

**Minutes of the 1:00 pm Wednesday, March 19, 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 Petronella Vander Valk  
Councillor Jean Young

**ABSENT:** Councillor Anne Skipsey  
Councillor Scott Harrison

**ALSO PRESENT:** Staff: Lou Varela, CAO  
Heather Svensen, Director of Corporate Services | Deputy CAO  
Luke Sales, Director of Planning  
Raj Hayre, Director of Finance  
Chris Stanger, Manager of Operations  
Oliver Watson, Capital Projects Manager  
Kevin Goldfuss, Airport Manager  
Jason Froats, Information Systems Analyst  
Danielle Leurebourg, Deputy Director of Corporate Services  
Nathan Cernusca, Corporate Services Coordinator

Mayor Westbroek called the meeting to order in the Council Chamber at 1:00 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 March 19, 2025 Special Council meeting agenda.

**CARRIED UNANIMOUSLY**

**BYLAWS**

- (1) **Adoption of “Town of Qualicum Beach Financial Plan 2025-2029 Bylaw No. 908, 2025”**  
Councillor Vander Valk MOVED and Councillor Young SECONDED, THAT the “Town of Qualicum Beach Financial Plan (2025-2029) Bylaw No. 908, 2025” be adopted.  
**CARRIED UNANIMOUSLY | Resolution No. 25-065**

**STAFF REPORTS**

- (1) **Corporate Administration**

(a) **Special Event Applications**

Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT Council grants permission for the following special events, subject to Town requirements, including road closures and in-kind support:

- Grad Parade, Saturday, June 7, 2025 (KSS Grad Parade 2025), with temporary road closures of Harlech Road (to Beach Road), Beach Road (from Harlech Road to 2nd Avenue W.), 2nd Avenue W. (from Beach Road to Primrose Street), Primrose Street (from 2nd Avenue W. to 6th Avenue W.) from 2:30 pm to 5:00 pm.
- Mindfulness in May, May 1-11, 2025 (youth arts exhibition) providing access and use of the Town’s portion of the main floor foyer at Town Hall, 660 Primrose Street, Qualicum Beach, BC, for the gala opening celebration on May 1, 2025 at 6:00 pm, and by providing printed certificates for participants.

**CARRIED UNANIMOUSLY | Resolution No. 25-066**

(b) **UBCM Award of Excellence**

Councillor Vander Valk MOVED and Councillor Young SECONDED, THAT Council directs staff to apply for the Union of British Columbia Municipalities (UBCM) Award of Excellence for the Town of Qualicum Beach Public Inquiry System.

**CARRIED UNANIMOUSLY | Resolution No. 25-067**

## Planning & Community Development

(a) **Seaside Nature Park Signage**

Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT Council authorizes staff to work with Mount Arrowsmith Biosphere Region on a new sign near the pavilion at Seaside Nature Park, subject to approval from both Town staff and Qualicum First Nation on the sign wording and location.

**CARRIED UNANIMOUSLY | Resolution No. 25-068**

(2) **Engineering & Operations**

(a) **2025 Garbage Truck Replacement**

Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT Council receives for information, the "2025 Garbage Truck Replacement Memo", dated for reference March 19, 2025.

**CARRIED UNANIMOUSLY | Resolution No. 25-069**

(b) **Railings Along the South Slope of Crescent Road East - Beach Creek Culvert Project**

Councillor Vander Valk MOVED and Councillor Young SECONDED, THAT staff investigate temporary fencing options for the south Slope of the Beach Creek Culvert project.

**CARRIED UNANIMOUSLY | Resolution No. 25-070**

(3) **Airport**

(a) **BCAAP Grant Application | Airport Masterplan/Business Plan**

Councillor Vander Valk MOVED and Councillor Young SECONDED, WHEREAS the 2025-2029 Financial Plan includes a budget provision of \$75,000 for the creation of an Airport Master/Business plan in Fiscal 2026,

WHEREAS the British Columbia Airport Access Program (BCAAP) which is a provincial funding program designed to improve and develop aviation infrastructure in British Columbia is accepting grant applications from regional and municipal airports for safety, infrastructure and modernization projects,

THEREFORE, BE IT RESOLVED, THAT Council approves an application to the BCAAP program for an Airport Master Plan at Qualicum Beach Airport.

AND FURTHER, THAT Council approves a letter be sent to BCAAP supporting this project.

**CARRIED UNANIMOUSLY | Resolution No. 25-071**

## ADJOURNMENT

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

**CARRIED UNANIMOUSLY**

**MEETING ADJOURNED: 1:20 pm**

Certified Correct:

ORIGINAL SIGNED

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

ORIGINAL SIGNED

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