

Minutes of the 9:00 am Friday, November 1, 2024, Town of Qualicum Beach Committee of the Whole Meeting held in the Council Chamber, Town Hall, 660 Primrose Street, Qualicum Beach, BC

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

ABSENT: Councillor Scott Harrison

ALSO PRESENT: Staff: Lou Varella, Chief Administrative Officer (CAO)
Heather Svensen, Director of Corporate Services
Luke Sales, Director of Planning & Community Development
(Arrived 9:15 am)
Raj Hayre, Director of Finance
Peter Cornell, Fire Chief
Oliver Watson, Capital Projects Manager
Jason Froats, Information Systems Analyst
Twyla Slonski, Corporate Service Support

Town's Consultant: Allison Habkirk, MA, MPA, MCIP

The Mayor called the Committee of the Whole meeting to order at 9:00 am and acknowledged the meeting was being held on the traditional territory of the Coast Salish people and particularly the Qualicum First Nation.

ADOPTION OF THE AGENDA

The Committee adopted, by unanimous consent, the November 1, 2024, Committee of the Whole meeting agenda as amended by adding Item 3.(d) Wayfinding Signage Phases 1 & 2.

ADOPTION OF THE MINUTES

The Committee approved, by unanimous consent, the October 16, 2024, and October 21, 2024 Committee of the Whole minutes as presented.

STRATEGIC PLANNING SESSION - DAY 2

(1) Review of Parking Lot Strategic Initiatives

(a) 24-CA-06: Tree Protection Bylaw Update

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Committee of the Whole recommends to Council THAT a 3rd party consultant be retained to undertake public engagement, research and update of the "Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023" with a budget allocation of \$40k in fiscal 2025 of the 2025-2029 Financial Plan.

Opposed: Councillor Young

CARRIED

- (b) **25-HW-05: Chamber of Commerce Additional Fee for Service - Healthcare Worker Recruitment**
Mayor Westbrook MOVED and Councillor Skipsey SECONDED, THAT the Committee of the Whole recommends to Council THAT the Initiative titled Chamber of Commerce Additional Fee for Service – Healthcare Worker Recruitment, not be advanced to the 2025-2029 Financial Plan; AND FURTHER THAT an initial meeting with Island Health and representatives from the Flowerstone Society and Division of Family Practice be held to better understand recruitment needs prior to selecting a service provider.
CARRIED UNANIMOUSLY
- (c) **25-HW-09: Establishment of an Arts & Culture Committee**
Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the Committee of the Whole recommends to Council THAT the Establishment of an Arts and Culture Committee be referred to the November 6, 2024, Committee of the Whole Meeting.
CARRIED UNANIMOUSLY
- (d) **25-EP-01: Wayfinding Signage Phases 1 & 2**
Councillor Vander Valk MOVED and Councillor Young SECONDED, WHEREAS Phase 2 of the Wayfinding Signage Initiative has significant budget and staff time anticipated; BE IT RESOLVED, THAT the Committee of the Whole recommends to Council THAT Phase 2 of the Wayfinding Signage Initiative be referred to the fall 2025 Strategic Planning process for consideration of advancement from 2028 to 2026.
CARRIED UNANIMOUSLY

(2) Budget Context | PowerPoint Presentation

The Director of Finance and the Capital Projects Manager gave a PowerPoint presentation on the Town’s budget process, asset management, sustainable infrastructure and a status report on Q3 Capital projects, programs and budget.

Mayor Westbrook requested a five-minute recess.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT members of the Committee recess the meeting.
CARRIED UNANIMOUSLY

MEETING RECESSED: 10:18 am

MEETING RESUMED: 10:28 am

(3) 2025 Capital Strategic Planning Initiatives

The Director of Finance spoke to each initiative providing further clarity on each capital request.

Facilitator Allision Habkirk assumed the role of Chair at 10:28 am.

(a) 25-CAP-HW-01: Improved Soccer Facilities

Councillor Skipsey MOVED and Mayor Westbroek SECONDED, THAT the Committee of the Whole recommends to Council THAT staff be authorized to work with the Oceanside Football Club to permit the installation of a shipping container at the Qualicum Beach Community Park, subject to Council's final review of location and configuration; AND FURTHER THAT a comprehensive Needs Assessment be carried out in fiscal 2026 of the 2025-2029 Financial Plan, with a budget of \$50k funded from the Strategic Initiatives Reserve.

CARRIED UNANIMOUSLY

(b) 25-CAP-HW-02: Path Through Clock Square to Link Downtown to the East Village Uptown

Councillor Young MOVED and Mayor Westbroek SECONDED, THAT the Committee of the Whole recommends to Council THAT a \$50k budget provision funded from the Strategic Initiatives Reserve for Engineering and Landscape design for Initiative titled "Path Through Clock Square to Link Downtown to the East Village Uptown" be included in the 2025-2029 Financial Plan in fiscal 2026.

Opposed: Councillors Skipsey & Vander Valk

DEFEATED

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, WHEREAS work in progress on the 2025-2029 Financial Plan includes a proposed capital project that addresses a Path Through Clock Square to Link Downtown to the East Village; THAT the Committee of the Whole recommends to Council THAT the Initiative titled Path Through Clock Square to Link Downtown to the East Village not be included in the 2025-2029 Financial Plan.

Opposed: Councillor Young

CARRIED

(c) 25-CAP-HW-04: Memorial Avenue Interim Intersection Improvements

Mayor Westbroek MOVED and Councillor Skipsey SECONDED, WHEREAS the Financial Plan allocates \$100,000 annually for Community Transportation Plan projects;

AND WHEREAS staff also pursue grants to maximize available funding for Community Transportation projects;
THAT the Committee of the Whole recommends to Council THAT the installation of Rectangular Rapid Flashing Beacons at Harlech Road and Memorial Avenue and the implementation of a pedestrian crossing at Village Way/Veterans Way and Memorial Avenue be prioritized projects within the fiscal 2026 Community Transportation Projects budget provision in 2025-2029 and 2026-2030 Financial Plans at an estimated cost of \$115k.

CARRIED UNANIMOUSLY

(d) ***25-CAP-HW-05 Pump Track at Christleton Park***

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, WHEREAS, the proponent for installation of a Pump Track at Christleton Park has been advised that the Town requires a Society to partner with for the purposes of entering into a formal agreement which will include the requirement to provide insurance and define responsibilities associated with maintenance of the Pump Track to be managed by the Society and their volunteers in consultation with a 3rd party qualified expert; AND WHEREAS, the Initiative titled *Pump Track at Christleton Park 25-CAP-HW-05* as revised would not meet the required minimum threshold of \$10k to qualify as a capital expenditure; THAT the Committee of the Whole recommends to Council THAT staff extend an invitation to the proponents from the “Residents of Qualicum Woods Neighbourhood” to submit a more detailed proposal for a pump track at Christleton Park for Council’s consideration after confirmation that the proponents have established themselves as a registered Society for this purpose; AND FURTHER THAT the CoTW recommends to Council that the Initiative titled *Pump Track at Christleton Park 25-CAP-HW-05* not be advanced to the 2025-2029 Financial Plan and that Scoping Sheet 25-CAP-HW-05 be closed by Council resolution.

CARRIED UNANIMOUSLY

(e) ***25-CAP-PI-01: Installation of Permanent Bicycle Racks Along Waterfront***

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole recommends to Council THAT the Initiative titled “Installation of Permanent Bicycle Racks Along Waterfront” be referred to the Select Committee on Parks and Recreation for recommendation on potential locations for bike racks, for Council’s consideration; AND FURTHER THAT Chief Recalma’s gift of knowledge and insight be requested for recommendation on potential locations for installation of bike racks; AND FURTHER THAT a budget provision of \$15k, funded from the Asset Investment Reserve, be included in the 2025 -2029 Financial Plan in fiscal 2026 for purchase of bicycle racks to be installed along the waterfront.

CARRIED UNANIMOUSLY

- (f) **25-CAP-PI-02: Miscellaneous Parking Improvements**
Mayor Westbroek MOVED and Councillor Young SECONDED,
THAT the Committee of the Whole recommends to Council THAT the
Harlech Road Parking Design (\$8,000) be budgeted in 2025, to be funded from
deferred revenue for off street parking.
CARRIED UNANIMOUSLY

Mayor Westbroek MOVED and Councillor Skipsey SECONDED,
THAT the Committee of the Whole recommends to Council THAT \$650,000,
dependent on 2/3 grant funding and 1/3 funded from deferred revenue for
off street parking, be allocated for an expansion to Civic Centre Parking in
2027.
Mayor Westbroek withdrew the motion.

- (g) **25-CAP-PI-03: Construct Elevated Concrete Walkway at Saahtlam Park**
Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT the
Committee recommends to Council THAT 25-CAP-PI-03 *Construct Elevated
Concrete Walkway at Saahtlam Park* not be advanced and the associated scoping
sheet closed by Council resolution.
CARRIED UNANIMOUSLY

- (h) **25-CAP-PI-04 Cenotaph - Memorial Avenue at Railway Street**
Mayor Westbroek MOVED and Councillor Skipsey SECONDED,
THAT the Committee of the Whole recommends to Council THAT the 2025-
2029 Financial Plan include a \$40k budget provision in fiscal 2025 for the
installation of a Cenotaph at the south-west corner of the intersection of
Memorial Avenue and Railway Street, to be completed through a design-
build contract with a maximum upset price of \$40,000, excluding GST.
CARRIED UNANIMOUSLY

Mayor Westbroek resumed the Chair for the remainder of the meeting @ 11:09 am.

(4) PUBLIC INPUT

- Susan Lloyd, spoke to the Town's asset management [health] score.
- Kevin Monahan, commented on tax increases and the financial impact to residents and his appreciation of the review of the Tree Bylaw/policies and hopes the public will be consulted.
- Tim Pritchard, commented on the information presented today and at the October 21st meeting, and the Memorial Avenue safety improvements.

- Pat Jacobsen spoke in favour of the Tree bylaw review and suggested that the Mount Arrowsmith Biosphere Region may be a good partner for arts and culture.

ADJOURNMENT

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the Committee of the Whole adjourns the November 1, 2024, Committee of the Whole meeting.

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 11:19 am

Certified Correct:

ORIGINAL SIGNED

Heather Svensen, Director of Corporate Services

Confirmed this 11th day of December 2024.

ORIGINAL SIGNED

Teunis Westbroek, Mayor