

**Minutes of the 10:00 am Wednesday, February 28, 2024, Town of Qualicum Beach Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC**

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

ALSO PRESENT: Staff: Heather Svensen, Deputy CAO/Corporate Administrator  
Luke Sales, Director of Planning  
Raj Hayre, Director of Finance  
Oliver Watson, Capital Projects Manager  
Rebecca Augustyn, Senior Planner  
Jason Froats, Information System Analyst

The Mayor called the meeting to order at 10:00 am acknowledging that the meeting is being held on the traditional lands of the Coast Salish people.

**ADOPTION OF THE AGENDA**

Council adopted, by unanimous consent, the February 28, 2024, Regular Council meeting agenda.

**CARRIED UNANIMOUSLY**

**ADOPTION OF THE CONSENT AGENDA**

Council adopted, by general consent, the following items from the February 28, 2024, consent agenda:

- (1) **Correspondence Log** – February 28, 2024 – For Information
- (2) **Announcement of Council Meeting Motions**
- (3) **Monthly Building Permit Report** – February 2024 – For Information
- (4) **Council Committee and Commission Minutes** – For Information

**CARRIED UNANIMOUSLY**

**APPROVAL OF THE MINUTES**

Council approved, by unanimous consent, the minutes of the February 7, 2024, Regular Council meeting.

**CARRIED UNANIMOUSLY**

Councillor Vander Valk requested clarification on the zoning being proposed for 230/250/270 Rupert Road East. Luke Sales, Director of Planning, confirmed staff will provide further information to Council after the Agricultural Land Commission's 60-day review period has passed.

## DELEGATIONS

(1) **Short Term Rental Impacts Report**

Blain Sepos, Executive Director of the Parksville-Qualicum Beach Tourism Association, and Eric Swanson, Third Space Planning presenting the Short-Term Rental Impacts Report, which assesses the scale of short-term vacation rental activity in Qualicum Beach, and its impacts on the Town's accommodation and housing markets.

## CORRESPONDENCE

(1) **Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.81, 2024** – Email dated February 1, 2024

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT the Council of the Town of Qualicum Beach consents on behalf of the electors to the adoption of "Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.81, 2024" and further, that the Regional District of Nanaimo be notified accordingly.

**CARRIED UNANIMOUSLY**

(2) **Mindfulness in May** – e-mail received February 13, 2024

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT the Town of Qualicum Beach supports the 2024 'Mindfulness in May' youth arts exhibition, to be held May 1 to May 11, 2024, by providing access and use of the main floor foyer at Town Hall, 660 Primrose Street, Qualicum Beach, BC, for the gala opening celebration on Thursday, May 2, 2024 from 6:00 pm to 7:30 pm, including the use of tables and chairs necessary for the event, and by providing printed certificates for participants.

**CARRIED UNANIMOUSLY**

(3) **Airport Review** – Email dated February 15, 2024

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the February 15, 2024, email from Todd Provost be referred to the Town's Airport Manager, Kevin Goldfuss, for consideration.

**CARRIED UNANIMOUSLY**

## BYLAWS

(1) **Zoning Amendment: 630 Hemlock Street**

Councillor Harrison MOVED and Councillor Young SECONDED, THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (630 Hemlock Street) Bylaw No. 580.140, 2023" be read a second time as amended.

**CARRIED**

Opposed: Councillor Vander Valk

In Favour: Mayor Westbroek; Councillor Harrison; Councillor Skipsey; Councillor Young

(2) **Second and Third Reading of "Town of Qualicum Beach Financial Plan 2024-2028 Bylaw No. 789, 2024"**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the “Town of Qualicum Beach Financial Plan (2024-2028) Bylaw No. 789, 2024” be amended by replacing Schedule “A” to the Bylaw with Revised Schedule “A”.  
**CARRIED UNANIMOUSLY**

Councillor Harrison MOVED and Councillor Young SECONDED, THAT the “Town of Qualicum Beach Financial Plan (2024-2028) Bylaw No. 789, 2024” be read a second time.  
**CARRIED UNANIMOUSLY**

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the “Town of Qualicum Beach Financial Plan (2024-2028) Bylaw No. 789, 2024” be read a third time.  
**CARRIED UNANIMOUSLY**

Discussion ensued regarding highlighting capital expenditures in relation to tax increases; airport costs, Bill 44 including staff time required, airport expenditures and revenue in relation to fuel sales and crack sealing at the airport. The overall impact to homeowners in Qualicum Beach is a 6.1% increase in taxation.

## **COMMITTEE & LIAISON REPORTS**

### **(1) General Government (Mayor Teunis Westbroek)**

Mayor Westbroek commented on the following:

- Attending briefly at the Council Open House prior to Councillor Harrison and Councillor Young arriving and requesting a staff outline what constitutes a quorum of Council.
  - Heather Svensen, Corporate Administrator, confirmed that three members of Council constitutes a quorum of Council.
- Expressing appreciation for the young lifeguard, and all of the staff at the Ravensong Aquatic Centre who assisted with a recent lifesaving incident at the pool.

### **(2) Public Safety (Councillor Scott Harrison)**

Councillor Harrison commented on the following:

- Attending the Coldest Night of the Year and congratulating St. Stephen’s Church on being #2 in Canada for funds raised for the Coldest Night of the Year 2024
- UBCM - Housing Summit attended in person with Councillor Young with Councillor Vander Valk attending virtually.
- Encouraging citizens to support the War in Ukraine.

### **(3) Parks & Recreation (Councillor Anne Skipsey)**

Councillor Skipsey commented on the following:

- Attending various meetings over the past few weeks including Qualicum Beach Golf Course meetings, the Heritage Forest Commission and the Beach Day Committee.
- Wishing our employee and Volunteer Firefighter Chris Stanger who is running for the Wounded Warrior - arriving at the Qualicum Beach Legion at noon on February 29, 2024.

- Thanking the employees at Ravensong Aquatic Centre for all the work they do and what they contribute and give back to the community.
- (4) **Community Development** (Councillor Petronella Vander Valk)  
Councillor Vander Valk noted that her written report was included in the agenda package. Items not included in the submitted report included:
- Attending the Housing Summit via Zoom and the effects of Bill 44 on smaller communities.
- (5) **Arts & Culture** (Councillor Jean Young)  
Councillor Young noted that her written report was included in the agenda package. Items not included in the submitted report included:
- Attending the Housing Summit
  - Attending the Coldest Night of the Year and outlining where the funds raised support through the Island Crisis Care Society
    - Gord Johns invited any local non-profit organization or faith-based group to reach out with any interest in undertaking an affordable housing project.
  - Expressing concerns with the Town supporting the “Sue Big Oil” initiative and suggesting that taxpayer funds be directed locally to environmental issues.
- (1) **Corporate Administration**
- (a) **Winter Town Holiday Closure**  
Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council approve the closure of the Town Hall office during the 2024 holiday season for three business days (December 23, 24, 27) during the period of December 23 through December 27, 2024.  
**CARRIED UNANIMOUSLY**
- (b) **Request for Community Radio Broadcasts on Town Land**  
Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council authorize staff authority to work with representatives from 88.5 The Beach radio station to facilitate community radio broadcasts on Town Land.  
**CARRIED UNANIMOUSLY**
- (2) **Financial Administration**
- (a) **Qualicum and District Curling Club Capital Projects Funds**  
Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT the Town approve the Qualicum and District Curling Club (“QDCC”) Capital Projects Projection as presented at the February 7, 2024, Council meeting, committing the Town to contribute to the QDCC Capital Projects in the sum of \$43,000 in 2024 as reflected in the Town’s 2024-2028 Financial Plan.  
**CARRIED UNANIMOUSLY**

- (b) **Lead Financial Agency Support for the Oceanside Community Action Team**  
Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council authorizes staff to be the Lead Financial Agency for the Oceanside Community Action Team when accessing funding from the Community Action Initiative.  
**CARRIED UNANIMOUSLY**

Council requested a list of donors who access the funding through the Community Action Initiative to be provided at the next meeting including the amounts received.

(3) **Planning**

- (a) **Introduction of “Zero Carbon Step Code”**  
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council directs staff to prepare the necessary bylaw and Policy updates in order to require all Part 3 and Part 9 applicable building types and occupancies meet the Zero-Carbon Performance Level (EL-4) of the “Zero-Carbon Step Code” by January 1, 2025, and Part 9 buildings to meet Step 5 of the BC Energy Step Code “ESC, Part 3 residential buildings to meet Step 4 of the ESC, and Part 3 commercial buildings to meet Step 3 of the ESC by January 1, 2027.

**CARRIED**

Opposed: Councillor Harrison; Councillor Young

In Favour: Mayor Westbroek; Councillor Skipsey; Councillor Vander Valk

**Notice of Motion** – Councillor Harrison: THAT Council instructs staff to request the Regional District of Nanaimo to provide a detailed analysis of increased costs for construction, and final selling price, should the Town pursue the Zero-Carbon Performance Level (EL-4) of the “Zero Carbon Step Code” and other Step Code related improvements.

- (b) **Development Permit: 1025 Qualicum Road (Pheasant Glen Lodge, Brew Pub and Clubhouse)**

Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council authorizes staff to issue a Development Permit for the Lodge, Brew Pub and Clubhouse on Lot 1, Plan VIP11091 (1025 Qualicum Road), as detailed in the February 28, 2024 Planning memo to Council.

**CARRIED UNANIMOUSLY**

Luke Sales, Director of Planning noted the zoning requirement for the proposed lock-off suites would be clarified.

- (c) **Tree Permit Appeal for Reconsideration**

Councillor Harrison MOVED and Mayor Westboek SECONDED, THAT the security deposit be waived for 537 Chester Road; AND FURTHER THAT all future fees for security deposits in relation to the “Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023” be waived.

Councillor Skipsey MOVED and Councillor Harrison SECONDED, to defer consideration of the motion on the floor to a future Council meeting.  
**CARRIED UNANIMOUSLY**

**(4) Engineering & Operations**

**(a) Runway 29-11 and Adjacent Taxiways Rehabilitation Design Project - RFP Award**

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council awards the contract at the Qualicum Beach Municipal Airport for the Runway 29-11 and Adjacent Taxiways Rehabilitation design project to Tetra Tech.

**CARRIED UNANIMOUSLY**

**REVIEW OF COMMENTS FROM THE PUBLIC**

*Comments for this regular Council meeting were received by 12:00 pm two business days following the meeting (March 1, 2024). Submissions were distributed to all Council, and a brief summary of the comments are as follows:*

- Todd Provost, feedback regarding the airport and consultation with stakeholders.
- Marlys Diamond, in favour of approval of the Development Permit for Pheasant Glen Lodge, Brew Pub and Clubhouse.
- Tim Pritchard, commenting on short-term rental presentation, single-family development permits, Zero Carbon Step Code, airport runway, and public comments.
- Carol Dowe, commenting on the number of airplane related noise complaints.
- James Noel, commenting on Zero Carbon Step Code.
- John Wood, commenting on short-term rental impacts report, Zoning Amendment for 630 Hemlock Street, Financial Plan 2024-2028 Bylaw, Zero Carbon Step Code, and Pheasant Glen Lodge, Brew Pub and Clubhouse.

**ADJOURNMENT**

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

**CARRIED UNANIMOUSLY**

**MEETING ADJOURNED: 12:11 pm**

Certified Correct:

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Heather Svensen  
Corporate Administrator

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Teunis Westbroek  
Mayor