

Minutes of the 1:30 pm Wednesday, July 23, 2025, Town of Qualicum Beach Special Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

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

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
Agnieszka Warzybok, Director of Human Resources
Danielle Leurebourg, Deputy Director of Corporate Services
Nathan Cernusca, Corporate Services Coordinator

Mayor Westbroek called the meeting to order in the Council Chamber at 1:34 pm 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 July 23, 2025, special Council meeting agenda as amended to include the addition of a motion to waive notice to add late items under agenda items 2(1)(b), 2(1)(c), 2(2)(b), and 2(2)(c).

CARRIED UNANIMOUSLY

STAFF REPORTS

(1) Corporate Administration

(i) Decorating Concrete Barriers – correspondence

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT public art, including BC Hydro boxes, be considered during the Strategic Planning process in 2027.

CARRIED | Resolution No. 25-177

Opposed: Councillor Harrison

(ii) RDN Study for Municipal Boundary Adjustment Study

Mayor Westbroek MOVED and Councillor Vander Valk SECONDED, THAT the Town of Qualicum Beach send correspondence to the Regional District of Nanaimo (RDN), with copies to the City of Parksville and the Ministry of Housing and Municipal Affairs, advising that the Town of Qualicum Beach has no capacity in 2025 or 2026 to consider a municipal boundary adjustment with respect to encompassing the French Creek portion of Electoral Area G;

AND FURTHER THAT should the RDN wish to proceed with commencing a study or studies that explores the potential opportunity for municipal boundary adjustment that the RDN Board directs such an initiative to the Town of Qualicum Beach 2027 Strategic Planning Process for future Council decision-making.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED to lay the main motion on the table.

CARRIED

Opposed: Mayor Westbroek, Councillor Harrison

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Council notify the Regional District of Nanaimo and City of Parksville that the Town is not interested in a boundary adjustment to encompass the French Creek portion of Electoral Area G.

CARRIED | Resolution No. 25-178

Opposed: Councillor Harrison

(iii) **Respectful Workplace Policy**

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council replace Policy 5001-4 | Anti-Bullying and Harassment with Policy 5001-4 | Respectful Workplace.

CARRIED UNANIMOUSLY | Resolution No. 25-179

(2) **Finance**

(i) **Conditional Purchase Eaglecrest Golf Course Lands – Funding Allocations and Capital and Strategic Plan Workplan Adjustments**

Councillor Skipsey MOVED and Councillor Young SECONDED

1. THAT Council direct staff to amend the 2025-2029 Financial Plan to reallocate \$2,000,000 for the acquisition of the Eaglecrest Golf Course from the Community Growth Reserve Fund, currently allocated to:
 - Bus Garage Site Planning / Public Engagement / Construction (2026 – 2028)
 - Saahltam Park Amenity Improvements (2026)
 - Pickleball Courts (2026)
 - Workplace Modernization - Post Needs Assessment (2026-2027)
2. THAT Council direct staff to amend the 2025-2029 Financial Plan to allocate \$6,500,000 from the following funding sources for acquisition of the Eaglecrest Golf Course:
 - \$650,000 from Community Amenity Contributions
 - \$1,275,000 from General Fund Accumulated Surplus
 - \$1,200,000 from the Qualicum Beach Land Reserve Fund
 - \$275,000 from the Park Land Reserve Fund
 - \$700,000 from Development Cost Charges – Open Spaces
 - \$400,000 from the Strategic Initiatives Reserve (2026-2029 allocations)
 - \$2,000,000 from projected proceeds of the future sale of Town-owned lands
3. THAT Council direct staff to defer the Tree Protection Bylaw Update from fiscal year 2025 to fiscal year 2026.
4. THAT Council direct Staff to defer existing Strategic Initiatives, scheduled for implementation in fiscal year 2026 to fiscal year 2027 or until the Strategic Initiatives Reserve is replenished from subsequent property sales and the Initiatives can be referred to a future Strategic Planning Session of Council in consideration of staff capacity and work-planning, as attached to this report dated July 23, 2025 as Appendix A.
5. THAT Council direct Staff to defer existing Strategic Initiatives, scheduled for implementation in fiscal year 2027 to fiscal year 2028 or until the Strategic Initiatives Reserve is replenished from subsequent property sales and the Initiatives can be referred to a future Strategic Planning Session of Council in consideration of staff capacity and work-planning, as attached to this report dated July 23, 2025 as Appendix B.

6. THAT Council direct Staff to defer existing Strategic Initiatives, scheduled for implementation in fiscal year 2028 to fiscal year 2029 or until the Strategic Initiatives Reserve is replenished from subsequent property sales and the Initiatives can be referred to a future Strategic Planning Session of Council in consideration of staff capacity and work-planning, as attached to this report dated July 23, 2025 as Appendix C.
7. THAT Council direct Staff to defer existing Strategic Initiatives, scheduled for implementation in fiscal year 2029 to fiscal year 2030 or until the Strategic Initiatives Reserve is replenished from subsequent property sales and the Initiatives can be referred to a future Strategic Planning Session of Council in consideration of staff capacity and work-planning, as attached as to this report dated July 23, 2025 as Appendix D.
8. THAT the Blue Sky Strategic Initiatives submitted for consideration for the 2026 Strategic Planning Session be deferred for consideration in 2026 and be referred to the 2027 Strategic Planning Session, as attached to this report dated July 23, 2025 as Appendix E.
9. THAT Council direct staff to bring forward the Blue Sky Strategic Initiatives and the Blue Sky Capital Projects for consideration at the 2026 Strategic Planning Session, as attached in Appendix F.

CARRIED | Resolution No. 25-180

Opposed: Councillor Harrison

(ii) **Gift to Qualicum First Nation to Support Medical Facility**

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT Council authorize a gift to the Qualicum First Nation to support their medical facility with the purchase of waiting room chairs to be funded through the Strategic Initiative “Collaboration – Qualicum First Nation and Saa’men”, up to a maximum of \$2,500.

CARRIED UNANIMOUSLY | Resolution No. 25-181

(iii) **Funding Request St. Andrews Lodge and Historical and Cultural Society Porta Potties at Saahtlam Park | Twilight Concert Series**

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED,

WHEREAS Council authorized the provision of porta potties at Saahtlam Park for the Twilight Concert Series June 28 and July 12;

AND WHEREAS the construction of the washrooms at St. Andrews Lodge are not yet complete;

THAT Council approve the provision of porta potties at Saahtlam Park for use during the 2025 Twilight Concert Series, prior to completion of the permanent washroom at St. Andrews Lodge; AND FURTHER THAT the expense of a porta potty in the amount of \$250 (monthly charge) be funded from the special events operational budget.

CARRIED UNANIMOUSLY | Resolution No. 25-182

(3) **Planning & Community Development**

- (i) **24-HS-05: Multi-Generational Housing Best Practices**
Memo presented for Council information.

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

Councillor Harrison MOVED and Councillor Young SECONDED

1. THAT Council deems the residential Zoning Amendment application to permit a mixed-use development for 201, 207, 211 First Avenue West to be compliant with the Official Community Plan.
2. THAT the Zoning Amendment and Development Permit application for 201, 207, 211 First Avenue West be referred to the Advisory Planning Commission for comment on the following:
 - a) Whether the proposal fits the “Village Character as noted in the policy for the “Transitional Commercial Residential Area”: “The Town shall support the redevelopment of the “Village Neighbourhood” in a manner that demonstrates the vision of the Sustainability Plan, encouraging expanded services, compact residential development, and tourism facilities while maintaining a strong village character.”.
 - b) Compatibility with Development Permit Area C1 – Uptown Commercial, Policy #1: “Buildings shall avoid massive building components in favour of smaller clustered designs of human scale. Breaks in the street frontage to accommodate driveways and parking shall be avoided along the major shopping streets, where possible.”
 - c) Building height, particularly in the northeast corner of the proposal.
 - d) Noting that Council’s preference is to reduce the height of the building in lieu of a contribution for the commercial space.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the main motion be amended by inserting “e) Consideration of a tree and vegetation conservation plan for the preservation of significant trees (Arbutus) along First Avenue.”

CARRIED

Opposed: Councillor Harrison, Councillor Young

MAIN MOTION AS AMENDED:

1. THAT Council deems the residential Zoning Amendment application to permit a mixed-use development for 201, 207, 211 First Avenue West to be compliant with the Official Community Plan.
2. THAT the Zoning Amendment and Development Permit application for 201, 207, 211 First Avenue West be referred to the Advisory Planning Commission for comment on the following:
 - a) Whether the proposal fits the “Village Character as noted in the policy for the “Transitional Commercial Residential Area”: “The Town shall support the redevelopment of the “Village Neighbourhood” in a manner that demonstrates the vision of the Sustainability Plan, encouraging expanded services, compact residential development, and tourism facilities while maintaining a strong village character.”.
 - b) Compatibility with Development Permit Area C1 – Uptown Commercial, Policy #1: “Buildings shall avoid massive building components in favour of smaller clustered designs of human scale. Breaks in the street frontage to accommodate driveways and parking shall be avoided along the major shopping streets, where possible.”
 - c) Building height, particularly in the northeast corner of the proposal.

- d) Noting that Council's preference is to reduce the height of the building in lieu of a contribution for the commercial space.
- e) Consideration of a tree and vegetation conservation plan for significant trees (Arbutus) along First Avenue.

CARRIED | Resolution No. 25-182

Opposed: Councillor Harrison, Councillor Young

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

Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council rescinds the motion from the July 16, 2025, Council meeting regarding issuance of a Development Permit for 127 & 131 Fern Road East.

AND FURTHER THAT Council authorizes staff to issue a Development Permit for 127 & 131 Fern Road East, as detailed in the July 23, 2025, Planning memo to Council, subject to the following revisions so that the proposal aligns with Policy #4 of the Development Permit Area (C2 – Light Industrial) Guidelines:

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

CARRIED | Resolution No. 183

Opposed: Councillor Skipsey, Councillor Vander Valk

MOTION TO CLOSE

Councillor Harrison MOVED and Councillor Young SECONDED, 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.

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 3:06 pm

MEETING REOPENED TO THE PUBLIC: 4:38 pm

ADJOURNMENT

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

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 4:38 pm

Certified Correct:

ORIGINAL SIGNED

Heather Svensen
Director of Corporate Services/Deputy CAO

ORIGINAL SIGNED

Teunis Westbroek
Mayor