Bylaw No. 917 in the January 21, 2026 staff report].
3. THAT "Town of Qualicum Beach Council Procedure Bylaw No. 733, 2019, Amendment (Electronic Participation) Bylaw No. 920, 2026" be given first three readings. [Attachment #4 – Draft Bylaw No. 920 in the January 21, 2026 staff report].
4. THAT Council authorizes staff to seek concurrence from the Heritage Forest Covenant Grantees (The Land Conservancy of British Columbia and the Brown Property Preservation Society) for a Draft Heritage Forest Management Plan prior to Council consideration of approval of the Draft Heritage Forest Management Plan and subsequent legal review for any required amendments to the Heritage Forest Conservation Covenant, 2008. [Attachment #6 – Proposed Heritage Forest Management Plan in the January 21, 2026 staff report]

## **PURPOSE**

To provide the second update to Council on the status of the Phase 2 Committee and Commission Review (Bylaw Implementation) and to seek approval on recommendations regarding the Heritage Forest Bylaws and the Heritage Forest Management Plan, in consideration of their interplay with the Covenant.

## **BACKGROUND**

### **GENERAL**

Local governments are established and operated in accordance with Provincial legislation, including *Community Charter* sections 142 and 143 authorizing a council to establish and appoint a:

- select committee to consider or inquire into any matter and to report its findings and opinion to the council (s.142), also known as an ‘advisory committee’
- municipal commission to: operate services, undertake operation and enforcement in relation to council’s exercise of its authority to regulate, prohibit and impose requirements, and/or manage property and licences held by the municipality, (s.143), also known as a ‘delegated authority body’.

The *Community Charter* also establishes other requirements, e.g., items to include in the Council Procedure Bylaw and the requirement to publish notice before amending the Council Procedure Bylaw.

### **TOWN OF QUALICUM BEACH**

As noted in the May 2024 Committee Review – Phase 1 Report and the November 2025 Committee Review Phase 2 Report – 1<sup>st</sup> Update, this Review is part of a broader strategy to ensure that the Town’s Committees and Commissions:

- are consistent with Council’s Mission, strategic directions and Focus Areas;
- reflect best practices; and,
- are functioning effectively.

The November 2025 first report on Phase 2 of the Committee and Commission Review resulted in three resolutions, including approving Council Liaison Policy No. 3004-12; authorizing actions related to dissolving the Select Committee on Parks and Recreation; and establishing an annual public input opportunity (Committee of the Whole meeting) on parks and recreation.

This is the second report on Phase 2 of the Committee and Commission Review (Bylaw Implementation) and covers the Heritage Forest Bylaws and Management Plan, and their interplay with the Conservation Covenant (the Covenant). Staff acknowledge the hierarchy of the *Community Charter*, Council Bylaws to establish the Heritage Forest Commission (HFC) and a Heritage Forest Reserve Fund (HFRF), and the paramountcy of the legal obligations within the Covenant that the Town, as the land owner, has registered on the Heritage Forest land, with the Grantees (the Brown Property Preservation Society [BPPS] and The Land Conservancy of BC [TLC]).

As part of the 2025 Committee Review, staff interviewed four members of the HFC (tenure ranged from 3 years to one with 19 year’s service); Covenant Grantees (BPPS and TLC) representatives; Council members and Town staff (a total of 16 interviews). Interview questions addressed how the HFC was working, what participants believed the primary objectives of the HFC are and to garner perspectives on how the system could be improved to ensure valuable HFC input is provided to Council. Additional questions included how the terms of the Covenant were fulfilled, as well as feedback on resources for the HFC member orientation binder. The input received has informed the recommendations in this Report.

See Attachment #5 for Heritage Forest and Bylaws Background.

## HERITAGE FOREST CONSERVATION COVENANT, 2008

In 2008 (six years after the last purchase of Brown property and registration of an initial covenant, and eight years after the HFC was established), the Town registered the 2008 Conservation Covenant (the Covenant) with the Grantees (signatories) being the Brown Property Preservation Society (BPPS) and The Land Conservancy of British Columbia (TLC).

The Covenant imposes negative and positive obligations on the Town:

- It prohibits the Town from doing anything that negatively affects or alters the Heritage Forest (HF) lands or amenities from their natural state, lists restricted activities and uses of the land, and requires the Town to take steps which if not taken would result in the destruction or alteration of the forest but it does not require the Town to incur a financial or capital liability.
- It requires the Town (the Grantor in the Covenant) to obtain prior written approval of the two Grantees (BPPS and TLC) before performing any restricted activities or uses.
- It obliged the Town to create a Management Plan for the HF to address matters set out in the Covenant (s. 5.6), to be consistent with the Covenant, and created in consultation with the public and the BPPS and approved by the BPPS and TLC.

A Management Plan was created and has been amended by Council resolutions several times over the years acting on HFC recommendations related to ad hoc topics. The BPPS representative has provided a draft consolidation which staff has reviewed with the BPPS representative. Subsequently, further updates were proposed and emailed to the BPPS representative who replied positively. This draft is attached as Proposed Heritage Forest Management Plan January, 2026 (Attachment #6).

Following confirmation of a consolidated Management Plan by the three signatories to the Covenant, a review for consistency with the Covenant would be in order as well as consideration of items for review with the Grantees regarding potential amendment of the Covenant, if required, to achieve alignment between the Covenant and the Management Plan, e.g., removal of reference to “Stables”, amendment of reference to a bridge as it is acknowledged in the Management Plan that it is not recommended, etc.

## DISCUSSION

### Heritage Forest Commission Bylaw No. 919, 2026

Staff acknowledge that the current HFC Bylaw No. 656:

- has not been updated since 2010, is out of date on some language, is called a commission but operates as an advisory body, and duplicates /confuses some communication and operations already established in the Covenant
- includes actions that seem redundant or a duplication, as per the Town’s legal obligation in the Covenant for Town communication direct with BPPS and TLC
- the TLC has not been included in previous HFC bylaws, the TLC has a staff of 8, 2 of whom monitor 251 Covenants all over BC and would be limited in the number of meetings in which they could participate – although it has participated in an annual on-site visit and survey in the HF, and communicating electronically when required
- Town management must fulfill communication obligations with the TLC and the BPPS under the Covenant, but understand that as a long-standing advisory body there may be a desire to continue with some of the communication that occurs through the HFC. It is important, however, that it does not duplicate work; a flow chart may be required for clarity on the type of communication that management has direct with the Grantees (per the Covenant) vs the items to the HFC (to provide advice Council)

- Staff have provided a new draft HFC Bylaw No. 919 for Council consideration to replace the current Bylaw No. 656, that:
  - retains the ‘Commission’ operating as an advisory body
  - reduces the frequency of regular meetings from four to three per year
  - adds representation of both Covenant Grantees (i.e., adds TLC)
  - updates some of the language, e.g.:
    - updates Clause #2: Interpretation to reflect current Town management structure (replaces Corporate Administrator with Director of Corporate Services and removes Superintendent of Public Works, Parks and Building); Qualicum Beach Heritage Forest legal description; Society (BPPS) and adds TLC
    - updates Clause #3: to add “continues and” to “establishes”
    - updates Clause #4: to change membership to six, of which 5 are voting members:
      - adding one Council member who is non-voting and the Commission Chair (currently a Council member is one of the five voting members) plus one Council member as the alternate
      - retaining two members nominated by and from the BPPS and appointed by Council
      - adding one member nominated by and from the TLC and appointed by Council
      - increasing the one member-at-large to two members-at-large and clarifying, past practice that these are members of the public appointed by Council
    - updates Clause #5 Advisory Persons to the Commission, to replace 5(2) “Superintendent of Public Works, Parks and Buildings” with “Resource Staff assigned by the Chief Administrative Officer”. The CAO, or designate is a non-voting participant per Clauses 5(1) intended to regularly attend and per 5(2) may also assign additional staff to attend a portion of the meeting as required based on the agenda, e.g., may also have the Fire Chief attend for a Wildfire Fuel Management agenda item
    - updates Clause #6 from the former wording about electing a Chair from membership annually, to wording to address a situation where the Council appointed Chair and Alternate Chair are both absent, so the Director of Corporate Services may call the meeting to order, then the HFC members present must choose a member to preside at the meeting as Acting Chair until the Chair or Alternate Chair arrives
    - updates Chair, Meetings and Membership, Clauses #7 to #18, to reorder the items; reduces the number of meetings to three (dropping the November meeting); clarifies that if the Chair wishes to call a special meeting it requires consultation with the CAO or Director of Corporate Services, subject to facilities and staff resources being available to support the special meeting; drops the reference to providing a copy of minutes to the Society and what the Society shall do with the minutes, as it is redundant as all minutes are posted and provided to HFC members in the meeting agenda; and changes the member delivery of a written notice of resignation from delivery at a regular meeting to delivery to the Director of Corporate Services (who would process accordingly, e.g., notify, recruit, etc.)
    - updates language in Clause 20. Duties of the Commission consistent with the advisory role of the body.

### **Heritage Forest Management Plan**

Per the Covenant, the Town (the Grantor in the Conservation Covenant) may from time-to-time, create, review and revise after consultation with the public and the BPPS, a Management Plan for the HF and submit the proposed Management Plan to each Grantee (the BPPS and the TLC) for review. Each Grantee then has 25 Business Days after receipt of the proposed Management Plan to notify the Town whether or not that Grantee, acting reasonably, agrees with the proposed Management Plan. The Covenant (s. 5) describes the process and timeline to reach agreement (finally to an arbitrator under the *Commercial Arbitration Act* if not resolved) if a Grantee does not agree, and it also lists the management issues the Management Plan may include but is not restricted to, including:

- (a) public use and access
- (b) public trails with or without boardwalks, stairs or a bridge over Beach Creek
- (c) signage and fencing
- (d) trail maintenance
- (e) road maintenance and decommissioning
- (f) planting of Native Vegetation
- (g) removal of non-native vegetation or invasive non-native wildlife species
- (h) Beach Creek and wetland protection
- (i) procedures regarding Danger Trees
- (j) public utility and sanitary services; and
- (k) conversion of the stable and/or paddock area to an interpretive centre

provided for certainty that nothing in the Management Plan or in the Covenant shall require the Town to incur a liability of a capital nature.

Section 5 of the Covenant also notes that any Management Plan must be consistent with the Covenant.

### **Heritage Forest Reserve Fund Establishment Bylaw No. 699, 2015, Amendment (Expenditure Input) Bylaw No. 917, 2026**

The Heritage Forest Reserve Fund (HFRF) Establishment Bylaw No. 699, provides that before any money is used from the HFRF that the Town will 'seek input' from the Heritage Forest Commission. Flowing from Bylaw No. 699 the Town is obliged to use the monies in the fund solely for the purposes set out in Bylaw 699 and to seek input (i.e., limited to consulting) from the HFC before expending funds.

Staff recommend adoption of Heritage Forest Reserve Fund (HFRF) Establishment Bylaw No. 699, 2015, Amendment (Expenditure Input) Bylaw No. 917, 2026 (Attachment #3) to amend clause 3. in Bylaw No. 699 to instead seek input from the Grantees. This:

- would eliminate the duplication of seeking input from the HFC who has likely already provided input through a project recommendation to Council or in the HFC recommendation for the annual work plan
- would fulfill on the obligation under the Covenant that requires the Town to consult with the Grantees (BPPS and TLC)
- could be accomplished by the Town sending a letter to the Grantees advising of the planned expenditure and providing a deadline date by which to provide input.

An update would be provided to the HFC on their next regular meeting agenda.

### **Council Procedure Bylaw No. 733, 2019, Amendment (Electronic Participation) Bylaw No. 920, 2026**

Given that the Council Procedure Bylaw isn't planned for review until 2027, Staff recommend adoption of Council Procedure Bylaw No. 733, 2019, Amendment (Electronic Participation) Bylaw No. 920, 2026. (Attachment #4)

The November 2025 first report on Phase 2 of the Committee and Commission Review noted the anomaly of occasionally committee members participating in meetings electronically. The *Community Charter* only permits electronic participation if authorized in the Council Procedure Bylaw which currently only provides for a Member of Council who is unable to attend at the open portion of a Regular Council or Special Council or Committee of the Whole meeting due to unavoidable circumstances to participate in the meeting by means of electronic or other communication facilities. During COVID, the Province gave an Order permitting participation in local government meetings electronically; however, that Order expired several years ago.

In a previous meeting, Council expressed a desire for a Council Procedure Bylaw amendment to consider allowing committee member electronic participation at a committee meeting. Note: this amendment:

- would allow hybrid meetings, with some members participating electronically;
- does not allow a fully electronic meeting (all members);
- does not allow electronic participation in a meeting that is closed to the public.

This approach would support TLC's participation in HFC meetings.

## FINANCIAL IMPLICATIONS

Staff time to conduct the Phase II Committee and Commission Review was included in the 2025 budget.

## PUBLIC PARTICIPATION SPECTRUM (IAP<sup>2</sup>)

*Public Participation Framework developed by the International Association for Public Participation – IAP<sup>2</sup> International.*

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<ul style="list-style-type: none"> <li>• Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain feedback on analysis, alternatives, and/or decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Work directly with stakeholders to ensure concerns and aspirations are understood and considered</li> </ul>	<ul style="list-style-type: none"> <li>• Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions</li> </ul>	<ul style="list-style-type: none"> <li>• Final decision making in the hands of the stakeholders</li> </ul>

### INFORM:

- The public is informed through this Report.
- If Council proceeds with consideration of an amendment of the Council Procedure Bylaw regarding committee member participation in meetings electronically, staff will publish a statutory notice before Council considers adoption of Bylaw No. 920.

### CONSULT:

- Preparation of this Report was informed by comments gathered through T. Coates' individual interviews with: members of the Heritage Forest Commission, Council Members, and staff.

## STRATEGIC PLAN ALIGNMENT

Council's Strategic Plan Focus Area(s) supported by this initiative:

- Good Governance: *To govern for the public interest of our community while managing competing interests, ensuring availability of transparent and accessible information, fostering respectful public engagement, and demonstrating ethical values.*
- Community Health & Wellbeing: *To improve the health and wellbeing of people who live, work and play in the Town.*

## **SUMMARY**




This Report summarizes work and seeks direction on the Committee and Commission Review - Phase 2 (Bylaw Implementation) regarding: the Heritage Forest Commission Bylaws and the Proposed Heritage Forest Management Plan; their interplay with the Covenant; and proposes an amendment to the Council Procedure Bylaw to facilitate organization representatives on committees to participate when attendance in person is not achievable.

## **ALTERNATIVE OPTIONS**

Alternatively, Council may choose to take no action on the recommendations included in this Report, provide direction for amendment of the four recommendations, or direct staff to provide further information or recommendations.

## **APPROVALS**

Report respectfully submitted by Trudy Coates.

 _____ Trudy Coates Interim Executive Assistant Report Author	 _____ Lou Varela, MCIP, RPP Chief Administrative Officer Concurrence	 _____ Heather Svensen Director of Corporate Services/Deputy CAO Concurrence
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## **REFERENCES**

- Attachment #1: Draft "Town of Qualicum Beach Heritage Forest Commission Bylaw No. 919, 2026"
- Attachment #2: Copy of the Current HFC Bylaw No. 656, 2010
- Attachment #3: Draft "Town of Qualicum Beach Heritage Forest Reserve Fund Establishment Bylaw No. 699, 2015, Amendment (Expenditure Input) Bylaw No. 917, 2026"
- Attachment #4: Draft "Town of Qualicum Beach Council Procedure Bylaw No. 733, 2019, Amendment (Electronic Participation) Bylaw No. 920, 2026"
- Attachment #5: Background Heritage Forest and Bylaws
- Attachment #6: Proposed January 21, 2026 Heritage Forest Management Plan

**TOWN OF QUALICUM BEACH  
BYLAW NO. 919**

**Attachment #1  
DRAFT Bylaw No. 919**

**A bylaw to establish the Town of Qualicum Beach  
Heritage Forest Commission**

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The Council of the Town of Qualicum Beach, in open meeting assembled, enacts as follows:

**TITLE**

1. This Bylaw may be cited for all purposes as "Town of Qualicum Beach Heritage Forest Commission Bylaw No. 919, 2026".

**INTERPRETATION**

2. In this Bylaw:
  - (1) "Chief Administrative Officer" means the Chief Administrative Officer for the Town of Qualicum Beach, as appointed by Council;
  - (2) "Commission" means the Town of Qualicum Beach Heritage Forest Commission constituted under the terms of this Bylaw;
  - (3) "Council" means the municipal Council of the Town of Qualicum Beach;
  - (4) "Director of Corporate Services" means the Director of Corporate Services for the Town of Qualicum Beach, as appointed by Council;
  - (5) "Qualicum Beach Heritage Forest" means:
    - a) Lot 1, District Lot 64, Newcastle District, Plan VIP73423, PID: 025-336-126;
    - b) Lot 2, District Lot 64, Newcastle District, Plan VIP73423, PID: 025-336-151;
    - c) Amended Block 19, of District Lot 62 and 63, Newcastle District, Plan 1802, PID: 000-332-151; and
    - d) Lot B, District Lot 62 and 63, Newcastle District, Plan VIP64003, Except part in Plan VIP68940, PID: 023-539-551;all as shown on Schedule "A" attached hereto and forming part of this Bylaw;
  - (6) "Society" means the Brown Property Preservation Society, a society registered in British Columbia (Registration No. S35367) and a Grantee in the s. 219 Conservation Covenant registered on the title of the Qualicum Beach Heritage Forest by the property owner, the Town of Qualicum Beach;
  - (7) "TLC" means The Land Conservancy of British Columbia, a society registered in British Columbia (Registration No. S36826) and a Grantee in the s. 219 Conservation Covenant registered on the title of the Qualicum Beach Heritage Forest by the property owner, the Town of Qualicum Beach;
  - (8) "Town" means the Town of Qualicum Beach.

## **ESTABLISHMENT OF THE COMMISSION**

3. Council hereby continues and establishes a commission known as the “Town of Qualicum Beach Heritage Forest Commission” to advise the Town in the provision of effective management of the Qualicum Beach Heritage Forest.
4. The Commission shall be composed of six members appointed by Council, including one (1) non-voting member and five (5) voting members, as follows:
  - (1) One (1) member of Council appointed by resolution of Council, as a non-voting member and the Commission Chair. Council may also appoint by resolution of Council, one (1) member of Council as an alternate non-voting member and as Alternate Commission Chair to attend meetings when notified by the Chair that the Chair is unable to attend and preside at a meeting.
  - (2) Two (2) members nominated by, and from, the Society, and appointed by resolution of Council. If the Society ceases to exist, Council may appoint two (2) members-at-large.
  - (3) One (1) member nominated by, and from, the TLC, and appointed by resolution of Council. If the TLC ceases to exist, Council may appoint one (1) member-at-large.
  - (4) Two (2) members of the public appointed by resolution of Council who shall serve as members-at-large.

## **ADVISORY PERSONS TO THE COMMISSION**

5. The following people may participate in meetings of the Commission in an advisory capacity but shall not vote:
  - (1) Chief Administrative Officer, or designate;
  - (2) Resource Staff as designated by the Chief Administrative Officer; and
  - (3) Director of Corporate Services, or designate, as Secretary to the Commission, with clerical assistance for recording minutes, preparing agendas, and organizing resource material.

## **CHAIR, MEETINGS, AND MEMBERSHIP**

6. If both the Chair and the Alternate Chair are absent from a Commission meeting, the Director of Corporate Services, or designate, shall call the meeting to order on the date and at the time and place set out in the meeting agenda as soon as a quorum is in attendance. As the first item of business, the Commission members present must choose a member to preside at the meeting as Acting Chair until the Chair or Alternate Chair arrives.
7. The quorum for the Commission is three, a majority of all voting members.
8. Should there be no quorum present within 15 minutes after the time appointed for the meeting, the recorder shall record in the minutes the names of the members present at the expiration of 15 minutes, and the meeting shall stand adjourned until the next scheduled meeting.

9. Meeting procedures shall be in accordance with the Council Procedure Bylaw. All matters shall be decided by resolution and by a majority vote of all voting members present.
10. The Commission shall meet on the first Thursday of February, May, and September.
11. The Chair may call a special meeting of the Commission, in consultation with the Chief Administrative Officer or the Director of Corporate Services, subject to facilities and staff resources being available to support the special meeting.
12. The Director of Corporate Services shall list Commission recommendations to Council on a Council agenda for consideration by Council.
13. Members of the Commission shall serve without remuneration.
14. Commission members shall serve for a term commencing on the adoption of the Council resolution making the appointment and continuing for a term of approximately three years, ending December 31<sup>st</sup> of the third year of their term, or:
  - (1) earlier, due to member resignation, death or Council rescinding the appointment; or
  - (2) later, if no successor has been appointed at the end of the three-year term, until the time that a successor is appointed.
15. Commission members may be appointed for an additional term or terms. No member-at-large shall be automatically re-appointed prior to publicly advertising the availability of the position.
16. For member-at-large positions, applications will be invited from the public when there is a vacancy. From applications received, Council will appoint the members-at-large and may, in any case, decline to appoint an applicant and invite new applications.
17. A member may resign from the Commission on presentation of written notice delivered to the Director of Corporate Services. Any member, other than a member of Council, who is absent from three (3) consecutive meetings without cause or without notice to the Chair, shall be deemed to have resigned from the Commission.
18. In accordance with the *Community Charter*, Council's authority to appoint a member to the Commission, includes the authority to rescind an appointment at any time and appoint another person in place of the person whose appointment was rescinded.

## **DUTIES OF THE COMMISSION**

19. The authority or power of the Commission to do any act, or to cause any act to be done, is reserved to that which is expressly referred to herein.
20. The Commission shall:
  - (1) Recommend measures for the Town to provide the public reasonable access and opportunity to observe and appreciate nature, consistent with best practices for preservation and management of the Qualicum Beach Heritage Forest;

- (2) Provide the Town with advice to support good management and development of the Qualicum Beach Heritage Forest consistent with the Restrictive Covenant and Conservation Covenant registered against the property;
- (3) Recommend to Council for consideration of such rules and limitations on the use of the Qualicum Beach Heritage Forest as it deems appropriate;
- (4) Provide recommendations to Council on an annual Heritage Forest Commission work plan and proposed expenditures, if any, for the development, operation and maintenance of the Qualicum Beach Heritage Forest for Council to review and consider approval of any expenditure of any Town funds or resources requiring Council approval, e.g., during annual Strategic Plan and Financial Plan processes; and
- (5) Provide recommendations to Council on funding opportunities and grants from various groups.

## **REPEAL**

21. "Town of Qualicum Beach Heritage Forest Commission Bylaw No. 656, 2010" is hereby repealed and replaced by this Bylaw.

**READ A FIRST TIME** this \_\_\_\_ day of \_\_\_\_\_, 2026.

**READ A SECOND TIME** this \_\_\_\_ day of \_\_\_\_\_, 2026.

**READ A THIRD TIME** this \_\_\_\_ day of \_\_\_\_\_, 2026.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2026.

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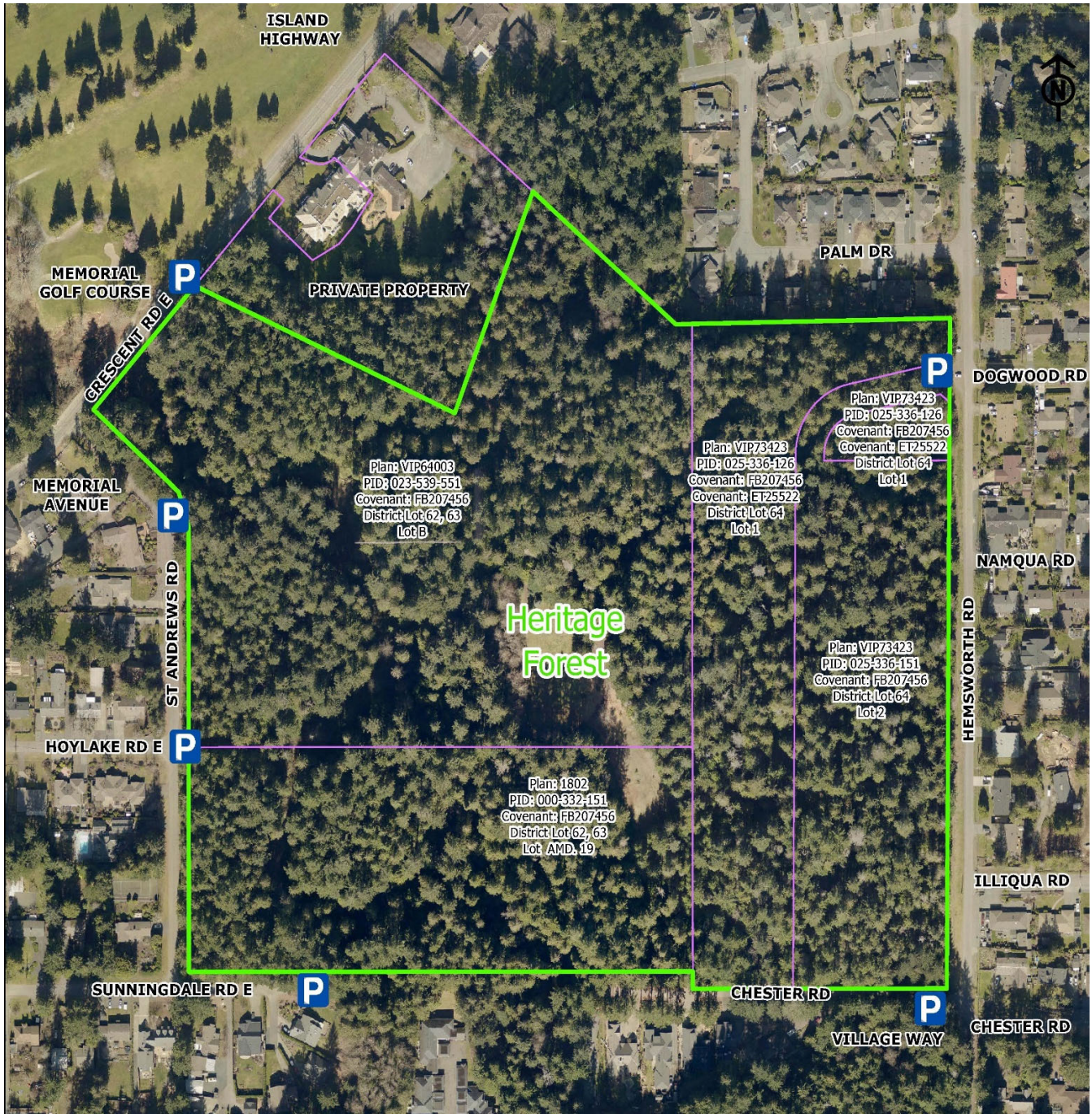
Teunis Westbroek  
Mayor

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Heather Svensen  
Director of Corporate Services/Deputy CAO

Heritage Forest Commission Bylaw No. 919, 2026  
SCHEDULE "A" – Page 1 of 2

Qualicum Beach Heritage Forest



SCHEDULE "A" – Page 2 of 2



**A Bylaw to establish the Town of Qualicum Beach Heritage Forest Commission**

The Council of the Town of Qualicum Beach, in open meeting assembled, enacts as follows:

**TITLE**

1. This Bylaw may be cited as "Town of Qualicum Beach Heritage Forest Commission Bylaw No. 656, 2010".

**INTERPRETATION**

2. In this Bylaw:
  - (1) "Chief Administrative Officer" means the Chief Administrative Officer for the Town of Qualicum Beach, as appointed by Council;
  - (2) "Commission" means the Town of Qualicum Beach Heritage Forest Commission constituted under the terms of this bylaw;
  - (3) "Corporate Administrator" means the Corporate Administrator for the Town of Qualicum Beach, as appointed by Council;
  - (4) "Council" means the municipal Council of the Town of Qualicum Beach;
  - (5) "Qualicum Beach Heritage Forest" means Lot B, Plan VIP64003, District Lot 62 & 63, Newcastle Land District, Except Plan VIP68940; Block AM19, Plan 1802, District Lot 62 & 63, Newcastle Land District; Lot 1, Plan VIP73423, District Lot 64, Newcastle Land District; and Lot 2, Plan VIP73423, District Lot 64, Newcastle Land District, shown on Schedule "A" attached hereto and forming part of this bylaw.
  - (6) "Society" means the Brown Property Preservation Society;
  - (7) "Superintendent of Public Works, Parks and Buildings" means the Superintendent of Public Works, Parks and Building for the Town of Qualicum Beach, as appointed by Council; and
  - (8) "Town" means the Town of Qualicum Beach.

**ESTABLISHMENT OF THE COMMISSION**

3. Council hereby establishes a commission known as the "Town of Qualicum Beach Heritage Forest Commission" to assist the Town in the provision of effective management of the Qualicum Beach Heritage Forest.
4. The Commission shall be composed of five (5) voting members, as follows:
  - (1) Two (2) members appointed by resolution of Council, with at least one being a member of Council;

- (2) Two (2) members nominated by, and from, the Society, and appointed by resolution of Council. In the event that the Society ceases to exist, two (2) members-at-large shall be appointed by Council; and
- (3) One (1) member-at-large appointed by resolution of the Commission, from applications by electors eligible to vote in Town of Qualicum Beach local elections.

#### **ADVISORY PERSONS TO THE COMMISSION**

5. The following persons may participate in meetings of the Commission in an advisory capacity but shall not vote:
  - (1) Chief Administrative Officer;
  - (2) Superintendent of Public Works, Parks and Buildings, or designate; and
  - (3) Corporate Administrator, or designate, as Secretary to the Commission, with clerical assistance for recording minutes, preparing agendas and organizing resource material.

#### **CHAIR, MEETINGS, AND MEMBERSHIP**

6. The Commission shall, at the first meeting held each year, elect from its members a Chair who shall preside at all meetings for the balance of the year.
7. Meeting procedures shall be in accordance with the Procedure Bylaw. All matters shall be decided by resolution and by a majority vote of all members present.
8. Meetings of the Commission shall be held on the first Thursday of February, May, September and November.
9. The Commission shall meet for a special meeting at the call of the Chair.
10. The Chair, or in the event that the Chair is not in attendance after the time appointed for a meeting, the member appointed by the Commission as acting Chair for the duration of the meeting, shall call the meeting to order on the date and at the time and place set out in the meeting agenda as soon as a quorum is in attendance.
11. Any three (3) members of the Commission shall constitute a quorum.
12. Should there be no quorum present within 15 minutes after the time appointed for the meeting, the recorder shall record in the minutes the names of the members present at the expiration of such fifteen minutes and the meeting shall stand adjourned until the next scheduled meeting.
13. The Corporate Administrator shall list Commission recommendations to Council on a Council agenda for consideration by Council, and shall provide a copy of the meeting minutes to the secretary of the Society for distribution to its executive for information.
14. Members of the Commission shall serve without remuneration.

15. Commission members shall serve for a term commencing on the adoption of the Council resolution making the appointment and continuing for a term of approximately two years, ending December 31 of the second year of their term, or:
  - (a) earlier, due to member resignation, death or Council, or the Commission where applicable, rescinding the appointment; or
  - (b) later, if no successor has been appointed at the end of the two-year term, until the time that a successor is appointed.
16. Commission members may be appointed for an additional term or terms. No member-at-large shall be automatically re-appointed prior to publicly advertising the availability of the position.
17. A member may resign from the Commission on presentation of written notice at a regular meeting of the Commission. Any member, other than a member of Council, who is absent from three (3) consecutive meetings without cause or without notice to the Chair, shall be deemed to have resigned from the Commission.
18. For members-at-large, applications will be invited from the public when there is a vacancy. From applications received, Council and, where applicable the Commission, will appoint the members at large and may, in any case, decline to appoint an applicant and invite new applications.

#### **DUTIES OF THE COMMISSION**

19. The authority or power of the Commission to do any act, or to cause any act to be done, is reserved to that which is expressly referred to herein.
20. The Commission shall:
  - (1) Ensure the public reasonable access and opportunity to observe and appreciate nature, consistent with best practices for preservation and management of the Qualicum Beach Heritage Forest;
  - (2) Provide good management and development of the Qualicum Beach Heritage Forest consistent with the Restrictive Covenant and Conservation Covenant registered against the property;
  - (3) Recommend such rules and limitations on the use of the Qualicum Beach Heritage Forest as it deems appropriate;
  - (4) From time to time, recommend to Council, on the expenditures for the development, operation and maintenance of the Qualicum Beach Heritage Forest for Council's review and approval of the expenditure of any Town funds; and
  - (5) Coordinate funding applications and grants from various groups.

**REPEAL**

21. "Town of Qualicum Beach Heritage Forest Commission Bylaw No. 585.01, 2005" is hereby repealed and replaced by this bylaw.

**READ A FIRST TIME** this 14<sup>th</sup> day of June, 2010.

**READ A SECOND TIME** this 12<sup>th</sup> day of July, 2010.

**READ A THIRD TIME** this 28<sup>th</sup> day of July, 2010.

**ADOPTED** this 9<sup>th</sup> day of August, 2010.

  
\_\_\_\_\_  
Teunis Westbroek, Mayor

  
\_\_\_\_\_  
Trudy Coates, Corporate Administrator

Attach: Schedule "A"



**TOWN OF QUALICUM BEACH**  
**BYLAW NO. 917**

**A bylaw to amend Town of Qualicum Beach**  
**Heritage Forest Reserve Fund Establishment Bylaw No. 699, 2015**

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The Council of the Town of Qualicum Beach, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited for all purposes as "Town of Qualicum Beach Heritage Forest Reserve Fund Establishment Bylaw No. 699, 2015, Amendment (Expenditure Input) Bylaw No. 917, 2026".
2. "Town of Qualicum Beach Heritage Forest Reserve Fund Establishment Bylaw No. 699, 2015" is amended as follows:
  - (1) In clause 3., strike "Heritage Forest Commission" and insert "Heritage Forest Conservation Covenant Grantees: the Brown Property Preservation Society and TLC The Land Conservancy of British Columbia" to read:  
  
"3. Money in the Heritage Forest Reserve Fund, and interest earned on it, will be used only for the purpose of investing in initiatives that contribute to the maintenance and improvement of the Heritage Forest. Before any money is used from the Heritage Forest Reserve Fund, the Town will seek input from the Heritage Forest Conservation Covenant Grantees: the Brown Property Preservation Society and TLC The Land Conservancy of British Columbia; and".

**READ A FIRST TIME** this \_\_\_\_ day of \_\_\_\_\_, 2026.

**READ A SECOND TIME** this \_\_\_\_ day of \_\_\_\_\_, 2026.

**READ A THIRD TIME** this \_\_\_\_ day of \_\_\_\_\_, 2026.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2026.

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Teunis Westbroek  
Mayor

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Heather Svensen  
Director of Corporate Services/Deputy CAO

**TOWN OF QUALICUM BEACH  
BYLAW NO. 920**

**A bylaw to amend Town of Qualicum Beach  
Council Procedure Bylaw No. 733, 2019**

---

The Council of the Town of Qualicum Beach, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited for all purposes as "Town of Qualicum Beach Council Procedure Bylaw No. 733, 2019, Amendment (Electronic Participation) Bylaw No. 920, 2026".
2. "Town of Qualicum Beach Council Procedure Bylaw No. 733, 2019" is amended as follows:
  - a) Under Part 8 – Committees, add "Electronic meeting participation" as section 52 to read as follows:

"Electronic meeting participation

52. (1) Committee or commission meetings may be conducted as a hybrid meeting with the Chair and member(s) attending in person at the posted meeting place and other member(s) attending by electronic means or other communication facilities if a member of a committee or commission is unable to attend a meeting in person, provided the conditions set out in subsection 128(3) of the *Community Charter [electronic participation by members in council and council committee meetings]* and the following are met:

    - (a) the meeting must be conducted in accordance with this Bylaw;
    - (b) the facility where the meeting is to be held enables the meeting participants and the public in attendance at the posted meeting place to hear, or watch and hear, the electronic participation of the member(s);
    - (c) for clarity, the electronic participation of a member(s) is not permitted for any part of the meeting that is closed to the public;
    - (d) a member who intends to participate by electronic or other communication facilities shall give the Corporate Officer notice of this intention at least 24 hours prior to the meeting, providing an email address and telephone number and the Corporate Officer shall, as soon as reasonably possible thereafter, provide the member with instructions in advance of the meeting on how to connect to and participate in the meeting by electronic or other communication facilities;
    - (e) a member who participates in a meeting under this section will endeavor to:
      - (i) verbally advise the meeting participants when they join the meeting and leave the meeting;
      - (ii) vote audibly so that the Chair is aware of their vote; and
      - (iii) if intending to make or speak to a motion, declare a personal interest or conflict, or to otherwise speak at the meeting, raise their hand or use electronic program features to show their intention to speak, and to wait to be acknowledged by the Chair prior to speaking;

(f) for certainty, if there is an interruption in the communications link to a member who is participating electronically, the other members may continue the meeting (provided a quorum is present) and treat the interruption in the same manner as if a member who is physically present leaves the meeting room.

(2) Members of a committee or commission who participate by electronic means, in accordance with this section, are deemed to be present at the meeting.”

b) By renumbering sequentially remaining clauses in Part 8, 9, 10 and 11.

**READ A FIRST TIME** this \_\_\_\_ day of \_\_\_\_\_, 2026.

**READ A SECOND TIME** this \_\_\_\_ day of \_\_\_\_\_, 2026.

**READ A THIRD TIME** this \_\_\_\_ day of \_\_\_\_\_, 2026.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2026.

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Teunis Westbroek  
Mayor

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Heather Svensen  
Director of Corporate Services/Deputy CAO

## BACKGROUND: HERITAGE FOREST & BYLAWS

- Historically, the Merchants Trust and Trading Company owned a large area of what is now the Qualicum Beach Golf Course, the original Qualicum Beach Inn, and six large lots on Crescent Road East, which in 1913 was sold to Brigadier General Noel Money and on his death in 1941, the six lots were sold to Home Oil, a company (taken over by Bobby Brown in 1954), hence being known as the 'Brown Property'. In 1972, the family sold the golf course to the Town of Qualicum Beach.
- In 1995, the Brown Family Trust considered developing for residential use a part of the Brown Property (approximately 20 hectares/50 acres) of forested lands located opposite the golf course on East Crescent Road.
- In May 1996, the Brown Property Preservation Society (BPPS) was incorporated by community members to raise funds through public donations for the purchase of the Brown Property forested area to preserve and prevent it from being developed as 110 building lots.
- In September 1997, the Town held a public information meeting to determine level of taxpayer interest in preserving the Brown Property forest.
- In May 1999, the Town purchased 35 acres for \$910,000, from funds comprised of Town Parks Development Cost Charges (DCCs) of \$484,000 and BPPS raised funds of \$426,000.
- \$900,000 was the price for the remaining additional 15 acres of the Brown Property; however, in June 2000, a Town referendum was defeated for \$840,000 proposed to be funded by a \$25 per year parcel tax for 15 years.
- Records indicate that representatives of the Town and the BPPS met as the Brown Property Management Group starting in 1999.
- In October 2000, Council adopted Bylaw No. 585 to establish the "[Name to be added] Commission Bylaw No. 585, 2000" – a joint commission comprised of BPPS, Town and community representatives that replaced the Brown Property Management Group meetings.
- Initially, the role of the Commission, known as the Heritage Forest Commission (HFC), was to provide advice to the Town and draft, for Council consideration, a Covenant to be registered to protect and manage the Heritage Forest in perpetuity.
- In 2001, the acquired Brown Property was renamed the Heritage Forest of Qualicum Beach.
- In March 2002, the BPPS raised an additional \$450,000, the Town purchased one half (7.5 acres) of the remaining Brown Property, and registered a Covenant with RABSCO Investments Ltd. the owner of a lot (Lot 2) adjacent to the Town's Lot 1, agreeing to restrict Lot 1 to not be subdivided, to be used only as a public park, to preserve, protect and enhance the natural environment, ecosystem and biological diversity for the public to observe and appreciate nature.
- In July 2002, the Town sold a Palm Drive lot for \$76,900 to be used for Brown Property purchase.
- In August 2002, the Town and the BPPS obtained a loan from the Royal Bank for \$282,922, and the final remaining 7.5 acre portion of the Brown Property was purchased.
- In February 2005, Council adopted "Heritage Forest Commission Bylaw No. 585.01, 2005", repealing and replacing Bylaw No. 585.
- In July 2005, the Town paid out the remainder of the bank loan \$16,044.
- In December 2007, a citizen paid the Town the last payment of the internal loan \$6,464.
- In July 2008, the Town (the HF property owner and Grantor) agreed to grant the Grantees [BPPS and The Land Conservancy of British Columbia (TLC)] a s. 219 *Land Title Act* Conservation Covenant on title of the Heritage Forest, to restrict the use of the lands, recognizing the lands contained significant amenities (flora, fauna and other natural features) of great importance to the

Grantor, the Grantees and the public. The Covenant details requirements for the HF and responsibilities of the Town and the Grantees, including when communication was required between the Town and the Grantees for input or approvals. Staff note there is no reference to the HFC, although one of the Grantees – the BPPS has representatives on the HFC.

- In August 2010, Council adopted “Heritage Forest Commission Bylaw No. 656, 2010” the current HFC Bylaw, replacing Bylaw No. 585.01. As with past bylaws, the body was established as a commission but operated as an advisory body to Council while working closely with the BPPS whose volunteers regularly proposed and performed maintenance works in the Heritage Forest coordinated through Town staff, with Council approval when required.
- In June 2015, acting on a Heritage Forest Commission recommendation, Council adopted Bylaw No. 699 to establish the Heritage Forest Reserve Fund (HFRF) to hold and invest monies received as revenue, and interest earned on it, to be used only for the purposes of maintaining and improving the Heritage Forest. Staff noted that a bylaw was not required in order to receive donations, Bylaw No. 699 would establish the reserve fund terms, and that the Town, as a municipality, was eligible under the *Income Tax Act* to receive monies as donations and to issue a receipt for the funds if the bequest is to the Town and the Town retains control over the use of the funds. Bylaw No. 699 also provides that before any money is used from the HFRF that the Town will ‘seek input’ from the Heritage Forest Commission.

Acting on a recommendation from the HFC anticipating receipt of a funding bequest, Council on November 7, 2024, April 16, 2025 and October 22, 2025 respectively, passed the following resolutions:

*THAT Council instructs 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 to be located on the northeast (loop trail) side and the southwest side (Sunningdale) of Beach Creek Ravine in the Heritage Forest; AND FURTHER THAT commencement of works on this project is contingent upon obtaining approval from the Qualicum First Nation and further that if sufficient funds are received from an anticipated private contribution in the Heritage Forest Reserve, the Capital Budget will be reimbursed for the cost of the fence up to \$15,000, subject to confirmation from the Director of Finance that the budget is available.*

*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.*

*THAT Council authorize Staff to amend the 2025-2029 Financial Plan Bylaw to include an increase to the capital expenditure budget provision for split cedar rail fencing adjacent to the Beach Creek Ravine in the Heritage Forest from \$15,000 to \$25,000 in fiscal year 2025, funded from Accumulated Surplus which is to be repaid from the Heritage Reserve Fund when sufficient funds become available.*

Operations reports that construction of the split cedar rail fence project in the Heritage Forest was completed December 5, 2025. To date (January 2026), no bequests or donations have been received or deposited in the HFRF.

***PROPOSED January 2026***



## **Town of Qualicum Beach**

### **HERITAGE FOREST MANAGEMENT PLAN**

(per Heritage Forest Conservation Covenant s.5)

For (1) Consultation with public and Brown Property Preservation Society (BPPS)  
(2) Council submission to the BPPS and The Land Conservancy of British Columbia  
(TLC) for Agreement

**January 2026**

*Historical Amendments*

<b>Version</b>	<b>Date of Council Motion</b>
<i>Original</i>	<i>March 9, 2009</i>
<i>Revision 1</i>	<i>June 12, 2012</i>
<i>Revision 2</i>	<i>October 6, 2014</i>
<i>Revision 3</i>	<i>February 16, 2015</i>
<i>Revision 4</i>	<i>June 8, 2015</i>
<i>Revision 5</i>	<i>November 2015</i>
<i>Revision 6</i>	<i>December 8, 2021</i>
<i>Revision 7</i>	<i>PENDING APPROVALS 2026</i>

## Heritage Forest Management Plan

### History of Forest Acquisition and Protection of the Forest

In 1995, the Brown family considered developing part of their property consisting of 20 hectares (50 acres) of forested lands (the Lands). The Brown Property Preservation Society (BPPS) was formed to raise funds through public donations for the purchase of the Lands to protect the Lands from development. From 1996 to 2004, hundreds of BPPS volunteers worked on events to raise funds and to stimulate donations for the purchase of the forested Lands. With the BPPS funds and the addition of funds from the Town of Qualicum Beach (park reserves and land sale), the Town purchased the Lands in three stages.

After the Lands were purchased, the 'Brown Property' became known as the 'Heritage Forest' (HF) and the Heritage Forest Commission (HFC) was formed in 2000. In 2026, HFC membership was updated to 6, comprised of: 1 Town Council member (the non-voting Chair), 2 members nominated by the BPPS, 1 member nominated by The Land Conservancy of BC (TLC), and 2 public members-at-large, all appointed by Council. The role of the HFC was initially to formulate a registered Conservation Covenant (the Covenant) to protect and manage the Heritage Forest in perpetuity, and the role evolved to an advisory body to Council.

In July 2008, the Town (the HF property owner and Grantor) agreed to grant the Grantees (BPPS and TLC) a s. 219 *Land Title Act* Covenant registered on title of the HF, to restrict the use of the Lands, recognizing the Lands contained significant amenities (flora, fauna and other natural features) of great importance to the Grantor, the Grantees and the public. The Covenant details requirements for the HF and responsibilities of the Town and the Grantees, including when communication was required between the Town and the Grantees for input or approvals. The Covenant formed a legal partnership between the Town of Qualicum Beach, the BPPS and TLC.

The overall mandate of the Covenant is to protect the HF from development, and for the HF to be used as a natural state forest for the appreciation and enjoyment of nature by the public in perpetuity.

### Forest Background

The Heritage Forest (HF) provides significant green space within the residential and golf development surroundings of Qualicum Beach. Most of the forest was logged using horses in the 1910s. Since then, the second growth Douglas-fir, western red cedar and hemlock trees have grown back. Yet there are also impressive pockets of remnant old-growth Douglas-fir trees. These very large trees are over 500 years old and remind us of what the east coast of Vancouver Island was like prior to colonization and early development. At the time of signing the Covenant, the HF represented 20% of all the Coastal Douglas-fir forest protected in British Columbia.

B.C. forest ecosystems are described based on distribution, climate and vegetation types. HF ecology lies within the moist maritime Coastal Douglas-fir biogeoclimatic zone (CDFmm). The HF is situated in the rain shadow of nearby Mount Arrowsmith and experiences warm, dry summers and mild, wet winters. Growing seasons are very long in this region, the mildest climate in Canada. The strongest winter storm winds come from the SW with prevailing winds from the SE.

\* *Capitalized words are as defined in the Conservation Covenant.*

The Heritage Forest (HF) is dominated by Douglas-fir, as well as grand fir, western red cedar and hemlock, with minor amounts of bigleaf maple, lodgepole pine, dogwood, sitka spruce, Garry oak and arbutus. The understorey is dominated by salal, Oregon grape and ocean-spray. Less prominent species include baldhip rose, snowberry, western trumpet honeysuckle, vanilla-leaf, sword fern, bracken fern and three-leafed foamflower. Moist sites support salmonberry, elderberry, lady fern, skunk cabbage and false-lily-of-the-valley.

The most notable wildlife includes native aquatic species such as coho salmon, cutthroat trout, barred owls, pileated woodpeckers, ravens, bald eagles, black-tailed deer, raccoons, red squirrels plus many species of songbirds. Beach Creek deeply incises the Lands as it meanders its way to the nearby mouth and Pacific Ocean. Overall, the HF supports a diverse array of flora, fauna, natural features and ecological processes (the Amenities).

### **Goal**

To allow the Heritage Forest to evolve in a natural state and to manage the Lands in accordance with the following management objectives.

### **Objectives**

- (a) To protect, preserve, conserve, maintain, enhance and restore the Lands and the Amenities in a natural state for ecological and environmental reasons.
- (b) To protect, preserve and maintain the capacity of the Lands as birthing, rearing, and refuge habitat for wildlife.
- (c) To protect, preserve and maintain native vegetation.
- (d) To protect, preserve and maintain the quality and quantity of water that flows from the Lands into Beach Creek.
- (e) To permit low impact, passive recreational uses, such as walking, jogging and plant and wildlife viewing.
- (f) To permit natural processes to occur which may disturb the Lands and Amenities including windthrow, flooding, channel changes and slope failure.
- (g) To prevent any occupation or use of the Lands that will diminish or interfere with the natural state of the Lands or Amenities therein.
- (h) To encourage public education and appreciation of the Lands and Amenities.

### **Management Activities**

In accordance with the provisions of Schedule "C" of the Covenant:

- (a) Public use and access will be maintained using the current access entry points and trails.
- (b) A bridge over Beach Creek is not being proposed at this time.
- (c) Signage will be established along trails to point out significant natural and man-made attributes of the Lands, orientation and regulations. Existing fencing will remain.
- (d) Trails will be maintained periodically as required with wood chips. Debris and windthrow will be removed in order to provide safe and easy public access.

- (e) The current road will be maintained to provide an emergency access route in the event of fire.
- (f) If planting is required, only native vegetation from within the boundaries of the Heritage Forest (HF) will be used.
- (g) Non-native vegetation and noxious weeds, as identified in the *BC Weed Control Act* and amendments thereto, will be periodically eradicated.
- (h) Invasive non-native wildlife species will be eliminated from using the Lands (e.g., bullfrogs, black and grey squirrels, etc.).
- (i) Beach Creek and adjacent wetlands will be left as is to follow natural processes. Cleanup of man-made materials will be undertaken periodically.
- (j) Procedures Regarding Danger Trees:
  - i) Danger Tree procedures are in accordance with Schedule B, Section I.I (f) of the Covenant with regard to Danger Trees that pose an imminent risk to public safety, the Certified Tree Risk Assessor has the authority to take immediate action to mitigate the danger.
  - ii) Level 1 Tree Assessments are conducted by the Town's arborist monthly and after significant wind events, on trees adjacent to all HF trails.
  - iii) If the Town plans to conduct any tree work, the Town will first contact the BPPS representative to arrange a site visit.
  - iv) Appendix 'B' shall be used as a guide when dealing with Danger Trees and Windthrown Trees.
- (l) The paddock and pasture area will be encouraged over time to support native species of vegetation.
- (m) Measures will be taken to prevent use of unauthorized vehicles in the HF.
- (n) For reference purposes only, the stable building was removed in April 2014.
- (o) Town staff may approve the removal of tree limbs adjacent to private property when the following conditions are met: a) the tree limb hangs over a neighbouring property; and b) in the opinion of a certified arborist, removal of the entire limb is better for the health of the tree than pruning the limb at the property line; and c) Town staff are satisfied with the arborist's proposal to remove the limb.
- (p) Town staff may approve removal of standing, downed dead trees or fallen branches from the Lands as specified in Appendix 'A'.

## Appendix 'A'

### Heritage Forest Prescription for Removal of Potential 'Fire Ladders' Along Urban/Forest Interfaces

#### Objective:

- To mitigate imminent fire hazard.
- To take proactive steps in reducing the potential for forest fire spread.
- To enable better control of any future forest fire.
- To reduce the potential for fire to spread upward by way of dead sapling foliage acting as 'fire ladders' which may facilitate fire spread into the overstorey forest canopy.

#### Methods:

1. Initial onsite discussion should take place between the BPPS and the Town as to the nature of the work.
2. Town to supervise the work being done by an independent contractor.
3. FireSmart BC guidelines recommend a 30 metre zone of reduced fire hazard potential along any urban/forest interface.
4. To cut small, dead tree saplings. These small understorey trees (cedar and hemlock) die when wet, heavy, winter snow loads cause them to lean, topple and main roots to snap. These dead saplings dry out in summer and become a potential source of kindling as 'fire ladders'. If not cut, a potentially controllable ground fire may spread upwards into adjacent tree crowns and become much harder to control.
5. Ensure cut woody debris including tree limbs are not left elevated but are on the ground for decomposition.
6. Care must be taken not to cut live regenerating saplings in the process.
7. Prune lower live tree limbs up to a height of about 2m within 5m of this forest edge.
8. Use small mobile chipper for accumulations of tree branches and randomly scatter chips back into the forest for decay. Assess need on an annual basis.
9. Tree cutting and chipping are loud disturbances and must not take place during the primary bird courting and nesting season extending from January 1<sup>st</sup> to August 31<sup>st</sup> (*Migratory Bird Convention Act, B.C. Wildlife Act, B.C. Develop with Care Guidelines, B.C. Guidelines for Raptor Conservation*).

## Appendix 'B'

### Heritage Forest Prescription for Danger Trees, Windthrown Trees and Branches Near Trails

#### Objectives:

- To take precautions to only cut trees deemed imminently hazardous or blocking access.
- To retain trees as Wildlife habitat: as a sanctuary for Wildlife and Natural Processes; to protect, preserve and maintain the capacity of the Lands and Amenities, in a Natural State; to protect, preserve and maintain the capacity of the Lands as birthing, rearing, and refuge habitat for Wildlife; and, to restrict any causes or allows the unreasonable disturbance or harassment of Wildlife.
- To enable better control of any future forest fire.

#### Methods:

1. Initial onsite discussion should take place between the BPPS and the Town as to the nature of the work.
2. Town to supervise the work being done by an independent contractor.
3. Care to be taken not to fell and/or disturb adjacent trees and most especially not Wildlife Trees showing obvious signs of Wildlife use (e.g., such as cavities for nesting and excavating foraging sites).
4. Cut the tree stem off as high as possible (where it is safe for faller to do so) in order to provide some potential for use as a future Wildlife Tree.
5. Cut felled tree stem into long sections as it will take longer to decompose, providing ecological function to insects, fungi and birds. Place long sections and branches from tree crown dispersed well away from trail edges to prevent the build-up of combustible materials adjacent trails.
6. Cutting tree top branches off and placing them on the ground will cause them to decay. If left elevated and uncut, these tree top branches can act as dry kindling. They can act as 'fire ladders' enabling a ground fire to spread upwards into tree crowns. Such fires are then much more difficult to control.
7. Use small mobile chipper for accumulations of tree branches and may choose to randomly scatter chips back into the forest for decay or remove. Assess need on an annual basis.
8. Cut tall grass in 5m edge along fire access road / walking trail near kiosk twice per growing season.
9. Trim salmonberry and branches to maintain a 3.6m wide fire truck access route from Chester Road.
10. Tree cutting and chipping are loud disturbances and must not take place during the primary bird courting and nesting season extending from January 1<sup>st</sup> to August 31<sup>st</sup> (*Migratory Bird Convention Act, B.C. Wildlife Act, B.C. Develop with Care Guidelines, B.C. Guidelines for Raptor Conservation*).



# TOWN OF QUALICUM BEACH

## MEMORANDUM

**TO:** Council

**FOR:** Regular Council Meeting

**DATE:** January 21, 2026

**FROM:** Lou Varela, Chief Administrative Officer

**SUBJECT:** Request for Direction - Fireworks

### GOVERNANCE DECISION

Prior to staff investing time and effort into research and bylaw drafting, a Request for Direction from Council is requested on whether or not to ban the use of Fireworks in the Town of Qualicum Beach. If Council wishes staff to proceed with considering the banning of the use of Fireworks in the Town, at either the private property or community event scales, the following recommendations would be appropriate as an interim measure. Subsequently a revised bylaw would be brought to Council for their consideration. Alternatively, Council may consider the status quo and as such, no staff action is required.

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### RECOMMENDATIONS:

**THAT** the Fire Chief be directed not to issue Special Use Firework Permits as per Article 6. (4) of Bylaw No. 611, "A Bylaw to Regulate the Storage, Sale and Discharge of Fireworks and Firecrackers", 2007, as an interim measure, until a full staff report and draft bylaw are presented for Council's consideration;

**AND FURTHER THAT** Council provide direction on what scale of restriction, if any, that they wish staff to explore in a revised bylaw to address the discharge of Fireworks in the Town of Qualicum Beach.

### ALTERNATIVE OPTIONS

1. Maintain the status quo as per Bylaw No. 611, "A Bylaw to Regulate the Storage, Sale and Discharge of Fireworks and Firecrackers," 2007.
2. Restrict Fireworks at special events only, while maintaining the window for private discharge of Fireworks between October 24 to and including October 31.
3. Restrict the private discharge of Fireworks.
4. Other as per Council discussion.

## APPROVALS

Request for Direction respectfully submitted by Lou Varela, CAO.



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Lou Varela, MCIP, RPP  
Chief Administrative Officer  
*Report Author*



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Heather Svensen  
Director of Corporate Services  
*Concurrence*



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Peter Cornell, ECFO  
Fire Chief  
*Concurrence*

**REFERENCES** Attachment 1: Bylaw No. 611, "A Bylaw to Regulate the Storage, Sale and Discharge of Fireworks and Firecrackers", 2007

## BYLAW NO. 611

**A BYLAW TO REGULATE THE STORAGE, SALE AND  
DISCHARGE OF FIREWORKS AND FIRECRACKERS**

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**WHEREAS**, pursuant to the provisions contained in Section 8 (3) (d) of the *Community Charter*, Council may, by Bylaw, regulate, prohibit and impose requirements in relation to firecrackers and fireworks of every nature or kind;

**AND WHEREAS**, pursuant to the provisions contained in Section 8 of the *Community Charter*, Council may, by Bylaw, regulate, prohibit and impose requirements in relation to the protection and enhancement of the well-being of its community in relation to noise, vibration, odour, dust, illumination or any other matter that is liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public;

**AND WHEREAS**, Council deems it expedient and desirable to provide such regulations;

**NOW THEREFORE**, the Council of the Town of Qualicum Beach, in open meeting assembled, **ENACTS AS FOLLOWS**:

**CITATION**

1. This Bylaw may be cited for all purposes as "Town of Qualicum Beach Fireworks Regulation Bylaw No. 611, 2007".

**INTERPRETATION**

2. In this Bylaw, unless the context otherwise requires:

*"Council"*, means the Municipal Council of the Town of Qualicum Beach

*"Discharge"*, means to fire, ignite, explode or set off or cause to be fired, ignited, exploded or set off and the words "discharged" and "discharging" have a similar meaning.

*"Explosive Act"*, means the *Explosives Act*, R.S.C., 1992, c. E-17, as may be amended from time to time, and includes the Explosive Regulations made thereunder.

*"Fire Chief"*, means the Chief of the Qualicum Beach Fire Department as duly appointed by *Council* and shall include any member of the Qualicum Beach Fire Department acting under the direction of the Fire Chief.

*"Family Fireworks"* means fireworks defined as *Low Hazard Fireworks* pursuant to subdivision 1, of Division 2 of Class 7 in the Explosives Regulations of the *Explosives Act, Canada* as amended from time to time but does not include sparklers or Christmas crackers.

***"Family Pack"*** means six or more *Family Fireworks* which are packaged together and intended to be sold as a unit, except that Roman Candles shall constitute not more than 25% of the total number of fireworks in the packaged unit.

***"Firecracker"***, means small fireworks with entwined fuses used as noise makers having little or no pyrotechnic effect and, without limitation, includes bottle rockets, screechers, screecharoos, humaroos, supersonic bang, butterfly thunder and air bombs.

***"Fireworks"***, means manufactured goods intended to be used for pyrotechnic effect that are classified by the *Explosives Regulations* as low hazard fireworks for recreation (class 7.2.1) such as fireworks showers, fountains, golden rain, lawn lights, pinwheels, roman candles, volcanoes and similar products.

***"Peace Officer"***, means a person employed by the Fire Department of the Town of Qualicum Beach, acting as a Local Assistant to the Fire Commissioner as defined under the *Fire Services Act* [RSBC 1996] CHAPTER 144 or any person employed by the Town of Qualicum Beach as a Bylaw Enforcement Officer, or any person carrying out the duties of a R.C.M.P. Officer for the Town of Qualicum Beach.

***"Roman Candle"*** means a ground level *family firework* that is capable of projecting or discharging a charge or series of pyrotechnical effects more than 3 metres and which usually has a tube size of 1.90 cm (.75 inch) or less.

3. This Bylaw shall not apply to and nothing herein contained shall be deemed to refer to the storage or possession of *fireworks* or *firecrackers* exclusively for wholesale purpose or to the wholesale sales of *fireworks* in bulk to retailers licensed to carry on a retail business and holding a *Fireworks Vendor's Permit* in the Town of Qualicum Beach.

#### GENERAL REGULATIONS

4.
  - (1) No person shall possess, sell, offer for sale, use, store, *discharge* or explode a *firecracker* within the Town of Qualicum Beach.
  - (2) No person shall *discharge fireworks* of any nature within the Town of Qualicum Beach except on October 31 of each year.
  - (3) Except from October 24 to and including October 31 in each year, and except as provided in this Bylaw, no person shall sell, offer for sale, expose for sale or possess *Fireworks* with the intent to sell the same.
  - (4) No person shall offer for sale or sell *Fireworks* to a person who is under 18 years of age, or to a person who appears to be under the age of 18 years, and who does not produce evidence that he or she is 18 years of age or older.

- (5) No person shall offer for sale or sell a *Roman Candle* except as part of a *Family Pack*.
- (6) No person under the age of 18 years of age shall possess, explode or *discharge* any *fireworks* or *firecrackers* of any nature within the boundaries of the Town of Qualicum Beach.

#### **VENDOR'S PERMIT**

5. (1) No person shall offer for sale, display for sale, sell, or cause to be sold or keep with the intent to sell to any person, any *fireworks* without holding a valid and subsisting *Fireworks Vendor's Permit*, in the form attached hereto as Schedule "A", and without holding a valid and subsisting business License issued by the Town of Qualicum Beach.
- (2) An application for a *Fireworks Vendor's Permit* shall be made to the *Fire Chief* in the form attached hereto as Schedule "A", and shall be accompanied by a fee of fifty dollars (\$50.00).
- (3) The *Fire Chief* may revoke any permit issued pursuant to this bylaw, in any case, where the holder of the permit or an employee or agent of the holder has violated any of the provisions of this bylaw, the *Explosives Act*, or the *Fireworks Act*.
- (4) No person shall be issued a *Fireworks Vendor's Permit* or employ any person to exercise control or may exercise control over the storage, sales or disposal of *fireworks* unless they have first undergone a course of instruction on the use of portable fire extinguishers under the guidance of a person appointed for that purpose by the *Fire Chief*.

#### **DISCHARGE OF FIREWORKS / FIRECRACKERS**

6. (1) No person shall *discharge* or explode a *firecracker* of any nature within the boundaries of the Town of Qualicum Beach.
- (2) No person shall *discharge* or explode a *firework* which is pointed or directed at any person, animal, building, motor vehicle, tree or bush.
- (3) No person shall *discharge* or explode any *fireworks* in or on;
  - (a) a street, road, roadway, public sidewalk, boulevard or lane;
  - (b) a park;
  - (c) a property on which a school is located;
  - (d) a beach, beachfront, or other area of land lying below the natural boundary of the ocean or an inlet of the ocean;

- (e) land in a commercial or industrial zone as defined in the "Town of Qualicum Beach, Land Use and Subdivision Bylaw No. 580, 1999", or its successor bylaws.
- (4) Notwithstanding Sections 4.2 and 6.3, the *Fire Chief* may issue a *Special Use Fireworks Permit*, in the form hereto attached as Schedule "B", authorizing a person to explode or *discharge fireworks* in any of the locations mentioned in Section 6.3 or on days other than specified in Section 4.2 and may attach any terms and conditions to the permit he / she deems necessary.

#### STORAGE OF FIREWORKS

- 7. (1) No person shall store, cause to be stored or have in his / her possession or on his / her premises, more than 23 kg (50.705 lbs.) aggregate weight of *fireworks* at any time.
- (2) No person shall store or cause to be stored any *fireworks* adjacent to any heat, flame, or other source of ignition.
- (3) No vendor shall store, or cause to be stored, *fireworks* in a position or area that is readily accessible to customers or prospective customers. The storage area must be screened off from customers by a solid physical barrier and an attendant must always be on duty.
- (4) Every person holding a *Fireworks Vendor's Permit* at all premises where *fireworks* are stored or kept must maintain a ULC approved, minimum 2A 10BC rating, multi-purpose dry chemical portable fire extinguisher which is readily available on the premises at all times.
- (5) If the *Fire Chief* determines that a fire hazard exists on the premises of the holder of a *Fireworks Vendor's Permit* and the holder does not eliminate such hazard forthwith upon notice thereof, the *Fire Chief* may order the removal of all *fireworks* from the premises, and no person shall refuse or fail to comply with such order.

#### PENALTY AND SEIZURE

- 8. (1) Where a *Peace Officer* finds *fireworks* being displayed or offered for sale by a vendor who does not hold a current and subsisting *Fireworks Vendor's Permit*, the *Peace Officer* may seize and destroy the *fireworks* without compensation to the vendor or other owner of the *fireworks*.
- (2) Every person who possesses or *discharges firecrackers* or *fireworks* contrary to the provisions of this bylaw commits an offence and shall when directed to do so, surrender all *firecrackers* or *fireworks* in their immediate possession to a *Peace*

Officer who shall be authorized to hold all such *firecrackers* or *fireworks* in the interest of public safety and as evidence of the commission of the offence.

- (3) Every person who violates any provisions of this bylaw or who permits any act or thing to be done in contravention or in violation of any provisions of this bylaw, or who neglects to do or refrain from doing anything required to be done by any of the provisions of this bylaw, shall be guilty of an offence punishable on summary conviction and shall be liable to a fine of not more than \$10,000.00 or to imprisonment for not more than six (6) months, or to both, the penalties being enforced and the fines and costs being recoverable upon summary conviction in the manner provided by the *Offence Act* [RSBC 1996] CHAPTER 338 as amended.

### SEVERABILITY

9. If any section, subsection or clause of this bylaw is declared or held to be invalid by a court of competent jurisdiction, then that invalid portion shall be severed and the remainder of this bylaw shall be deemed to have been enacted and adopted without the invalid and severed section, subsection or clause.

### REPEAL


10. Town of Qualicum Beach Fireworks Regulation Bylaw No. 540, 1993 is repealed in its entirety.

READ a first time the 13<sup>th</sup> day of August, 2007.

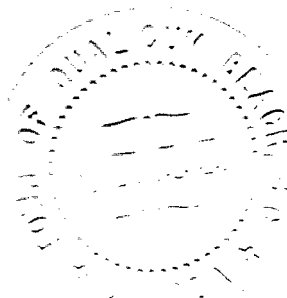
READ a second time the 10<sup>th</sup> day of September, 2007.

READ a third time the 1<sup>st</sup> day of October, 2007.

ADOPTED, the 17<sup>th</sup> day of October, 2007.

  
Teunis Westbroek, Mayor

  
Trudy Coates, Corporate Administrator



**BYLAW NO. 611**  
**SCHEDULE "A" Page 1 of 3**  
**TOWN OF QUALICUM BEACH**  
**FIREWORKS VENDOR'S APPLICATION AND PERMIT**

**Section 1 – Application - To be completed by Vendor**

Name of owner(s) / company: \_\_\_\_\_

Home Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Hereby makes application to sell, display, and store low hazard fireworks as defined by the *Explosives Act (Canada)* and its Regulations at the following premises within the boundaries of the Town of Qualicum Beach:

Name of Retail Outlet: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Location within premises where fireworks will be stored: \_\_\_\_\_

\_\_\_\_\_ weight: \_\_\_\_\_ kg. \_\_\_\_\_ lbs

If location of storage different from retail outlet, state:

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Employees or persons authorized to sell / handle fireworks: (add additional sheets if required)

Names:	Address	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The Vendor whose signature appears hereunder, agrees to abide by all conditions contained herein, and assumes all liability for any damage or injury which might occur as a result of the sale, display, or storage of fireworks, by him /her or his / her employees or agents and acknowledges that he / she understands and will comply with all enactments and regulations governing the sale, display, and storage of said fireworks

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Signature of Vendor: \_\_\_\_\_

**BYLAW NO. 611**  
**SCHEDULE "A" Page 2 of 3**  
**TOWN OF QUALICUM BEACH**  
**FIREWORKS VENDOR'S APPLICATION AND PERMIT**

**Section 2 : Conditions of Permit**

*To be completed by the Town of Qualicum Beach Fire Department*

The vendor identified in Section 1 of this permit is hereby authorized to sell, display and store fireworks within the Town of Qualicum Beach subject to the following conditions:

1. Fireworks of any class or description shall not be sold to a person who is under the age of 18 years or to a person who appears to be under the age of 18 years and does not produce evidence that he / she is 18 years of age or older.
2. Fireworks of any class or description shall not be sold to any person except from the 24<sup>th</sup> day of October to the 31<sup>st</sup> day of October inclusive in any year.
3. Roman Candles shall not be sold except as part of a family pack as defined in Town of Qualicum Beach Fireworks Regulation Bylaw No. 611, 2007.
4. Neither the vendor or any person acting on behalf of the vendor may exercise control over the storage, sales, or disposal of fireworks unless he / she has first undergone a course of instruction in the use of portable extinguishers under the guidance of a person appointed for that purpose by the Fire Chief.
5. The vendor shall not store or cause to be stored or have in his / her possession or on his / her premises, more than 23 kg (50.705 lbs.) aggregate weight of fireworks at any time.
6. The vendor shall not store or cause to be stored any fireworks adjacent to any heat, flame, or other source of ignition.
7. The vendor shall not store, or cause to be stored, fireworks in a position or area that is readily accessible to customers or prospective customers. The storage area must be screened off from customers by a solid physical barrier and an attendant must always be on duty.
8. The vendor shall, in any premises in which fireworks are stored or kept for sale to any person, maintain a ULC approved, minimum 2A 10BC rating, multi-purpose dry chemical portable fire extinguisher which is readily available on the premises at all times.
9. The vendor shall post a copy of this permit in a conspicuous place in any place in which fireworks are stored, sold or displayed and such copy shall be available for inspection by the Fire Chief.
10. Special Conditions of Sale, Display and Storage of Fireworks:

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**BYLAW NO. 611  
SCHEDULE "A" Page 3 of 3  
TOWN OF QUALICUM BEACH  
FIREWORKS VENDOR'S APPLICATION AND PERMIT**

**Section 3: Authorization**

This permit is effective from \_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_

Business Licence Obtained: ☐ (check when confirmed)

The vendor identified herein is hereby authorized to sell, display, and store fireworks in accordance with the conditions contained in this permit.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_

Town of Qualicum Beach Fire Chief

**BYLAW NO. 611**  
**SCHEDULE "B"**  
**TOWN OF QUALICUM BEACH**

**APPLICATION FOR A SPECIAL PERMIT FOR EXPLODING OF FIREWORKS**

APPLICATION is hereby made in accordance with the provisions of "Town of Qualicum Beach Fireworks Regulation Bylaw No. 611, 2007" by

**PERSONAL / ORGANIZATION INFORMATION**

**Please Print**

Person, Group or Organization: \_\_\_\_\_

Address (include postal code): \_\_\_\_\_

Telephone : \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**For a special permit to explode fireworks on:**

The \_\_\_ day of \_\_\_\_\_, 20\_\_\_ at \_\_\_\_\_  
(location)

from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Name of Fireworks Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Signature of Fireworks Supervisor

Date Issued: \_\_\_\_\_

Issued by: \_\_\_\_\_

**Town of Qualicum Beach Special Permit**

Permission is hereby granted in accordance with the provisions of "Town of Qualicum Beach Fireworks Regulation Bylaw No. 611, 2007" to:

Name of Person, Group or Organization: \_\_\_\_\_

Address & Telephone Number: \_\_\_\_\_

For exploding of Fireworks on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_ at \_\_\_\_\_  
(location)

from \_\_\_\_\_ a.m. / p.m. to \_\_\_\_\_ a.m. / p.m.

**THIS PERMIT IS NOT TRANSFERABLE**

Issued at Qualicum Beach, British Columbia, this \_\_\_ day of \_\_\_\_\_, 20\_\_\_

Attach a copy of the Certificate of Insurance in the amount of \$3,000,000.00 naming the Town of Qualicum Beach as an insured.

\_\_\_\_\_  
Signature of Fire Chief

\* The Town of Qualicum Beach accepts no responsibility for liability costs incurred as a result of authorizing this permit.



# TOWN OF QUALICUM BEACH

## MEMORANDUM

**TO:** Heather Svensen, Corporate Administrator

**FOR:** Regular Council Meeting

**DATE:** January 21, 2026

**FROM:** Danielle Leurebourg, Deputy Director of Corporate Services

**SUBJECT:** Cemetery Bylaw Clarification – Non-Resident Exception

### GOVERNANCE DECISION:

For Council to consider final adoption of “Town of Qualicum Beach Cemetery Bylaw No.915, 2025 and “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Cemetery) Bylaw No. 638.06, 2025” following clarification of questions raised at third reading.

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### RECOMMENDATIONS:

1. THAT “Town of Qualicum Beach Cemetery Bylaw No.915, 2025” be adopted.
2. THAT “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Cemetery) Bylaw No. 638.06, 2025” be adopted.

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### PURPOSE

Prior to final adoption of the updated Cemetery Bylaw, Council requested clarification around the circumstances by which a Non-Resident family member may be interred in the Qualicum Beach Cemetery.

### BACKGROUND

Historically, the Town of Qualicum Beach Cemetery has been intended for the exclusive use of Qualicum Beach and SD69 Residents, with limited exceptions. This is partly due to space limitations, but also a general principle of use of the Cemetery for residents. In the last review of the Bylaw in 2014, former residents were added to the Bylaw to acknowledge their contributions as taxpayers, and contributors to the community. The definitions of Resident and Non-Resident were updated in 2014 to reflect these changes; however, there continued to be confusion from the public on the previous definition of “Non-Resident” with many assuming that the Cemetery was available to anyone who does not reside in the Town of Qualicum Beach or District 69. That was not the case. The proposed Bylaw defines SD69 Resident, Qualicum Beach Resident, and Non-Resident as:

- **SD69 Resident** shall mean a person who:
  - (1) resides within the School District 69 (SD69). This area includes the Regional District of Nanaimo Electoral Area E (Nanoose Bay), Area F (Coombs, Hilliers, Errington), Area G (French Creek, Dashwood, Englishman River), Area H (Shaw Hill, Qualicum Bay, Deep Bay, Bowser) and the City of Parksville;
  - (2) is not a registered owner of property in the Town of Qualicum Beach; and
  - (3) is not a Former Resident.
- **Qualicum Beach Resident** means a person who is a registered owner of property and/or resides on premises, located within the boundaries of the Town of Qualicum Beach at the time of purchase or is a Former Resident as defined in this Bylaw.
- **Non-Resident** means an individual that is not a Town of Qualicum Beach Resident or a SD69 Resident as defined by this Bylaw.

## **DISCUSSION**

In 2014, the space limitations of the Cemetery were discussed in a report to Council. This report indicated that at current use (with restrictions for use of the Cemetery by residents with limited exceptions), the Cemetery was projected to reach capacity around 2089. If this was expanded to all Non-Residents, this would significantly change these projections. The Cemetery reaching capacity earlier will either result in the need to expand the Cemetery (requiring the removal of trees to accommodate expansion) or reduce the options available for residents to inter loved ones locally.

Section 4(3) of this Bylaw discusses the Non-Resident exception whereby a Non-Resident whose spouse, child or parent is interred at the Cemetery may be granted license to use a grave space, columbarium niche, or memorial space on the scattering garden. This provision requires the family member to already be interred before a Non-Resident is granted interment. This is to ensure that the majority of interments are Qualicum Beach or SD69 Residents. The proposed Bylaw does not currently allow for any further exceptions to permit the interment of a Non-Resident prior to the interment of a Qualicum Beach Resident or a SD69 Resident.

In alignment with the above provision, the Town's practice has been to issue permission to inter a Non-Resident only after a Qualicum Beach Resident or an SD69 Resident is interred in the cemetery. The reason for the pre-interment requirement is to ensure that the burial plots are used by Qualicum Beach residents first, and primarily. Allowing Non-Residents to be interred first may lead to eligible residents purchasing additional plots after the original plots are full for their own interments. This, in turn, leads to the Cemetery being at capacity earlier than projected.

## **ALTERNATIVE OPTIONS**


Council may provide further direction to staff for bylaw amendments. Any changes to the Bylaw will require rescinding of third reading.

## APPROVALS

Report respectfully submitted by Danielle Leurebourg, Deputy Director of Corporate Services



Danielle Leurebourg, MBA  
Deputy Director of  
Corporate Services  
*Report Author*



Lou Varela, MCIP, RPP  
Chief Administrative Officer  
*Concurrence*



Heather Svensen  
Director of Corporate  
Services/Deputy CAO  
*Concurrence*

## REFERENCES

- Attachment 1: "Town of Qualicum Beach Cemetery Bylaw No. 915, 2025"  
Attachment 2: "Town of Qualicum Beach Miscellaneous Rates Bylaw, No. 638, 2009  
Amendment (Cemetery) Bylaw 638.06, 2025"

**TOWN OF QUALICUM BEACH  
BYLAW NO. 915**

**A BYLAW RELATING TO THE OPERATION AND MAINTENANCE OF THE QUALICUM  
BEACH MUNICIPAL CEMETERY**

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The Council of the Town of Qualicum Beach in open meeting assembled, enacts as follows:

1. In this Bylaw unless the context otherwise requires,

<b>CAO</b>	means the Chief Administrative Officer for the Town of Qualicum Beach.
<b>Cemetery Care Fund</b>	means the irrevocable trust fund established, held and administered in accordance with the <i>Cremation, Interment and Funeral Services Act, S.B.C. 2004, c.35</i> for the purpose of financing the future maintenance and care of a Cemetery once all lots are occupied or reserved.
<b>Caretaker</b>	means the person or person employed from time to time as Manager of Operations, or their designate(s) and responsible for the duties as Caretaker of the Municipal Cemetery in Qualicum Beach.
<b>Cemetery</b>	means any parcel or tract of land used, maintained or operated as a Cemetery, by the Town of Qualicum Beach.
<b>CIFSA</b>	means the <i>Cremation, Interment and Funeral Services Act, S.B.C. 2004, c.35</i> .
<b>Columbarium</b>	means an above ground structure that contains niches for the inurnment of Cremated Remains.
<b>Council</b>	means the Council of the Town of Qualicum Beach.
<b>Cremated Remains</b>	means the ashes resulting from cremation of a deceased human body.
<b>Director of Corporate Services</b>	means the Director of Corporate Services, or designate, for Town of Qualicum Beach responsible for the administration of the Qualicum Beach Cemetery.
<b>Financial Administrator</b>	means the person duly appointed as such from time to time by the Council.

**Former Resident** means a person:

- (1) who had previously qualified as a Qualicum Beach Resident, but has left the Town under circumstances of old age or illness to receive care in another community, or
- (2) having resided or owned property in the Town for a continuous period of at least three years within ten years of the date of application for licence, or for a continuous period of at least ten consecutive years during their lifetime.

**Grave Space** means an area of the Cemetery used or intended to be used for the interment of human remains or Cremated Remains under a Right of Interment and includes a burial plot, cremation plot or Columbarium niche.

**Health Officer** shall mean the person duly appointed from time to time to act as Health Officer for the Town of Qualicum Beach.

**Municipality** means the Town of Qualicum Beach.

**Non-Resident** means an individual that is not a Town of Qualicum Beach Resident or an SD69 Resident as defined by this bylaw.

**Right of Interment** means the licence that provides for the future right to inter human remains or Cremated Remains in a designated plot. Right of Interment fees shall include required Cemetery Care Fund contributions.

**SD69 Resident** shall mean a person who:

- (1) resides within the School District 69 (SD69). This area includes the Regional District of Nanaimo Electoral Area E (Nanoose Bay), Area F (Coombs, Hilliers, Errington), Area G (French Creek, Dashwood, Englishman River), Area H (Shaw Hill, Qualicum Bay, Deep Bay, Bowser) and the City of Parksville;
- (2) is not a registered owner of property in the Town of Qualicum Beach; and
- (3) is not a Former Resident.

**Qualicum Beach Resident** means a person who is a registered owner of property and/or resides on premises, located within the boundaries of the Town of

Qualicum Beach at the time of purchase or is a Former Resident as defined in this Bylaw.

**Scattering Board** means the granite memorial pedestal book located at the Cemetery able to accommodate 3" x 4" metal memorial markers.

**Scattering Garden** means the area designated for the irrecoverable scattering of ashes as memorialized on the Scattering Board.

**Town** shall mean the Town of Qualicum Beach.

2. The following lands owned by the Town have been set aside and used for Cemetery purposes:

Qualicum Beach Municipal Cemetery - legally described as being: Lot A, Plan 42165, District Lot 78, Newcastle District, PID #001-345-648.

3. A copy of the plans of the Cemetery shall be filed with the Director as defined under the *Business Practices & Consumer Protection Act*, in accordance with the *CIFSA*, and copies shall also be kept available for public inspection in the Municipal Office and at such other places as may be deemed necessary.

#### **4. RIGHT OF INTERMENT LICENCE TO USE CEMETERY**

- 4(1) Due to the limited availability of space at the Qualicum Beach Municipal Cemetery, plots at the Cemetery are intended for the exclusive use of Qualicum Beach Residents and SD69 Residents, with the exception for Non-Residents provided in Section 4(3) of this Bylaw.
- 4(2) The Council may grant to any Qualicum Beach Resident or SD69 Resident paying the relevant fees required by the Town, and upon verification of eligible residency, a Right of Interment licence for the exclusive use by their executor(s) or administrator(s), of any one or more Grave Spaces, Columbarium niches or memorial spaces on the Scattering Board which may be vacant and unlicensed in the Cemetery and, upon payment of said fee, such person or persons shall be entitled to receive a Right of Interment licence in the form prescribed by the Town.
- 4(3) The Council may grant to a Non-Resident whose spouse, child, or parent is interred in the Qualicum Beach Cemetery, paying the fees required by the Town, a Right of Interment licence for the exclusive use by their executor(s) or administrator(s), of any one or more Grave Spaces, Columbarium niches or memorial spaces on the Scattering Board which may be vacant and unlicensed in the Cemetery, and upon payment of said fee, such person or persons shall be entitled to receive a licence in the form prescribed by the Town.

- 4(4) Right of Interment fees will include the required Cemetery Care Fund Contribution. A Right of Interment does not vest in the holder any title or interest in the land or lot but instead provides for the right to inter the person named on the Right of Interment licence.
- 4(5) The issuance of a Right of Interment does not entitle the holder to require the Town to inter the human remains or Cremated Remains of the designated person in the plot unless the holder complies in all respects with the provisions of the Bylaw, including, without limitation, the payment of all fees related to the interment and residency eligibility as defined in this Bylaw.
- 4(6) At the time of purchase, a Right of Interment licence holder shall either reserve the right to use that plot for themselves or authorize another family member who meets the residency requirements to be interred in the plot to which the Right of Interment refers, or designate which individuals have the authorization from the Right of Interment licence holder to make this selection. An interment licence holder may only designate one plot for their own use. Proof of residency and/or residency history for all named parties for interment in the Cemetery will be required prior to the issuance of a Right of Interment Licence.
- 4(7) The Chief Administrative Officer, or designate, may refuse to sell the use of more than two Grave Spaces to any one individual.

## **5. TRANSFER OF RIGHT OF INTERMENT LICENCE**

- 5(1) If the holder of a Right of Interment licence to use and occupy Grave Space in the Cemetery desires to dispose of, or transfer to another person, their right to use and occupy Grave Space in the Cemetery shall provide the Director of Corporate Services full particulars of the name, address, or other description of the person to whom such disposal or transfer is desired to be made, and pay the fee required by the Town.
- 5(2) The person to whom the Right of Interment is to be transferred must be a Qualicum Beach Resident or Former Resident, except in the case of the transfer of a Columbarium niche or memorial space on the Scattering Board, to which a transfer may be made to a SD69 Resident.
- 5(3) Upon receipt of the transfer fees required by the Town as amended from time to time , and upon compliance with the requirements of this Bylaw by the licence holder and the person to whom the Right of Interment licence is to be transferred, the Director of Corporate Services shall effect the desired transfer by an endorsement upon the licence to that effect and shall record the same in the books or other records kept by them for that purpose.

- 5(4) If the holder of a Right of Interment licence to use and occupy Grave Space in the Cemetery wishes to return such Grave Space to the Town, the Town will reimburse to the holder of the licence an amount equal to the original purchase price less the original Cemetery Care Fund portion.

## **6. FEES AND CHARGES**

- 6(1) The fees for interment, exhumation, use of Grave Space, and care of graves, and the charges for goods offered for sale by the Town for use in the Cemetery, and any other Cemetery fees shall be those set out in the Town's Miscellaneous Rates Bylaw, as amended from time to time.
- 6(2) The fees due shall be paid in advance to the Town at the time of application for a Right of Interment licence or in advance of services provided.
- 6(3) The fees for a person who meets the definition of Former Resident shall be charged at the Qualicum Beach Resident rate.

## **7. PERMISSION TO INTER, EXHUME AND CREMATE**

- 7(1) No body other than a deceased human body shall be interred in the Cemetery and no interment of a body shall be made until a Permit to Inter the body has been obtained from the Town and the fee for interment has been paid to the Town.
- 7(2) All Permits for Interment of deceased persons in the Cemetery shall be in the form required by the Town and shall be submitted at least 48 hours before the interment is to take place.
- 7(3) All applications for a Permit to Inter in the Cemetery must be made to the Director of Corporate Services at the Town's offices between the hours of 9:00 a.m. and 4:00 p.m. on all days of the week except Saturday, Sunday and statutory holidays.
- 7(4) Any person who makes an application for a Permit for Interment, or who requires an interment to be made, shall furnish the Director of Corporate Services a statement of the name, age, date of birth, date of death of the deceased, date and time of funeral, whether or not death was caused by a communicable disease and such other information as may be reasonably required.
- (a) Where the Health Officer directs that a body be buried in the Cemetery during any period when the Town's offices are closed, permission to inter in the Cemetery shall be obtained from the Chief Administrative Officer or designate.
- (b) Where a burial in the Cemetery is performed under the conditions of subsection 7(4)(a), the person who permitted the burial and the person who performed the burial shall report the matter to the Director of Corporate Services, with full details

of the deceased as required by Section 7(3) together with such fees as may be required, if such fees have not already been paid.

- (c) The information required to be given to the Director of Corporate Services under the terms of subsection 7(4)(b) of this section shall be provided to the Director of Corporate Services as soon after interment as the Town's offices are opened.

- 7(5) No deceased person, save and except Cremated Remains, interred in the Cemetery shall be exhumed without a written order being first obtained from the proper authority in accordance with the requirements of the *CIFSA* and the presentation of such order to the Director of Corporate Services. All permits for the exhumation of Cremated Remains shall be in the form prescribed by the Town.
- 7(6) It shall be unlawful for any person to cremate or bury a deceased person within the limits of the Town of Qualicum Beach, save and except as authorized under the terms and conditions of the *CIFSA* and the regulations made thereunder.
- 7(7) No body shall be interred in the Cemetery except in compliance with and subject to the provisions of this Bylaw.
  - (a) Where the body of a person who dies while suffering a communicable disease is to be buried in the Cemetery, any instruction given by the Health Officer respecting interment shall be fully and carefully followed by those who perform the interment.
  - (b) Where the body delivered to the Cemetery for interment is subject to direction of the Health Officer, the person delivering the body to the Cemetery shall inform the Caretaker.
- 7(8) The holder of a Right of Interment licence to use and occupy Grave Space in the Cemetery shall not allow or permit an interment to be made in the Grave Space to which the licence refers, nor shall they transfer or dispose of the said Grave Space to another person, group or organization, unless such interment, transfer or disposal be made pursuant to the provisions of this Bylaw.
- 7(9) Each full burial interment in the Cemetery shall be made in a grave dug to a depth sufficient to provide for not less than one meter of earth between the upper surface of the coffin or grave liner and the level of the ground surrounding the grave.
- 7(10) One full size Grave Space/burial plot may contain either of the following:
  - (a) one adult size, one child size, or one infant size full burial interment;
  - (b) up to, and including, six Cremated Remains;
  - (c) interment of up to and including, four Cremated Remains may be permitted with the interment of one adult size, child size or infant size full burial interment, subject to:

- (i) the adult size, child size or infant size interment precedes the cremation interment(s), or
- (ii) each Cremated Remains prior to a full burial is contained within a separate liner purchased through the Town.

- 7(11) Only one (1) Cremated Remains shall be permitted in any one (1) cremation size plot and only two (2) Cremated Remains shall be permitted in any one (1) Columbarium niche.
- 7(12) Notwithstanding Sections 7(9), 7(10) and 7(13), Cremated Remains of a deceased person may be interred in a Grave Space to provide not less than sixty centimeters of earth between the upper surface of the container and the level of the ground surrounding the grave, or may be interred at a depth permitting a concrete sheath or block containing the Cremated Remains to be used as a base for a small memorial marker placed flat and level with the surface of the ground surrounding the grave.
- 7(13) A precast concrete grave liner shall be used for each interment, except in the case of Cremated Remains, and except where a concrete or steel vault is used, and such liner shall be made of reinforced concrete not less than five centimeters thick and shall consist of two sides and end walls and a cover sufficient to bridge the coffin its entire length. In the case of Cremated Remains interred in a full size plot, potentially requiring future exhumation, a separate liner made of fiberglass or other material must be purchased through the Town.
- 7(14) No person shall inter any body in the Cemetery except between the hours of 9:00 a.m. and 2:00 p.m. Monday to Friday, excluding statutory holidays, except as provided in this bylaw.
- 7(15) No person shall inter any body in the Cemetery after 2:00 p.m. Monday to Friday, on Saturday, or Sunday or on any statutory holiday unless written permission of the Director of Corporate Services is first obtained, except in the emergency conditions as specified in section 14 hereof, and subject to the additional After Hours fees.
- 7(16) No grave shall be dug or opened by any person other than the Caretaker or other person duly authorized by them, or, by the Director of Corporate Services.
- 7(17) No vaults, or other methods of interment above ground level, shall be permitted in the Cemetery with the exception of Columbarium niches and the Scattering Garden as provided by the Town.

## **8. CEMETERY CARETAKER**

- 8(1) Council may appoint a Cemetery Caretaker, and the duties of a Caretaker so appointed shall among other things be:

- (a) To dig, prepare, or cause to be dug or prepared, all graves required to be dug whenever ordered to do so by the Director of Corporate Services, or the person acting for them.
- (b) Install all memorial tablets, markers, vases, and monuments.
- (c) Carry out, or cause to be carried out, the general work of the Cemetery to maintain it in a neat and tidy condition, including the maintenance of paths, gates, fences, and other Cemetery improvements.
- (d) Maintain records as required and submit to the Director of Corporate Services whatever reports are required by them.
- (e) Complete such other work as may be directed by the Director of Corporate Services.

## **9. ADMINISTRATION AND CEMETERY CARE FUND**

- 9(1) The Director of Corporate Services shall maintain records as necessary to the administration and management of the Cemetery as required by the *CIFSA* and by regulations made thereunder.
- 9(2) The Director of Corporate Services is hereby authorized on behalf of the Municipality to grant a licence in the form required by the Town in respect of any Grave Space in the Cemetery, according to the scale of fees and charges required by the Town and subject to the provisions of this Bylaw.
- 9(3) The Director of Corporate Services shall issue Interment Permits required by this Bylaw except as otherwise provided.
- 9(4) Upon issuing any permits for interment in the Cemetery, or upon receiving an order for exhumation from the proper authority as required by Section 7(4)(a), the Director of Corporate Services shall notify the Caretaker before the time of the intended interment or exhumation giving the name of the deceased and the number and location of the Grave Space concerned.
- 9(5) Financial Administration:
  - (a) A fund shall be established to be known as "The Cemetery Care Fund" and such fund shall be administered in accordance with the requirements of the *CIFSA*, and associated regulations.
  - (b) A bank account shall be established to be known as "The Cemetery Care Fund Account" into which the Financial Administrator shall pay all funds received for Cemetery Care Fund purposes and all such funds shall be deposited in said account, and there held pending investment as hereinafter provided.
  - (c) On all licences for use of Grave Space, the Financial Administrator shall pay into "The Cemetery Care Fund Account" an amount as specified in the Miscellaneous Rates Bylaw, except in those cases where a different amount is approved by the Registrar.

- (d) On all licences for the use of Grave Space, the amount required to be used for Cemetery Care Fund purposes shall be specified.
- (e) Any owner of a memorial marker, tablet, or monument, desiring to have same installed in the Cemetery shall pay to the Director of Corporate Services, prior to the installation of such memorial, installation fees (including a contribution to the "Cemetery Care Fund") as required by the Town.
- (f) Investment of funds received for Cemetery Care Fund purposes shall be made as required by the *CIFSA* and associated regulations.
- (g) The income from the "Cemetery Care Fund" including any appreciation thereof, shall be used for the sole purpose of upkeep and maintenance of the property licenced and the Cemetery of which it forms part, and the principle sum of the "Cemetery Care Fund" shall not be reduced otherwise than in accordance with an order of the Director made pursuant to the *CIFSA*, and the regulations made thereunder.

- 9(6) A separate account of all monies received under the provisions of this Bylaw and of all monies expended hereunder shall be kept by the Financial Administrator and any surplus remaining or receipts over expenditures shall be paid at the end of each financial year into a fund to be known as "The Perpetual Cemetery Fund" and same shall be invested by the Town in accordance with the provisions in the *Community Charter* and the interest derived from such investment shall be expended on the upkeep and development of the Cemetery.

## **10. MEMORIALS**

- 10(1) No person shall place on any Grave Space in the Cemetery a memorial marker or tablet until the required fee has been paid to the Director of Corporate Services for Cemetery Care Fund purposes in respect to each memorial or tablet which it is desired to install.
- 10(2) A tablet type memorial may be installed on a grave in the Cemetery for each occupant subject to the requirements of Section 10(1) hereof and subject to the following:
- (a) Memorials for each full burial or cremation plot shall not exceed 30.48 centimeters by 50.8 centimeters (12" x 20").
  - (b) Each memorial tablet for full burial or cremation plot shall only be installed by the Caretaker or other authorized employee of the Town, in a position on the grave according to that established by the Town for memorials on graves in the Cemetery and shall have its top surface set level and flush with the surface of the surrounding ground.
  - (c) For full burial or cremation plot, each metal memorial tablet shall be attached to a concrete/stone base not less than ten centimeters (3") thick, with side surfaces true and perpendicular with its top surface.
  - (d) Memorial tablets shall only be permitted for interred buried or Cremated Remains.
  - (e) All memorials for full burial or cremation interments shall be of natural stone, concrete or metal.

- (f) Columbarium niche memorials shall be engraved on a 4" x 8" metal marker and installed on the door of the niche; and are only to be installed by the Caretaker.
- (g) Scattering Board memorials shall be engraved on a 3" x 4" metal marker and installed on the face of the Scattering Board; and are only to be installed by the Caretaker.

10(3) No grave, Grave Space or Columbarium niche shall be defined by a fence, railing coping, curbing, hedge, or by other marking save a memorial marker or tablet as set out in Section 10(1) hereof.

## **11. GENERAL**

11(1) Cut flowers, wreaths and floral offerings may be placed using in-ground floral containers available for purchase and installed by the Town for burial plots. These will not be maintained by the Town and may be removed by the Caretaker or other authorized employee of the Town when their condition is considered by the Caretaker to be detrimental to the beauty of the Cemetery. Plastic flowers or plastic wreaths will be accepted October 1st of each year, but will be removed March 1st of the following year. No potted plants are permitted.

11(2) Floral containers are not permitted to be installed on the Columbarium niches. Floral displays may be placed on the rocks at the base of the Columbarium, but will not be maintained by the Town and may be removed by the Caretaker or other authorized employee of the Town when their condition is considered by the Caretaker to be detrimental to the beauty of the Cemetery. Plastic flowers or plastic wreaths will be accepted October 1st of each year, but will be removed March 1st of the following year. No potted plants are permitted.

11(3) No person shall plant, remove, cut down or destroy any trees, shrubs, plants, flowers, bulbs or rocks in the Cemetery other than an employee of the Town authorized to do so.

11(4) All persons are prohibited from damaging, or defacing any memorial, monument, fence, gate or structure in the Cemetery, or any improvements in the Cemetery.

11(5) No person shall enter the Cemetery in a vehicle after 3:00 p.m. without the permission of the Caretaker, or drive a vehicle in the Cemetery at any time at a speed of more than fifteen kilometers an hour. All vehicles and their drivers while in the Cemetery grounds shall be subject to the directions and orders of the Caretaker or other authorized employee of the Town.

11(6) No person shall solicit orders for markers, tablets, memorials, curbings, cappings, or like works within the limits of the Cemetery.

11(7) All persons and funeral processions in the Cemetery shall obey the reasonable instructions of the Caretaker; however, any person not behaving with proper decorum

within the Cemetery, or disturbing the quiet good of the Cemetery may be evicted therefrom by the Caretaker or other authorized employee of the Town.

- 11(8) The discharging of firearms, other than in regular volleys at burial services, is prohibited in the Cemetery.
- 11(9) Any person who willfully destroys, mutilates, defaces, injures or removes any tomb, monument, grave-stone, or other structure placed in the Cemetery, or any fence, railing or other work for the protection or ornament of the Cemetery, or tomb, monument, grave-stone, or other structure aforesaid or plot within the Cemetery, or willfully destroys, cuts, breaks or injures any shrub or plant, or plays at any game or sport, or discharges firearms (save at a military funeral), or who willfully or unlawfully disturbs persons assembled for the purpose of burying a body therein or who commits a nuisance, or at any time behaves in an indecent and unseemly manner, or deposits any rubbish or offensive matter or thing in the Cemetery, or in any way violates any grave, tomb, tombstone, vault, or other structure within the same, shall be guilty of an infraction of this Bylaw, and liable to the penalties hereof.
- 11(10) The gates of the Cemetery shall be opened to visitors daily at 8:00 a.m. and closed at 3:00 p.m. The gates of the Cemetery will be closed on statutory holidays, with the exception of Remembrance Day. Any person in the Cemetery between sundown and 8:00 a.m. the following morning, without the permission of the Caretaker, shall be guilty of an infraction of this Bylaw.
- 11(11) Every person who violates any of the provisions of this bylaw or who suffers or permits any act or thing to be done in contravention or violation of any of the provisions of this bylaw, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this bylaw is guilty of an offence against this bylaw and liable, upon summary conviction to a fine not exceeding Two Thousand Dollars (\$2,000.00).
- 11(12) Notwithstanding anything herein contained, the administration of the Cemetery shall be carried out at all times in accordance with the *C/FSA*, and the regulations made thereunder.
- 12. This Bylaw may be cited as "Town of Qualicum Beach Cemetery Bylaw No. 915, 2025".
- 14. "Qualicum Beach Cemetery Bylaw No. 610, 2007" and all amendments thereto is hereby repealed.

**INTRODUCED FOR FIRST READING** this 20<sup>th</sup> day of November, 2025.

**READ A SECOND TIME** this 20<sup>th</sup> day of November, 2025.

**READ A THIRD TIME** this 10<sup>th</sup> day of December, 2025.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2025.

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Teunis Westbroek  
Mayor

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Heather Svensen  
Corporate Administrator

**TOWN OF QUALICUM BEACH  
BYLAW NO. 638.06**

**A BYLAW TO AMEND THE TOWN OF QUALICUM BEACH  
MISCELLANEOUS RATES BYLAW NO. 638, 2009**

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The Council of the Town of Qualicum Beach, in open meeting assembled, hereby enacts as follows:

1. This Bylaw may be cited for all purposes as “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Cemetery) Bylaw No. 638.06, 2025”.
2. “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009” is hereby amended by:
  - (1) Inserting Schedule “G” – Cemetery Ratesattached as Schedule “A” and forming part of this Bylaw.
3. These rates are to come into effect January 1, 2026.

**INTRODUCED AND READ A FIRST TIME** this 20<sup>th</sup> day of November, 2025.

**READ A SECOND TIME** this 20<sup>th</sup> day of November, 2025.

**READ A THIRD TIME** this 10<sup>th</sup> day of December, 2025.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2025.

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Teunis Westbroek  
Mayor

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Heather Svensen  
Director of Corporate Services/Deputy CAO

**Schedule "A"**  
**"Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment  
(Cemetery) Bylaw No. 638.06, 2025"**

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The fees established herein are subject to an annual increase of 3%.

	<b>Qualicum Beach Resident</b>	<b>Care Fund Contribution</b>	<b>Subtotal</b>	<b>SD69 Resident</b>	<b>Care Fund Contribution</b>	<b>Subtotal</b>
<b><u>GRAVE SPACE</u></b>						
<b>Burial Plot</b>	\$1200.00	\$300.00	\$1500.00	\$1800.00	\$450	\$2250.00
<b>Cremation Plot</b>	\$450.00	\$100.00	\$550.00	\$675.00	\$169.00	\$844.00
<b>Columbarium Niche</b>	\$1300.00	\$325.00	\$1625.00	\$1950.00	\$488.00	\$2438.00
<b>Columbarium Niche (Bottom Row)</b>	\$1,040.00	\$260.00	\$1300.00	\$1560.00	\$390.00	\$1950.00
<b>Scattering Board</b> (including memorial marker and installation and use of garden)	\$325.00	\$82.00	\$407.00	\$488.00	\$122.00	610.00
<b><u>SERVICES</u></b>						
<b><u>Opening &amp; Closing Grave for burial</u></b>						
Adult Size	\$1000.00			\$1000.00		
Cremated Remains Size	\$400.00			\$400.00		
Columbarium Niche	\$240.00			\$240.00		
Grave Liner (Concrete)	\$415.00			\$415.00		
Cremated Remains Liner	\$120.00			\$120.00		
<b><u>Opening &amp; Closing Grave for</u></b>		Burial plot exhumation to be conducted by contract and will not be done by Town of Qualicum Beach staff. Actual contract costs to be paid by person(s) requesting				

<b><u>Exhumation</u></b>		exhumation.				
Cremated Remains Exhumation	\$400.00			\$400.00		
Columbarium Niche Exhumation	\$240.00			\$240.00		
<b><u>After Hours Charges</u></b>						
Burials after 3:00 p.m. Monday to Friday and on Saturday, Sunday or a Statutory Holiday and Cremation Interments after 3:00 p.m. Monday to Friday and on Saturday, Sunday or a Statutory Holiday charged additional fee as stipulated.		\$675 Monday-Friday after 3:00pm \$1000.00 Saturday, Sunday or Statutory Holiday				
<b><u>Other Charges</u></b>						
Transfer of Licence	\$50.00			\$50.00		
Installation of Memorial Marker	\$175.00	\$44.00	\$219.00	\$175.00	\$44.00	\$219.00
Purchase and installation of Columbarium Niche memorial marker	\$430.00	\$108.00	\$538.00	\$430.00	\$108.00	\$538.00
Purchase and Installation of in-ground vase (burial plot)	\$75.00			\$75.00		

<b><u>Late arrivals at cemetery</u></b> – to be charged to company conducting funeral for each half hour, or part thereof, after the scheduled time		\$50.00/half hour	
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**Fees listed exclude applicable taxes.**

## 2026 Meeting Schedule

### Regular, Special and Committee of the Whole Meeting Schedules

All meetings are held in the Council Chamber, Town Hall, located at 660 Primrose Street, Qualicum Beach, BC, commencing at 10 am (unless otherwise indicated). Special meetings are held as required.

	Regular Council	Special Council (If Required)	Committee of the Whole
<b>January</b>	January 21	January 7	January 14 January 28
<b>February</b>	February 11	February 25	February 18
<b>March</b>	March 4 March 25	March 11	March 18 – Town Hall
<b>April</b>	April 22	April 1 April 15	April 29
<b>May</b>	May 13	May 6	May 27
<b>June</b>	June 24	June 3	June 17 – Town Hall
<b>July</b>	July 15	July 22	July 8 – Airport (4pm)
<b>August</b>	<b>SUMMER BREAK</b>		
<b>September</b>	September 9		Sept 2 – Town Hall
<b>October</b>	<b>2026 GENERAL LOCAL ELECTION</b>		
<b>November</b>	November 2 (Inaugural) November 18	November 25	November 25 – Transportation & Public Safety (4 pm)
<b>December</b>	December 9	December 16	December 2 – Town Hall (10 am) December 2 – Airport (4 pm)



# TOWN OF QUALICUM BEACH

## STAFF REPORT

File No. 8100-01

**TO:** Heather Svensen, Director of Corporate Services/Deputy CAO

**FOR:** Regular Council Meeting

**DATE:** January 21, 2026

**FROM:** Danielle Leurebourg, Deputy Director of Corporate Services

**SUBJECT:** **2026 Special Event Applications**

### GOVERNANCE DECISION

For Council to consider approving in principle 2026 Special Event Applications subject to all necessary requirements identified by staff being met by event organizers.

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### RECOMMENDATIONS:

1. THAT Council approves in principle the following Special Event applications as described in the January 21, 2026, report titled “2026 Special Events Approvals”, subject to event organizers working with Town staff to ensure Town requirements are met, including emergency services notification, traffic control, insurance naming the Town as an additional insured, litter control, and notification to businesses affected by any closures, where required:
    - a) **Coldest Night of the Year**, February 28, 2026, (Island Crisis Care Society).
    - b) **Oceanside Mother’s Day 10k Run and 5k Run/Walk**, May 10, 2026, (Oceanside Running Club Association [ORCA]).
    - c) **KSS Grad Prom Parade**, June 6, 2026, (KSS Grad 2026 Parent Committee).
    - d) **Father’s Day Show and Shine and Street Dance**, June 20 & 21, 2026, (Seaside Cruizers Society/Car Club).
    - e) **Qualicum Beach Triathlon**, June 28, 2026, (Qualicum Beach Triathlon Society).
    - f) **Qualicum Beach Thursday Night Market**, Thursday evenings in July and August (Mount Arrowsmith Biosphere Society), including entering into a Licence of Occupation with the Town.
    - g) **Chartwell Day**, September 5, 2026, (Chartwell Residents Association).
    - h) **Moonlight Madness**, November 19, 2026, (Qualicum Beach Chamber of Commerce).
    - i) **Christmas Night Market**, December 4, 2026, (Qualicum Beach Farmers Market).
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### PURPOSE

For Council to consider approval of 2026 Special Event Applications.

## BACKGROUND

The Town established a Special Event Application deadline of January 9, 2026 in order to streamline the review and approval process for special events in 2026. As many of the special events occur on an annual basis with minimal change, a general Council endorsement of the event is requested, subject to the applicant working with the Town to ensure specific requirements are met. Any scheduling conflicts were resolved in advance of the applications being taken to Council for consideration.

## DISCUSSION

COLDEST NIGHT OF THE YEAR	
<b>Applicant:</b>	Island Crisis Care Society
<b>Date:</b>	<b>February 28, 2026</b>
<b>Times:</b>	Set up, 12:00 pm Event, 4:00 pm – 8:00 pm Tear down, 9:00 pm
<b>Event Type:</b>	Fundraising Walk
<b>Location:</b>	Two walking routes (2 km and 5 km routes), starting at 150 Village Way (St. Stephen's United Church), stopping at 747 Jones Street (Qualicum Beach Civic Centre), finishing on Veterans Way Following public sidewalks.
<b>Attendance:</b>	Estimated 350 Participants
<b>Mobile Vending</b>	None
EVENT REQUESTS	
<b>Public Access Closures:</b>	Delineators to be placed at Primrose St. and Saturna Dr to delineate a walking path along Primrose to Garden St.
<b>Staff Services:</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Use of Town Equipment:</b>	<ul style="list-style-type: none"> <li>• Delineators for walking path</li> </ul>
<b>Contracted Services</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Facility Access:</b>	<ul style="list-style-type: none"> <li>• Civic Centre rental</li> </ul>

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<b>OCEANSIDE MOTHER’S DAY RUN/WALK</b>	
<b>Applicant:</b>	Oceanside Running Club Association
<b>Date:</b>	<b>May 10, 2026</b>
<b>Times:</b>	Set up, 7:00 am to 10:00 am Event, 10:00 am to 11:30 am Tear down, 11:30 am to 1:00 pm
<b>Event Type:</b>	Fundraising Run/Walk
<b>Location:</b>	Two race routes (5 km and 10 km routes), starting and ending on Veterans Way (Royal Canadian Legion Branch 76), proceeding along the Dollymount Trail, Fern Road E, Village Way, and Hemsworth Road.
<b>Attendance:</b>	Estimated 400 Participants
<b>Mobile Vending</b>	None
<b>EVENT REQUESTS</b>	
<b>Public Access Closures:</b>	<ul style="list-style-type: none"> <li>• Complete closure of Berwick Road N. from Veterans Way to the Dollymount Trail (approximately 50m) from 7:00 am to 1:00 pm</li> <li>• Partial closure of Qualicum Road from Village Way to Mant Road from 10:00 am to 11:30 am</li> <li>• non-exclusive use of Dollymount Trail</li> <li>• non-exclusive use of public roads and sidewalks along race route.</li> </ul>
<b>Staff Services:</b>	<ul style="list-style-type: none"> <li>• Consultation with staff to ensure Town requirements are met.</li> <li>• Event set up and tear down (Town items only, e.g. delivery and pick up of waste bins, signs, barricades, etc.).</li> <li>• Additional collection of waste after the event.</li> </ul>
<b>Use of Town Equipment:</b>	<ul style="list-style-type: none"> <li>• Barricades x 24</li> <li>• Garbage bins x 5</li> <li>• Recycling bins x 5</li> <li>• Event in Progress signs x 6</li> <li>• Slow signs x 4</li> <li>• Road Closed x 2</li> <li>• Left Detour x 2</li> <li>• Right Detour x 1</li> </ul>
<b>Contracted Services</b>	<ul style="list-style-type: none"> <li>• Traffic Control</li> </ul>
<b>Facility Access:</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

<b>KSS GRAD PROM PARADE</b>	
<b>Applicant:</b>	KSS Grad 2026 Parents Committee
<b>Date:</b>	<b>June 6, 2026</b>
<b>Times:</b>	Set up, 3:00 pm Event, 4:00 pm – 4:30 pm Tear down, 4:30 pm
<b>Event Type:</b>	Parade
<b>Location:</b>	Harlech Road (Memorial Ave to Beach Road); Beach Road (Harlech Ave to W 2 <sup>nd</sup> Ave); W. 2 <sup>nd</sup> Ave (Beach Road to Jones Street); Jones Street (W. 2 <sup>nd</sup> to Civic Centre)
<b>Attendance:</b>	Estimated 200 Participants, 300 Spectators, 10 Volunteers
<b>Mobile Vending</b>	None
<b>EVENT REQUESTS</b>	
<b>Public Access Closures:</b>	Temporary partial Closure (3:30-4:30 pm) of <ul style="list-style-type: none"> <li>• Harlech Road (Memorial Ave to Beach Road)</li> <li>• Beach Road (Harlech Ave to W 2<sup>nd</sup> Ave)</li> <li>• W. 2<sup>nd</sup> Avenue (Beach Road to Jones Street)</li> <li>• Jones Street (W. 2<sup>nd</sup> Ave to Civic Centre).</li> </ul>
<b>Staff Services:</b>	<ul style="list-style-type: none"> <li>• Staff coordinator</li> <li>• Assistance with event set up and tear down</li> <li>• </li> </ul>
<b>Use of Town Equipment:</b>	<ul style="list-style-type: none"> <li>• Barricades and signage for road closure</li> <li>• Event in progress signs</li> </ul>
<b>Contracted Services</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Facility Access:</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

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<b>FATHER'S DAY SHOW AND SHINE &amp; STREET DANCE</b>	
<b>Applicant:</b>	Seaside Cruizers Society/Car Club
<b>Date:</b>	<b>June 20 &amp; 21, 2026</b>
<b>Times:</b>	Set up, 3:00 pm (June 20) Event, 6:00 pm (June 20) – 5 pm (June 21) Tear down, 3:00 – 5:00 pm (June 21)
<b>Event Type:</b>	Car Show
<b>Location:</b>	Qualicum Beach Downtown
<b>Attendance:</b>	Estimated 550 Participants, 15,000 Spectators and 50 Volunteers
<b>Mobile Vending</b>	Yes – list of vendors to be confirmed
<b>EVENT REQUESTS</b>	
<b>Public Access Closures:</b>	<p>Closure of the following roads from 4 pm to 11 pm June 20 (Street Dance)</p> <ul style="list-style-type: none"> <li>• Complete closure of Second Avenue W between Primrose Street and Memorial Avenue from 4 pm to 11 pm</li> <li>• Complete closure of Primrose Street between First Avenue W and Fern Road W from 4 pm to 11 pm</li> </ul> <p>Closure of the following roads from 5 am to 5 pm June 21 (Show and Shine):</p> <ul style="list-style-type: none"> <li>• Beach Road (Fern Road W to First Avenue W)</li> <li>• First Avenue W (Beach Road to Harlech Road)</li> <li>• Primrose Street (Fern Road W to First Avenue W)</li> <li>• Second Avenue W (Memorial Avenue to Jones Street)</li> <li>• Jones Street (Fourth Avenue W to First Avenue W)</li> <li>• Fern Road W (Jones Street to Primrose Street)</li> </ul>
<b>Staff Services:</b>	<ul style="list-style-type: none"> <li>• Collection of waste during the event</li> <li>• Assistance with event set up and tear down</li> <li>• Additional washroom janitorial services</li> </ul>
<b>Use of Town Equipment:</b>	<ul style="list-style-type: none"> <li>• Barricades</li> <li>• Garbage / Recycling / Compost bins</li> <li>• Traffic signage</li> </ul>
<b>Contracted Services</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Facility Access:</b>	<ul style="list-style-type: none"> <li>• Public Washrooms at Leigh House, Veterans Way</li> </ul>

<b>QUALICUM BEACH TRIATHLON</b>	
<b>Applicant:</b>	Qualicum Beach Triathlon Society
<b>Date:</b>	<b>June 28, 2026</b>
<b>Times:</b>	Set up, 9:00 am (June 27) Event, 9:00 am – 12:30 pm (June 28) Tear down, 2:00 pm – 4:00 pm
<b>Event Type:</b>	Sporting Event
<b>Location:</b>	Community Park, Civic Centre Lawn & Parking lot, Adjacent streets
<b>Attendance:</b>	Estimated 400 Participants, 200 Spectators, 60 Volunteers
<b>Mobile Vending</b>	None
<b>EVENT REQUESTS</b>	
<b>Public Access Closures:</b>	<ul style="list-style-type: none"> <li>• Complete closure of Jones Street from Second Avenue W to Fourth Avenue W.</li> <li>• Closure of street parking along the west side of Jones Street from Second Avenue W to the Qualicum Beach Cemetery.</li> <li>• Closure of a portion of the Qualicum Beach Civic Centre and Ravensong Pool parking lot.</li> </ul>
<b>Staff Services:</b>	<ul style="list-style-type: none"> <li>• Consultation with staff to ensure Town requirements are met.</li> <li>• Event set up and tear down (Town items only, e.g. delivery and pick up of waste bins, signs, barricades, etc.).</li> <li>• Additional collection of waste during and after the event.</li> <li>• Street sweeping along bike route and Civic Centre parking lot prior to event.</li> <li>• Temporary relocation of trail barricades/boulders around the Civic Centre.</li> </ul>
<b>Use of Town Equipment:</b>	<ul style="list-style-type: none"> <li>• Traffic signage, various, x 30</li> <li>• Barricades x 50</li> <li>• Delineators x 120</li> <li>• Traffic cones x 18</li> <li>• Folding tables x 5</li> <li>• Garbage, recycling, and compost bins (quantity and location to be determined by staff)</li> <li>• Safety fencing (75 ft) and rebar posts x 16</li> <li>• High visibility vests for volunteers x 20</li> <li>• Water fill station and potable water hose</li> </ul>
<b>Contracted Services</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Facility Access:</b>	<ul style="list-style-type: none"> <li>• Civic Centre power and potable water</li> <li>• Field House washrooms in Community Park</li> </ul>

<b>QUALICUM BEACH THURSDAY NIGHT MARKET</b>	
<b>Applicant:</b>	Mount Arrowsmith Biosphere Society
<b>Date:</b>	<b>July 2, 9, 16, 23, 30, August 6, 13, 20 , 27</b>
<b>Times:</b>	Set up, 4:45 pm Event, 6:00 pm – 8:30 pm Tear down, 8:30 pm
<b>Event Type:</b>	Community Meet and Greet
<b>Location:</b>	Miraloma Park
<b>Attendance:</b>	Estimated 25 Participants, 250 Spectators, 8 Volunteers
<b>Mobile Vending</b>	Yes
<b>EVENT REQUESTS</b>	
<b>Public Access Closures:</b>	<ul style="list-style-type: none"> <li>• Closure of 2<sup>nd</sup> Ave between Primrose Street and Memorial Avenue from 4:45 to</li> </ul>
<b>Staff Services:</b>	<ul style="list-style-type: none"> <li>• Set up of barricades</li> </ul>
<b>Use of Town Equipment:</b>	<ul style="list-style-type: none"> <li>• No parking signs</li> <li>• Barricades</li> </ul>
<b>Contracted Services</b>	<ul style="list-style-type: none"> <li>• Volunteers for pedestrian traffic control/barricade monitoring during vendor set-up</li> </ul>
<b>Facility Access:</b>	<ul style="list-style-type: none"> <li>• Leigh House washrooms</li> </ul>

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<b>CHARTWELL DAY</b>	
<b>Applicant:</b>	Chartwell Residents Association
<b>Date:</b>	<b>September 5, 2026</b>
<b>Times:</b>	Set up, 12:00 pm Event, 1:00 pm – 4:00 pm Tear down, 4:00 pm
<b>Event Type:</b>	Community Meet and Greet
<b>Location:</b>	Miraloma Park
<b>Attendance:</b>	Estimated 100 Participants
<b>Mobile Vending</b>	Yes
<b>EVENT REQUESTS</b>	
<b>Public Access Closures:</b>	<ul style="list-style-type: none"> <li>• Non-exclusive access to Miraloma Park</li> </ul>
<b>Staff Services:</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Use of Town Equipment:</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Contracted Services</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Facility Access:</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

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<b>MOONLIGHT MADNESS</b>	
<b>Applicant:</b>	Qualicum Beach Chamber of Commerce
<b>Date:</b>	<b>November 19, 2026</b>
<b>Times:</b>	Set up, 4:00 pm Event, 5:00 pm – 9:00 pm Tear down, 9:00 pm
<b>Event Type:</b>	Community Celebration, entertainment
<b>Location:</b>	East Village and 2 <sup>nd</sup> Ave/Primrose Street
<b>Attendance:</b>	Estimated 100 Participants
<b>Mobile Vending</b>	Yes
<b>EVENT REQUESTS</b>	
<b>Public Access Closures:</b>	Road Closure <ul style="list-style-type: none"> <li>• Primrose Street from First Avenue to 2<sup>nd</sup> Avenue</li> </ul>
<b>Staff Services:</b>	<ul style="list-style-type: none"> <li>• Staff Coordinator for the day</li> </ul>
<b>Use of Town Equipment:</b>	<ul style="list-style-type: none"> <li>• Barricades</li> <li>• Road closure signage</li> <li>• Event in progress signage</li> </ul>
<b>Contracted Services</b>	<ul style="list-style-type: none"> <li>• Traffic Control</li> </ul>
<b>Facility Access:</b>	<ul style="list-style-type: none"> <li>• Public Washrooms (Leigh House, Community Hall)</li> </ul>

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<b>CHRISTMAS NIGHT MARKET</b>	
<b>Applicant:</b>	Qualicum Beach Farmers Market
<b>Date:</b>	<b>December 4, 2026</b>
<b>Times:</b>	Set up, 11:00 am Event, 4:30 pm – 8:30 pm Tear down, 11:00 pm
<b>Event Type:</b>	Community Meet and Greet
<b>Location:</b>	Veterans Way, Community Hall and Spirit Square
<b>Attendance:</b>	Estimated 100 Participants, 5000 Spectators, 50 Volunteers
<b>Mobile Vending</b>	Yes
<b>EVENT REQUESTS</b>	
<b>Public Access Closures:</b>	Road Closure 11 am – 11 pm <ul style="list-style-type: none"> <li>• Veterans Way from Berwick Road to Memorial Avenue</li> </ul>
<b>Staff Services:</b>	<ul style="list-style-type: none"> <li>• access to the garbage bin behind the Community Hall</li> <li>• water and electrical access and supply for the duration of the event</li> </ul>
<b>Use of Town Equipment:</b>	<ul style="list-style-type: none"> <li>• Barricades</li> <li>• Event in-progress Signage</li> <li>• Road Closed Signage</li> </ul>
<b>Contracted Services</b>	<ul style="list-style-type: none"> <li>• Traffic Control</li> </ul>
<b>Facility Access:</b>	<ul style="list-style-type: none"> <li>• Community Hall outdoor washrooms</li> </ul>

## **FINANCIAL IMPLICATIONS**

No material budget impact is anticipated as a result of Special Event Applications. While all events involve indirect or in-kind costs—such as staff time to facilitate event approvals and operations, as well as normal wear and tear on municipal equipment and infrastructure—these costs are anticipated and can be accommodated within the existing Special Events budget.

## PUBLIC PARTICIPATION SPECTRUM (IAP<sup>2</sup>)

*Public Participation Framework developed by the International Association for Public Participation-IAP<sup>2</sup> International.*

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<ul style="list-style-type: none"> <li>• Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain feedback on analysis, alternatives, and/or decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Work directly with stakeholders to ensure concerns and aspirations are understood and considered</li> </ul>	<ul style="list-style-type: none"> <li>• Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions</li> </ul>	<ul style="list-style-type: none"> <li>• Final decision making in the hands of the stakeholders</li> </ul>

### INFORM:

- Parties affected by road closures will be notified by the event organizers.

### STRATEGIC PLAN ALIGNMENT

Council's Strategic Plan Focus Area(s) supported by this initiative:

- Community Health & Wellbeing: *To improve the health and wellbeing of people who live, work, and play in the Town.*

### SUMMARY

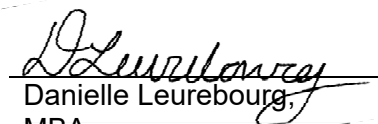
Council is being presented with all Special Event Applications received by the January 9, 2026 application deadline. No new special event applications were received and no significant changes to events are being proposed.

### ALTERNATIVE OPTIONS

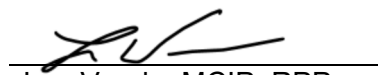
Council may provide alternate direction to staff.


### APPROVALS

Report respectfully submitted by Danielle Leurebourg, Deputy Director of Corporate Services

  
 Danielle Leurebourg,  
 MBA

Deputy Director of  
 Corporate Services  
*Report Author*

  
 Lou Varela, MCIP, RPP  
 Chief Administrative  
 Officer  
*Concurrence*

  
 Heather Svensen  
 Director of Corporate  
 Services/Deputy CAO  
*Concurrence*

  
 Raj Hayre  
 Director of Finance  
*Concurrence*



# TOWN OF QUALICUM BEACH

## STAFF REPORT

File No. 3900-20-729

**TO:** Council

**FOR:** Regular Council Meeting

**DATE:** January 21, 2026

**FROM:** Lou Varela, Chief Administrative Officer

**SUBJECT:** Council Remuneration Review

### GOVERNANCE DECISION

For Council to evaluate Mayor and Councillor remuneration in advance of the 2026 General Local Election and provide direction to staff if any amendment to “Town of Qualicum Beach Council Remuneration and Expenses Bylaw No.729, 2019” is required.

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### RECOMMENDATIONS:

**THAT** Mayor and Councillor remuneration remain at the rates established in the “Town of Qualicum Beach Council Remuneration and Expenses Bylaw No.729, 2019” subject to the annual BC Consumer Price Index (BC CPI) increase as per the Bylaw.

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### PURPOSE

The purpose of this Report is to compare Council remuneration against that of “comparator municipalities” to determine whether a change in Council remuneration for the Town of Qualicum Beach is required in advance of the 2026 General Local Election. Note – these comparator municipalities are the same municipalities to be used for exempt staff remuneration review.

### BACKGROUND

At the January 30, 2019, Committee of the Whole (CoTW) meeting, CoTW recommended to Council “THAT Council review an amendment to the Town of Qualicum Beach Council Remuneration and Expenses Bylaw No. 667 at the February 4, 2019, Regular Council meeting to consider an increase and amendment to the annual remuneration for the Mayor to \$46,000 and for Councillors to \$34,500.” Council adopted “Town of Qualicum Beach Remuneration and Expenses Bylaw No. 729, 2019” on February 25, 2019, and have not reviewed the Bylaw since that time. The Bylaw recommends a review of Council remuneration prior to June 30 of an election year.

The 2019 rates were based on a proposal by Council that the rates should increase to account for the elimination of 1/3 tax-free income for members of Council by the Federal Government, the increased work-load and time commitment distributed amongst four Councillors instead of

the usual six, and, based on remuneration adjustments that had occurred in 2018 at the RDN, where Electoral Area Director base remuneration was adjusted to approximately \$44,000. At that time, the proposal was that the Mayor for the Town should make roughly the same as an RDN Electoral Area Director, and Councillor remuneration would be based on taking half the Mayor's salary (of \$46,000 divided by 2) multiplying by 6 (the typical number of Councillors for a municipality) and dividing the total amongst four Councillors, bringing the proposed remuneration to \$34,500 per Councillor, in 2019. Since that time, an annual BC CPI increase has been added each year to Council's remuneration as per Bylaw.

## **DISCUSSION**

The 2026 Council remuneration review relies on 2024 data for comparator municipalities, as final 2025 comparator figures were not available at the time of research and drafting. For Qualicum Beach, 2025 remuneration was \$55,460 for the Mayor, and \$41,595 for Councillors. It is assumed that any change from 2024 to 2025 for comparators would be limited to BC CPI adjustments, consistent with standard annual practice in most municipalities.

Further, the same municipalities were used as comparators for the Council remuneration review, as those to be used for exempt staff salary reviews. The list of comparators used for this review includes: the Village of Cumberland, the City of Courtenay, the City of Port Alberni, the Town of Comox, the City of Parksville, the District of North Saanich, the Town of Sidney, the City of Powell River, the Town of Ladysmith, Esquimalt, and Oak Bay.

The 2024 rates for Council remuneration were \$54,054 for the Mayor and \$40,541 for Councillors. This places:

- The Mayor's 2024 remuneration slightly lower than the comparators' 2024 average of \$55,234 for a difference of \$1,180.
- Councillor 2024 remuneration at \$40,541 is slightly lower than the 2024 "modified" average based on the 2019 formula; taking the average of comparators, multiplying by 6 and dividing by 4 ( $\$27,338 \times 6 \text{ divided by } 4 = \$41,007$ ). This represents a 2024 difference of \$466 less than the "modified" average.

Staff recommend remuneration remain at the rates established in the Bylaw because:

- finalized 2025 comparator data is not yet available;
- current Council rates sit within a reasonable range of 2024 comparators (with CPI indexing expected);
- and the five-member Council model already delivers cost efficiencies.

It should be noted that these numbers for Councillor remuneration would see changes if comparators were changed, and/or if the "modified" average formula was changed. I.E. without "modifying" the average to reflect four Councillors instead of the usual six, Councillor 2024 remuneration would be higher than the average (\$40,541 versus a non-modified average of \$27,338).

It should be noted that cost savings, outside of remuneration, occur by having a Council of five (5) versus seven (7) when considering costs associated with travel, convention attendance, training, etc.

## FINANCIAL IMPLICATIONS

Council remuneration will increase by the BC CPI rate annually, resulting in an approximate increase of 2% in 2026, depending on finalized determination of CPI.

## PUBLIC PARTICIPATION SPECTRUM (IAP<sup>2</sup>)

*Public Participation Framework developed by the International Association for Public Participation – IAP<sup>2</sup> International.*

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<ul style="list-style-type: none"> <li>• Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain feedback on analysis, alternatives, and/or decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Work directly with stakeholders to ensure concerns and aspirations are understood and considered</li> </ul>	<ul style="list-style-type: none"> <li>• Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions</li> </ul>	<ul style="list-style-type: none"> <li>• Final decision making in the hands of the stakeholders</li> </ul>

**INFORM:** Council remuneration is published annually in the Statement of Financial Information on the Town’s website no later than June 30 of each year.

## STRATEGIC PLAN ALIGNMENT

Council’s Strategic Plan Focus Area(s) supported by this initiative:

- Good Governance: *To govern for the public interest of our community while managing competing interests, ensuring availability of transparent and accessible information, fostering respectful public engagement, and demonstrating ethical values.*

## SUMMARY

It is recommended that Council undertake a remuneration review prior to each General Local Election with the next election being October 2026. The findings of the 2026 review, based on 2024 data, are that:

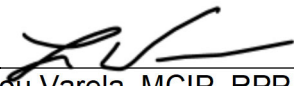

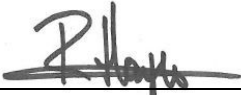
- The Mayor’s 2025 remuneration of \$55,460 is on par with the average of 2024 comparators when considering the pending CPI increase as per Bylaw;
- Councillor 2025 remuneration of \$41,595 is on par with the “modified” average for comparator municipalities that have a seven-member Council versus Qualicum Beach’s five-member Council, when considering the pending CPI increase as per Bylaw.

## ALTERNATIVE OPTIONS

As per Council discussion.

## APPROVALS

Report respectfully submitted by Lou Varela, CAO.

 _____ Lou Varela, MCIP, RPP Chief Administrative Officer <i>Report Author</i>	 _____ Heather Svensen Director of Corporate Services/Deputy CAO <i>Concurrence</i>	 _____ Raj Hayre Director of Finance <i>Concurrence</i>
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## REFERENCES

Attachment 1:	Municipal Data Survey
Attachment 2:	"Town of Qualicum Beach Council Remuneration and Expenses Bylaw No.729, 2019"

**ATTACHMENT 1: Municipal Data Survey (2024)**

	<b>Municipality</b>	<b>Population</b>	<b>Mayor</b>	<b>Councillor</b>	<b># of Councillors</b>
1	Village of Cumberland	4,962	26,007	15,604	6
2	City of Courtenay	32,049	84,718	35,353	6
3	City of Port Alberni	19,685	67,437	30,010	6
4	Town of Comox	15,692	60,845	27,534	6
5	City of Parksville	14,995	62,641	35,838	6
6	District of North Saanich	13,340	35,914	18,694	6
7	Town of Sidney	13,288	45,122	18,023	6
8	City of Powell River	14,937	60,600	31,800	6
9	Town of Ladysmith	9,903	35,155	17,155	6
10	Esquimalt	19,302	68,081	30,909	6
11	Oak Bay	18,813	62,228	26,689	6
12	TOWN OF QUALICUM BEACH	9,363	54,054	40,451	4
	Average	15,527	55,234	27,338	
	<b>Modified Average for 4 Councillors</b>			<b>41,007</b>	

\*Note: The final numbers for Municipal Data Survey are not available for 2025 at time of report writing.

## TOWN OF QUALICUM BEACH

## BYLAW NO. 729

**A BYLAW TO PROVIDE FOR THE PAYMENT OF  
REMUNERATION AND EXPENSES TO COUNCIL MEMBERS**

**WHEREAS**, Council may, by bylaw, provide for the payment of remuneration and expenses to Council members for the discharge of the duties of their respective offices;

**NOW THEREFORE** the Council of the Town of Qualicum Beach, in open meeting assembled, enacts as follows:

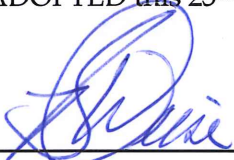
1. A remuneration for the Mayor and Councillor shall be paid in twenty-six (26) equal bi-weekly instalments in accordance with Schedule "A" attached to, and forming part of, this bylaw.
2. Notwithstanding the provisions of Section 1 and Schedule "A" of this bylaw, a Mayor or Councillor serving only part of a year shall be paid only a corresponding proportion of their indemnity for that year.
3. Starting January 1, 2020, the annual remuneration set out in Schedule "A" of this bylaw shall be increased by the same percentage as the Consumer Price Index for British Columbia published by Statistics Canada for the period January 1st to December 31st of the previous year.
4. A review of the remuneration and expenses may be conducted prior to June 30<sup>th</sup> of the calendar year in which a general local election is to be held.
5. "Town of Qualicum Beach Remuneration and Expenses Bylaw No. 667, 2011" is hereby repealed.
6. This bylaw may be cited as "Town of Qualicum Beach Council Remuneration and Expenses Bylaw No. 729, 2019".

READ A FIRST TIME this 4<sup>th</sup> day of February, 2019

READ A SECOND TIME this 4<sup>th</sup> day of February, 2019

READ A THIRD TIME this 4<sup>th</sup> day of February, 2019

ADOPTED this 25<sup>th</sup> day of February, 2019



Brian Wiese, Mayor



Heather Svensen, Corporate Administrator

## SCHEDULE "A" TO BYLAW NO. 729

## COUNCIL MEMBER ANNUAL REMUNERATION

<u>Effective Date:</u>	<u>2019</u>
Mayor	\$46,000
Councillor	\$34,500

### **Announcement of Closed Council Meeting Motions**

The following motions previously passed by Council during a Closed meeting, were released to the public, pursuant to Section 117 of the *Community Charter*:

#### **March 5, 2025 Special Council Meeting**

- THAT Council direct staff to renew the letter of support to Island Hopper Air Training for a Flight School at the Qualicum Beach Airport and schedule a meeting with the Owner of Island Hopper Air Training to consider Island Hopper adhere to the "Good Neighbour Program" on departure and arrival from the Qualicum Beach Airport, specifically requiring turns to the South when safe to do so after takeoff from either Runway 11 or 29, in a similar Procedure to what has been implemented by Sealand Flight School.

#### **September 10, 2025 Special Council Meeting**

- THAT Council authorizes staff to register a 3.0m Statutory Right of Way along the west side of Proposed Lot 2 (part of Lot 126, Plan VIP57772, District Lot 122, Nanoose Land District) for the purpose of future infrastructure and/or public access, as detailed in the September 10, 2025, Planning memo to Council.  
*(Motion rescinded at the November 5, 2025, Special Council Meeting)*
- THAT Council directs staff to initiate a Development Variance Permit process that would allow the panhandle subdivision of the northern portion of Lot 126, Plan VIP57772, District Lot 122, Nanoose Land District with a minimum parcel frontage of 22.6m rather than 23.0m.

#### **November 5, 2025 Special Council Meeting**

- THAT Council appoints Pat Jacobson as the recipient for the 2025 Above and Beyond Award; AND FURTHER THAT the award remains confidential until presented at the 2025 Volunteer Appreciation Event on November 27, 2025.
- THAT Council authorize the issuance of \$20,000 to each of the Qualicum First Nation and Nanoose First Nation under the Indigenous Engagement Requirements Funding Program.
- THAT Council rescinds the September 10, 2025 resolution IC25-87 "THAT Council authorizes staff to register a 3.0m Statutory Right of Way along the west side of Proposed Lot 2 (part of Lot 126, Plan VIP57772, District Lot 122, Nanoose Land District) for the purpose of future infrastructure and/or public access, as detailed in the September 10, 2025 staff report to Council."

#### **December 3, 2025 Special Council Meeting**

- THAT Council instructs staff to advertise for two members of the Board of Variance for three-year term ending, December 31, 2028.

#### **December 17, 2025 Special Council Meeting**

- THAT Council notify Sealand Flight School that the Town will permit the current sublease agreement with the Qualicum Beach Flying Club to continue on a month-to-month basis for a period ending April 30, 2026, to allow time for the approval process for the Airport Establishment and Operations Bylaw No. 457, 1998 amendment and fees adjustment.



## TOWN OF QUALICUM BEACH

### MEMORANDUM

**TO:** Lou Varela, Chief Administrative Officer

**FOR:** Regular Council Meeting

**DATE:** January 21, 2026

**FROM:** Kevin Goldfuss, Airport Manager

**SUBJECT:** **ALFA Aero Solutions – Aircraft Movement Data Collection**

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#### **RECOMMENDATIONS:**

**WHEREAS** the public has requested Council consider options for charging landing fees;

**THAT** staff be instructed to enter into a one-year agreement with ALFA Aero Solutions for a trial period for data collection technology for landings, touch-and-go operations, and other movements such as circuits to a maximum contract amount of \$5500 plus applicable taxes.

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#### **PURPOSE**

To request Council decision making on entering into an agreement with ALFA Aero Solutions to provide the Qualicum Beach Airport with the ALFA Aircraft Movement Tracker (AAMT). Exploration of this technology will allow staff to assess if enough meaningful data can be collected given that not all aircraft are equipped with ADS-B. The one-year period would be considered a trial to determine if the data collection was valuable for the Airport Authority's purpose. Given the nominal financial investment in a one-year trial and the minimal staff time required for the one-year trial period, staff are recommending Council enter into the one-year agreement as a trial period, recognizing the uncertainty of data collection outcomes and what future costs may be if a subsequent agreement is entered into.

#### **BACKGROUND**

On November 26, 2025, the Airport Manager presented the attached staff report titled ***Town of Qualicum Beach Airport Establishment and Operations Bylaw No. 457.05, 1998 Amendment (Fees Amendment) Bylaw No. 457.13, 2025*** which deals with the matter of data collection and ALFA Aero Solutions on pages four through six. The relevant excerpt of the staff report dated November 26, 2025, is attached to this Memorandum dated January 21, 2026, for convenience.

## DISCUSSION

At the November 26, 2025, meeting, Council made the following resolution: **THAT** the consideration of a one-year agreement with Alfa Aero Solutions for the ALFA Aircraft Movement Tracker (AAMT) be deferred to a future meeting.

## FINANCIAL IMPLICATIONS

If Council chooses to enter a one-year contract with ALFA Aero Solutions, the financial impact on the Airport's 2026 expenditure would be \$5500 for the one-year trial period and will be accommodated within the existing 2026 Airport budget. The capital and operating costs of a longer-term contract service agreement with ALFA Aero Solutions are unknown at this time and would be determined by ALFA Aero Solutions, after the trial period.

## STRATEGIC PLAN ALIGNMENT

Council's Strategic Plan Focus Area(s) supported by this initiative:

- Good Governance: *To govern for the public interest of our community while managing competing interests, ensuring availability of transparent and accessible information, fostering respectful public engagement, and demonstrating ethical values.*

## ALTERNATIVE OPTIONS

**THAT** Council does not direct staff to enter into a one-year contract with ALFA Aero Solutions.

## APPROVALS

Report respectfully submitted by Kevin Goldfuss, Airport Manager



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Kevin Goldfuss  
Airport Manager  
*Report Author*



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Lou Varela, MCIP, RPP  
Chief Administrative Officer  
*Concurrence*



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Raj Hayre  
Director, Finance  
*Concurrence*

## REFERENCES

Attachment 1: November 26, 2025, Staff Report titled *Town of Qualicum Beach Airport Establishment and Operations Bylaw No. 457.05, 1998 Amendment (Fees Amendment) Bylaw No. 457.13, 2025*

## TOWN OF QUALICUM BEACH STAFF REPORT

File No.3900-20-457.13

**TO:** Lou Varela, Chief Administrative Officer

**FOR:** Regular Council Meeting

**DATE:** November 26, 2025

**FROM:** Kevin Goldfuss, Airport Manager

**SUBJECT:** **Town of Qualicum Beach Airport Establishment and Operations Bylaw No. 457.05, 1998 Amendment (Fees Amendment) Bylaw No. 457.13, 2025.**

### GOVERNANCE DECISION

Council is requested to consider first and second reading of “Town of Qualicum Beach Airport Establishment and Operations Bylaw No. 457.05, 1998 Amendment (Fees Amendment) Bylaw No. 457.13, 2025.”

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### RECOMMENDATIONS:

1. THAT “Town of Qualicum Beach Airport Establishment and Operations Bylaw No. 457.05, 1998 Amendment (Fees Amendment) Bylaw No. 457.13, 2025” be introduced and read a first time.
2. THAT “Town of Qualicum Beach Airport Establishment and Operations Bylaw No. 457.05, 1998 Amendment (Fees Amendment) Bylaw No. 457.13, 2025” be read a second time.

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### PURPOSE

The purpose of this Report is to outline the proposed changes to “Town of Qualicum Beach Airport Establishment and Operations Bylaw No. 457.05, 1998” and outline alternatives considered throughout the drafting of this Bylaw Amendment.

### BACKGROUND

December 11, 2024, Council adopted the following Strategic Initiative:

- R24-317     THAT an Airport Bylaw Review be undertaken by staff in 2025; AND FURTHER THAT complaints regarding Airport activities, other than turns to the North which fall under the Noise Abatement Procedure, will not require staff investigation by Closed Circuit TV (CCTV) footage effective upon Council’s endorsement of the Initiative titled Airport Bylaw Review.

When reviewing “Town of Qualicum Beach Airport Establishment and Operations Bylaw No. 457.05, 1998 Amendment (Fees Amendment) Bylaw No. 457.13, 2025” the following comparators were used:

Table 1 All comparators (10) were used to calculate the average of Fees and Charges

UNCONTROLLED AIRSPACE	CONTROLLED AIRSPACE
Tofino*	Quesnel
Vernon	Williams Lake
Trail	Campbell River
	Nanaimo
*Air Traffic Control (Nav Canada) from Port Hardy is used at Tofino.	Pitt Meadows
	Boundary Bay
	Port Hardy

### **Summary of changes in the Bylaw**

1. Updated definitions (Section 2)
  - Definitions of Airport Manager, Accountable Executive, CAO, and Owner were updated.
  - Definition of Committee was removed as the Committee was disbanded and is now captured in Committee of the Whole – Airport meetings held twice annually.
2. Updated General Provisions (Section 4)
  - Provision 3 added to identify the CAO as Accountable Executive.
3. Updated Airport Manager Duties and Responsibilities (Section 9)
  - Provision updated to reflect role and responsibilities of Airport Manager from the previously termed “Airport Supervisor”.
4. Updated Schedule A – Qualicum Beach Airport Fees

## **DISCUSSION**

### **Detailed overview of Airport Fee Changes:**

All rates, with the exception of the terminal lease rates, were reviewed and updated to reflect the average rates of all comparators that charge similar fees. Terminal lease rates will be addressed in a subsequent report given contractual agreement. 2026 rates reflect the average of all comparators, and a 3% increase was implemented for 2026 and every year after. The Town’s lease rates for the previous 5 years were established in 2021 and included a minimal increase. This has resulted in the Airport Lease fees being below the mean rate of competitors. An initial increase is required in 2026 to bring these rates up to a rate that is comparable with similar airports (see table 1).

### Lease Rates – Hangar Leases:

Lease Rates of comparators were reviewed and updated to reflect the mean rate. This represents an increase from 2025 of:

\$0.43/sq. ft to \$0.55/sq ft in Row ‘A’ in 2026,  
 \$0.38/sq. ft to \$0.47/sq ft in Row ‘B’ in 2026, and  
 \$0.31/sq. ft to \$0.39/sq ft in Row ‘C’ in 2026.

The 2026 hangar lease rates proposed above would result in an increase in revenue of approximately \$18,000 annually, provided there are no changes to tenants. A monthly authorized sub-lease maintenance fee is included at \$242.00 per month for 2026. This is an increase of approximately \$31 per month from the current variable sub-lease rate. Sub-lease holders are still required to pay User Fees.

#### Aircraft Parking and Tie-Down Space

Daily rates serve as a minimum rate charged for aircraft parking and tie-down space. Under the new Bylaw, the Commercial tenant leasing terminal space would be entitled to park two aircraft on the paved ramp. The Bylaw also establishes reserved tie-down spaces and a cone system to identify reserved spaces for lease holders and regular users. This system will also allow better tracking overall of users at the Airport. A separate area will be designated and signed for transient aircraft parking.

Aircraft parking fees and tie-downs were increased to align with the average aircraft parking fees of comparators. Fees were increased as follows:

- Daily aircraft parking and tie-down fees were increased for grass tie-down space from \$11.00/day in 2025 to \$12.50 in 2026.
- Monthly tie-down fees increased for grass tie-down space from \$80.00/month in 2025 to \$82.50 in 2026.
- Annual tie-down fees were increased for grass tie-down space from \$640.00/year in 2025 to \$660.00 in 2026.
- Daily tie-down fees were increased for paved tie-down space from \$17.00/day in 2025 to \$17.50 in 2026.
- Monthly tie-down fees were increased for paved tie-down space from \$120.00/month in 2025 to \$123.75 in 2026.
- Annual tie-down fees were added for paved tie-down space at \$989.00/year, which is the same as the commercial tenant rate.

The above proposed changes will result in a nominal revenue increase. The proposed rate increase above will be offset by a reduction in tie-down fees resulting from moving from one allowed aircraft on the paved ramp to two allowed aircrafts for Commercial tenants leasing terminal space.

#### Airport User Fees

Currently, Airport User Fees are one of the main sources of revenue from the Airport. In 2024, the Town billed \$17,800 for User Fees at the Airport. As there are a limited number of uncontrolled airports, there are few comparators that use a user fee system. As such, a 3% increase was added from 2025 to all Airport User Fees.

On-site commercial/corporates rates were adjusted from:

- \$340/month for on-site commercial/corporate users in 2025 to \$350.25/month in 2026
- \$2,720/year in 2025 to \$2,801.75/year in 2026.

Off-site commercial/corporate rates were adjusted from:

- \$440.00/month in 2025 to \$453.25 in 2026
- \$3,520/year in 2025 to \$3,625.75/year in 2026.

Airport User Fees are currently only charged for on-site or off-site commercial/corporate entities.

#### Airport Passenger Fee

Airport Passenger Fees are fees applied to commercial carriers for each enplaned passenger and are standard fees at most airports. The Airport Passenger Fees were increased from \$11.00 per enplaned passenger (a rate that has not been updated since 2023) to \$13.00 in 2026 to the average fee charged across comparators.

#### Vehicle Parking Rate

The Vehicle Parking Rates were adjusted to reflect the average daily parking rates across comparators. This meant a rate adjustment from \$5.00/day in 2025 to \$8.00/day in 2026.

#### Fuel Services Charge

The current fuel services charge is \$0.27 per litre. The proposed Bylaw changes the Fuel Services Charge to the greater of 20% or \$0.27 per litre on the purchase price of both AvGas and JetA fuel offered for sale at the Airport. 20% is the average surcharge, charged across comparators, who use percentage for calculation.

#### Gate Card

Gate Card fees were added to the Bylaw to recover costs of issuing new or replacement gate access cards. Gate Card fees are \$25.00 plus tax.

#### Advertising Fees

Advertising Fees were added to the Bylaw as there have been requests to place advertisements in the Airport Terminal. This is a common practice of airports, and the rates were determined on the average prices charged per month and year for promotional materials being available and on display at an airport. The proposed rate is \$20.00/month and \$80.00/year.

#### Schedule 'C' Aircraft Tie-Down Accommodation Agreement Removed from the Bylaw

Schedule 'C' was removed from the Bylaw in order to allow for staff to make modifications to the form without amending the Bylaw. Reference to Schedule 'C' has been modified to reflect "the form required by the Town".

### **Review of Airport Landing Fees**

The Town transitioned away from collecting Airport Landing Fees in 2021. It was noted in the March 17, 2021, Regular Council Meeting report that the change was proposed for the following reasons:

*"...it was challenging and time-consuming for staff and airport users to track and report their landings. It is difficult and time-consuming for both the Town and the airport user to count and record actual landings. As we don't have full-time staff at the airport, the onus would be on an operator to count landings every time they used the airport."*

Since 2021, the Town has retained an Airport Manager for 3 days a week. Given operational requirements, capital projects, and Council's Strategic Initiatives for the Airport, there is not capacity to monitor departures and arrivals at the Airport.

For an airport to charge Landing Fees, including for touch-and-go operations, the aircraft must be identifiable. This is typically done using **Automatic Dependent Surveillance–Broadcast (ADS-B)**. ADS-B is a surveillance technology in aviation that allows an aircraft to use its GPS and other sensors to determine its position and broadcast that information periodically to air traffic control and other aircraft. This enables more accurate tracking and enhances safety by providing a more precise view of an aircraft's position, speed, and altitude compared to traditional radar. It can also provide pilots with in-cockpit traffic and weather information.

Because Qualicum Beach is located in uncontrolled air space and does not have a flight services station (NAV CANADA) to record takeoffs, landings, or touch-and-go operations, staff have been researching available technologies such as cameras and aircraft movement tracking systems.

- ✓ **Vector Airport Systems**, known as **PLANEPASS**, is a U.S.-based company that provides a combination of cameras installed along runways and ADS-B monitoring. This combination allows for both visual confirmation and electronic data collection. Staff received a quote from Vector Airport Systems: the installation cost was **\$50,000 USD**, with an annual lease and maintenance cost of **\$12,000 USD**. However, Vector provided the following statement for the context of the Qualicum Beach Airport:

*“Given the tracking challenges, we have low confidence that the system would accurately capture every touch-and-go. Overall, we have significant concerns about the system’s effectiveness and whether the revenue generated would justify the investment.”*

- ✓ **ALFA Aero Solutions** is an Ottawa-based company that provides data collection technology using ADS-B tracking through their **ALFA Aircraft Movement Tracker (AAMT)** software. This software tracks aircraft equipped with ADS-B and can collect data for landings, touch-and-go operations, and other movements such as circuits.

It should be noted that not all aircraft are equipped with ADS-B—particularly older aircraft—which would result in inconsistencies in data collection. Consequently, not all aircraft using the Qualicum Beach Airport would be recorded.

Council may wish to consider entering into a one-year equipment lease agreement (in 2026) with ALFA Aero Solutions to provide the Qualicum Beach Airport with the ALFA Aircraft Movement Tracker (AAMT). This system would provide data on the number of ADS-B–equipped aircraft using the Airport. At the end of 2026, staff would bring forward a report to Council summarizing the number of ADS-B–equipped aircraft that used the Airport. Should this be an effective technology that reports broad ADS-B equipped aircraft utilizing the Airport, Council could revisit implementing landing fees at the Airport after 2026. During that period, staff will be able to estimate the required staff time to review the data and assess the appropriate landing fees.

The cost associated with a one-year agreement would be **\$5,500**, plus applicable taxes. Staff time would also be required, and it is unclear what the operational impact would be, but it is anticipated that it could be prioritized within the workplan.

**Note:** If Council chooses to enter into a one-year agreement with ALFA Aero Solutions, Council direction will be required.

## FINANCIAL IMPLICATIONS

The proposed revisions to the Bylaw will generally result in an approximate 3% increase in revenue from 2025, helping to keep pace with inflation. The proposed rates were calculated based on the average rates of comparable airports. Council may wish to consider setting fees higher than the average. Overall implications for the proposed Bylaw from increases to Hangar Lease Rates, Airport Passenger Fees, User Fees, Tie-down Fees and Vehicle Parking Fees is estimated to be an increase in revenue of \$28,000 for 2026.

The adjustment from \$0.27 per liter fuel surcharge to a 20% fuel surcharge, or which ever amount is greater, is excluded from this calculation as it is based on the volume of fuel sales. 2025 net profit from fuel sales is projected to be approximately \$35,000.

If Council chooses to enter a one-year contract with ALFA Aero Solutions, there will be a financial impact on the Airport's 2026 operating budget of \$ 5,500.00 plus tax.

## PUBLIC PARTICIPATION SPECTRUM (IAP<sup>2</sup>)

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<ul style="list-style-type: none"> <li>• Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain feedback on analysis, alternatives, and/or decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Work directly with stakeholders to ensure concerns and aspirations are understood and considered</li> </ul>	<ul style="list-style-type: none"> <li>• Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions</li> </ul>	<ul style="list-style-type: none"> <li>• Final decision making in the hands of the stakeholders</li> </ul>

*Public Participation Framework developed by the International Association for Public Participation – IAP<sup>2</sup> International.*

### INFORM:

- Notice will be given through the Town's Website, posting at the Airport, and correspondence with tenants regarding fee changes. Council may determine whether additional consultation with users is required in advance of adopting the Bylaw.

## STRATEGIC PLAN ALIGNMENT

Council's Strategic Plan Focus Area(s) supported by this initiative:

- Good Governance: *To govern for the public interest of our community while managing competing interests, ensuring availability of transparent and accessible information, fostering respectful public engagement, and demonstrating ethical values.*

Town of Qualicum Beach

November 26, 2025 Regular Council Meeting –**Airport Establishment and Operations Bylaw No. 457.05, 1998 Amendment (Fees Amendment) Bylaw No. 457.13, 2025.**

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## SUMMARY

This Report provides a summary of the updated Airport Fees and Bylaw provisions, as well as options for collecting data from ADS-B–equipped aircraft for landings, takeoffs, touch-and-go operations, and circuits.


## ALTERNATIVE OPTIONS


1. THAT Airport Fees be based on the [value to be provided by Council] percentile of comparators.
2. THAT the annual rate increase be set at [value to be provided by Council] %.

## APPROVALS

Report respectfully submitted by Kevin Goldfuss, Airport Manager.

  
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 for Kevin Goldfuss  
 Airport Manager  
*Report Author*

  
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 Lou Varela, MCIP, RPP  
 Chief Administrative Officer  
*Concurrence*

  
 \_\_\_\_\_  
 for Raj Hayre  
 Director of Finance  
*Concurrence*

## REFERENCES

- Attachment 1: Bylaw 457.13 “Airport Establishment and Operations Bylaw No. 457.05, 1998 Amendment (Fees Amendment) Bylaw No. 457.13, 2025”
- Attachment 2: “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Airport Fees) Bylaw No. 638.07, 2025”
- Attachment 3: Airport Tie-Down Accommodation Agreement



## TOWN OF QUALICUM BEACH

### MEMORANDUM

*File No. 6520-EGC2026*

**TO:** Luke Sales, Director of Planning and Community Development

**FOR:** Regular Council Meeting

**DATE:** January 21, 2026

**FROM:** Bailey Walsh, Planner

**SUBJECT:** 2026 Eaglecrest Engagement Overview

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#### GOVERNANCE DECISION:

Council is requested to:

- Approve the 2026 Public Engagement Overview for the Eaglecrest Golf Course Revisioning (Attachment 1 to this Report).

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#### RECOMMENDATION:

THAT the 2026 Public Engagement Overview for the Eaglecrest Golf Course Revisioning be approved, as attached to the January 21, 2026 Memorandum to Council.

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#### PURPOSE

To provide an overview for Council's consideration for how the community will be engaged in the upcoming phases of the Eaglecrest Golf Course (EGC) Revisioning project, following the Town's purchase of the EGC lands in November, 2025.

#### BACKGROUND

In 2025, the Town purchased Eaglecrest Golf Course (EGC), acquiring approximately 42.5 hectares of land and securing the Town's ability to shape the long-term use of the lands. The Town's process in making the final decision to purchase the EGC lands followed a strict timeline to meet the conditions of the Conditional Purchase Agreement with the previous owner of the EGC lands. As such, Council's focus prior to November, 2025 was on gathering the information necessary to decide whether to proceed with the purchase, such as high-level planning and land use economics. It was understood that more detailed neighbourhood planning of the parcels would be required at a future date subsequent to the Town's purchase.

## DISCUSSION

### Actions Completed in 2025

Prior to the finalization of the Town's purchase of the EGC lands in 2025, community engagement was conducted by Town staff, including small group discussions with nine community groups including Eaglecrest residents. Additionally, the Town conducted an online survey, receiving nearly 900 responses. The Town also facilitated Community Open Houses on September 29<sup>th</sup>, 2025 in partnership with consultant MODUS and their team of market economics experts, with over 500 residents attending the event across two sessions. The purpose of the event and accompanying survey was to seek initial feedback on the potential purchase from the community. Community engagement during this phase of the project focused on high-level discussions of development potential for the EGC lands, such as preferred levels of residential density and the trade-offs between various land uses, as well as the potential impacts of new development on the existing neighbourhood.

Following this community engagement, Council adopted Official Community Plan No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08 and Zoning Bylaw No. 900, 2024 (Eaglecrest) Bylaw No. 900.06, 2025, on October 22, 2025, securing land use and zoning provisions for the neighbourhood ahead of the final purchase. In addition to these development parameters, Development Permit Area Guidelines for portions of the EGC lands were adopted as a part of the Town's Official Community Plan No. 918, 2025 and Zoning Bylaw No. 900, 2018, Amendment (Development Permit Area Guidelines) Bylaw No. 900.08, 2025, both adopted on December 10, 2025.

### Upcoming Actions for 2026

#### NEIGHBOURHOOD SCALE PLANNING

As the purchase of the EGC lands is now complete, the Town can continue the planning of the area at a neighbourhood scale, as well as at the parcel level. For clarity, this process is not intended to reconsider the high-level land uses and zoning provisions of the EGC lands established in 2025, but rather to further prioritize and define aspects of the neighbourhood such as circulation and form and character. The outcome of the 2026 Neighbourhood Scale Planning will be a **Preliminary Eaglecrest Neighbourhood Plan**. The final Neighbourhood Plan is to be completed once infrastructure analyses and technical studies are complete.

#### PARCEL-SPECIFIC PLANNING

Parcel-specific planning will be completed in 2026 for the property to the west of Country Club Drive (described as "Group 2 Parcel" in Attachment 1), for which the land use established in 2025 allows for higher residential density than the surrounding parcels. This parcel-specific planning will inform any conditions or parameters for the sale of the parcel later in 2026.

As neighbourhood scale and parcel specific planning rely on a deep understanding of the context of the neighbourhood, public engagement is required to ensure that the refinement of future plans speak to the needs of neighbourhood residents as well as those of the broader community.

The following public engagement is proposed for 2026, as outlined in the *Eaglecrest Golf Course Revisioning: 2026 Public Engagement Overview* (Attachment 1):

**2026 Eaglecrest Golf Course Engagement Schedule** (subject to change)

<i>Date</i>	<i>Event</i>	<i>Purpose</i>
Feb. 2026	<b>Focused Engagement</b> (Eaglecrest Residents' Association)  To include small-format meetings	<b>Neighbourhood Scale Planning</b> To gather early feedback on general neighbourhood context such as circulation patterns and form & character  <b>Parcel-Specific Planning</b> To gather early feedback on the interface between the EGC lands to the west of Country Club Drive and the surrounding neighbourhood to ensure neighbourhood compatibility prior to the sale of those lands in 2026 (Planning of specific parcels)
March/April 2026	<b>General Public Engagement</b>  To include a Public Open House and Online Survey	<b>Neighbourhood Scale Planning</b> To gather feedback on aspects of the content of the Preliminary Eaglecrest Neighbourhood Plan such as form and character, parks, and circulation patterns

Public Engagement in 2026 will result in two key outcomes:

1. **The drafting of a Preliminary Eaglecrest Neighbourhood Plan:** This Plan will consider the needs of both neighbourhood and broader-community residents and will define the context of the neighbourhood in a way that resonates with those who live and participate in the Eaglecrest community. This Plan will then be used to inform parcel-specific planning for parcels intended to be sold in 2026 and beyond.
2. **The development of conditions or parameters to be required as a part of the sale of the parcel to the west of Country Club Drive (described as “Group 2 Parcel” in Attachment 1):** Parcel-specific planning for this parcel will focus on specific aspects of the interface between any new development and the surrounding neighbourhood, such as pedestrian circulation, vehicle circulation, and form and character. Parcel-specific planning is a key part of the Town’s process in selling this parcel.

**2027 and Beyond**

Due to the planning and public engagement work proposed for 2026, further planning for some EGC lands will extend into 2027 and beyond. Parcels which will require further planning and public engagement include the parcel on the corner of Eaglecrest Drive and Country Club Drive, as well as the parcel along Highway 19A (shown as “Group 3” on Attachment 1). These parcels require further consideration and public engagement on any proposed development.

## SUMMARY

The Eaglecrest Golf Course Revisioning: 2026 Public Engagement Overview has been developed by staff for Council's consideration in order to outline opportunities for public engagement in the next phase of the Eaglecrest Golf Course Revisioning. Further public engagement is anticipated to occur in 2027 and beyond, following the development of a Preliminary Eaglecrest Neighbourhood Plan.

## ALTERNATIVES

1. THAT Council provides an alternative direction to staff.

## APPROVALS

Report respectfully submitted by Bailey Walsh, Planner.



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Bailey Walsh  
Planner  
*Report Author*



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Luke Sales, MCIP, RPP  
Director of Planning and  
Community Development  
*Concurrence*



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Lou Varela, MCIP, RPP  
Chief Administrative Officer  
*Concurrence*

## REFERENCES

Attachment 1: Eaglecrest Golf Course Revisioning: 2026 Public Engagement Overview

## Attachment 1

### Eaglecrest Golf Course Revisioning: 2026 Public Engagement Overview

#### Engagement Context

In 2025, the Town of Qualicum Beach purchased Eaglecrest Golf Course (EGC), acquiring approximately 42.5 hectares of land and allowing the Town to shape the site's long-term use. Although community engagement with Town and neighbourhood residents occurred prior to Council's final decision to purchase the lands, more extensive engagement is needed to confirm that the Town's understanding of the existing neighbourhood context is accurate, and to engage the public on specific elements of the neighbourhood such as traffic and pedestrian circulation and the form and character of any new development.

Planning and managing the newly purchased EGC lands is a multi-phased process. Some of these phases will include community consultation, whereas other components will not. The process of planning for and managing these lands from the date of purchase includes land sales (cost recovery), planning tasks, and golf course operations tasks.

#### Land Sales

For context, land sales will occur in three phases:

##### Group 1 Parcels: 2026

This phase includes lands to be subdivided and sold as soon as possible in 2026 (shown in yellow in *Map A*). Due to the short timeline for cost recovery, and zoning which matches the existing neighbourhood, **community engagement is not planned** for the properties shown in Group 1.



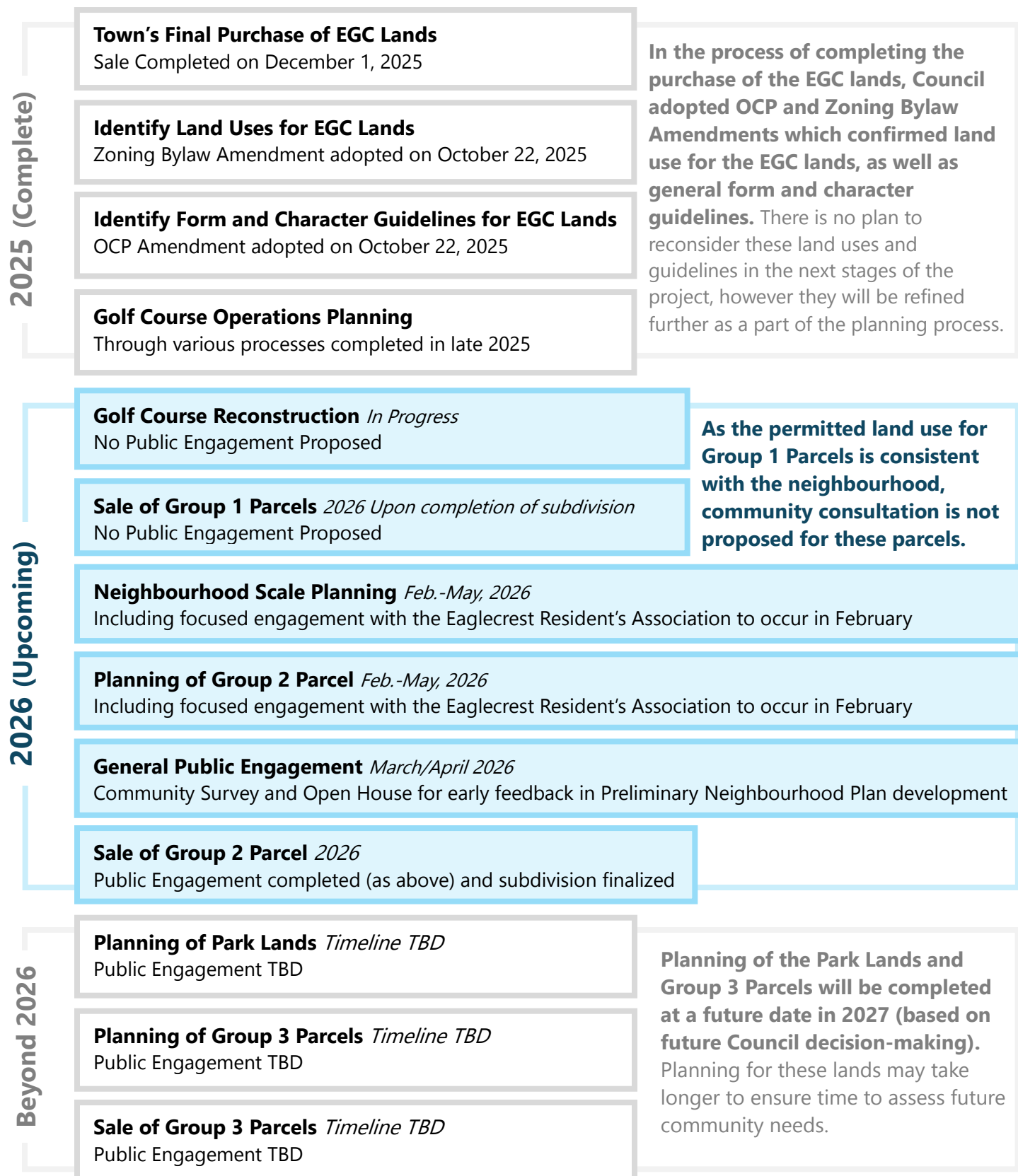
##### Group 2 Parcel: 2026 *Community Engagement to occur as outlined in this Strategy*

This phase includes lands to be subdivided and sold later in 2026 (shown in blue in *Map A*). Due to the more complex impact of development on the neighbourhood, particularly in relation to circulation patterns and form and character, community engagement is planned for Group 2, as outlined in this Engagement Overview.

##### Group 3 Parcels: 2027 and Beyond

This phase includes lands to be planned over a longer term, at a future date (shown in purple in *Map A*). Planning for properties shown in Group 3 will occur at a date in the future and will include a component of community engagement.

## Eaglecrest Golf Course 2026 Public Engagement Timeline (Subject to change)



## Neighbourhood Scale Planning

Neighbourhood Scale Planning begins by exploring the existing context of a neighbourhood and its various elements such as form and character, vehicle and pedestrian circulation, view corridors and sun path mapping, municipal servicing planning, and land use patterns.

Community Engagement will be a key component in ensuring that the Town understands the existing context of the Eaglecrest neighbourhood when refining future plans for the area. This includes conversations with neighbourhood residents about how the neighbourhood could function in the future through new development and improved amenities and services.

Neighbourhood planning often also considers infrastructure plans and technical reports and/or studies, meaning that the full planning process can take an extended period to complete.

Infrastructure Master Plans are not anticipated to be complete during this phase of work.

However, engaging the community early and in alignment with the current phase of planning for the neighbourhood can ensure that the community's voices are heard and included in the Plan.

The outcome of the 2026 Neighbourhood Scale Planning will be a **Preliminary Eaglecrest Neighbourhood Plan**. Opportunities for the public to provide feedback on aspects of the content such as form and character, parks, and preferred pedestrian and vehicle circulation will be facilitated at the General Public Engagement Open House and associated survey as shown on page 2 of this overview (Attachment 1 to the Memorandum dated January 21, 2026). The final Neighbourhood Plan is to be completed once infrastructure analyses and technical studies are complete.

## Planning of Group 2 Parcel

The parcel included in Group 2 is shown in *Map A: EGC Land Sale Phasing* on page 1 of this overview (Attachment 1 to the Memorandum dated January 21, 2026). Planning for this parcel will incorporate elements from Neighbourhood Scale Planning. Community engagement for the planning of Group 2 Parcel includes conversations with neighbourhood residents about the interface between these lands and the surrounding neighbourhood. By refining the interface between the parcels and the overall neighbourhood, the Town can work to optimize the interface of future development with the existing neighbourhood. This could include the refinement of elements such as site access and circulation, as well as further articulating form and character elements that may be complementary to the neighbourhood.