

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

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 read 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

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 3rd 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