

**Minutes of the 1:00 pm Wednesday, November 5, 2025, Town of Qualicum Beach Special Meeting held in Council Chambers, 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  
Bailey Walsh, Planner  
Chelsea Currie, Corporate Services Coordinator

Mayor Westbroek sent regrets and Councillor Harrison, Acting Mayor, 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 November 5, 2025, special Council meeting agenda.

**CARRIED UNANIMOUSLY**

**CORRESPONDENCE**

**(a) Kwalikum Secondary School (KSS) Biosphere Awareness Day Invitation**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council host a table on behalf of Town Council at the 1st Annual Biodiversity Awareness Day "Community Connections" event December 4, 2025; AND FURTHER THAT the table be attended by Councillor Harrison, Councillor Skipsey and Councillor Vander Valk.

**CARRIED UNANIMOUSLY | Resolution No. 25-263**

**STAFF REPORTS**

**(1) Planning**

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

First reading of Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025 was considered with the following amendments:

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT 1.2.5 be amended to insert: "a quality of life survey sent to every household".

**CARRIED UNANIMOUSLY | Resolution No. 25-264**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Chartwell and Qualicum Woods be removed and the following be added: "additional neighbourhood plans be developed at the discretion of Council". (page 26)

**CARRIED UNANIMOUSLY | Resolution No. 25-265**

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Section 2.1.3.13 be amended by deleting "should" and inserting "may" in "The Town should support public art through continual investment".

**CARRIED UNANIMOUSLY | Resolution No. 25-266**

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Section

2.3.3.3 be amended by deleting “shall” and inserting “may” in “The Town shall support the development of shelters for individuals experiencing homelessness and housing for individuals at risk of homelessness”.

**CARRIED UNANIMOUSLY | Resolution No. 25-267**

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

**CARRIED UNANIMOUSLY**

**MEETING RECESSED 3:25 pm**

**MEETING RECONVENED 3:33 pm**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the meeting extend beyond 3 hours.

**CARRIED UNANIMOUSLY | Resolution No. 25-268**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT “Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025” be introduced and read a first time.

**CARRIED UNANIMOUSLY | Resolution No. 25-269**

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

**CARRIED UNANIMOUSLY | Resolution No. 25-270**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Interim Sustainability Plan be deferred to the November 20, 2025, Regular Council Meeting.

**CARRIED UNANIMOUSLY | Resolution No. 25-271**

## **BYLAWS**

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

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

**CARRIED UNANIMOUSLY | Resolution No. 25-272**

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

Councillor Skipsey MOVED and Councillor Vander Valk 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 a third time.
2. THAT the Bylaw entitled “Town of Qualicum Beach Water Parcel Tax Bylaw No. 493, 1991 Amendment Bylaw No. 493.04, 2025” be read a third time.

**CARRIED UNANIMOUSLY | Resolution No. 25-273**

## **ADJOURNMENT**

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

**CARRIED UNANIMOUSLY**

**MEETING ADJOURNED: 4:27 pm**

Certified Correct:

ORIGINAL SIGNED

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Heather Svensen  
Director of Corporate Services/Deputy CAO

ORIGINAL SIGNED

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Teunis Westbroek  
Mayor