

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

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:

ORIGINAL SIGNED

Heather Svensen
Director of Corporate Services/Deputy CAO

ORIGINAL SIGNED

Teunis Westbroek
Mayor