

**Minutes of the 10:00 am Wednesday, October 11, 2023, Town of Qualicum Beach Regular 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: Lou Varela, CAO  
Raj Hayre, Director of Finance  
Bob Weir, Director of Engineering and Operations  
Luke Sales, Director of Planning  
Peter Cornell, Fire Chief  
Weslie Gould, Deputy Corporate Administrator

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 October 11, 2023 Regular Council meeting agenda, as amended by:

- adding a Late Item, Item 6(2), Bylaws, Property Permissive Tax Exemption Bylaws;
- adding a Late Item, Item 7(4)(a), Committee & Liaison Reports (Councillor Vander Valk) Notice of Motion – TrailRider Mobility Device; and
- removing Item 7(3)(b), Committee & Liaison Reports (Councillor Skipsey) Recommendation from the May 9, 2023 Select Committee on Environment and Sustainability Meeting.

**CARRIED UNANIMOUSLY**

**ADOPTION OF THE CONSENT AGENDA**

Councillor Harrison requested that Item 2(5), Monthly Building Permit Report, be removed from the consent agenda for consideration. Councillor Harrison noted he would discuss the Monthly Building Permit Report and an item of correspondence during his Committee and Liaison report.

Council adopted, by unanimous consent, the October 11, 2023 consent agenda:

- (1) **Correspondence Log** – October 11, 2023 – For Information
- (2) **Announcement of Council Meeting Motions**
- (3) **Monthly Fire Department Report** – August 2023 – For Information
- (4) **Monthly Fire Department Report** – September 2023 – For Information
- (5) **Monthly Building Permit Report** – August 2023 – For Information
- (6) **Monthly Bylaw Report** – August 2023 – For Information

**CARRIED UNANIMOUSLY**

## **APPROVAL OF THE MINUTES**

Council approved, by unanimous consent, the minutes of the September 6, 2023 regular Council meeting and the September 7, 2023 special Council meeting.

**CARRIED UNANIMOUSLY**

## **DELEGATIONS**

(1) **Wildfire Risk Reduction Plan**

Devon Barnes, Wildfire Risk Reduction Coordinator for South Natural Resource District, appeared before Council to present information regarding wildfire risk reduction treatments planned for the forest near the Ambulance Station and Eagle Park care facility.

(2) **Qualicum Beach Multi-Use Cinema Society**

Shawn Labrecque appeared before Council to provide an update on the Society's ongoing work and to request renewed support from the Town for their initiative.

(3) **Friends of the Qualicum Beach Forest**

Kevin Monahan appeared before Council to request the Town collaborate with the Friends of the Qualicum Beach Forest to host a joint event to celebrate National Tree Day in September, 2024.

## **CORRESPONDENCE**

(1) **"Request for Use of \$600,000 by RDN for Engagement and Studies - Trail on E&N Railbed"** - e-mail received September 8, 2023

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT the e-mail received September 8, 2023 titled "Request for Use of \$600,000 by RDN for Engagement and Studies - Trail on E&N Railbed" be referred to the Regional District of Nanaimo for inclusion in their 2024 budget process.

**CARRIED UNANIMOUSLY**

(2) **"Water Emergency for Surfside, McFeeley and Flamingo Roads"** - letter dated September 8, 2023

The Director of Engineering provided information regarding the well fields referenced in the letter, noting that the subject wells annually sees saltwater intrusion, which spiked earlier this year than in previous years due to drought and low winter precipitation last year.

- (3) **“Field of Crosses”** – e-mail received September 13, 2023  
Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT the Town of Qualicum Beach grants permission to the Rotary Club of Qualicum Beach to create a 'field of crosses' to honour Veterans from WWI and WWII, as requested in the correspondence received September 13, 2023;  
AND FURTHER THAT the Rotary Club be permitted to erect the display on the grassy area “kitty-corner” from the Qualicum Beach Curling Club on Railway Street, between the railway tracks and the road, from November 2, 2023 to November 12, 2023.  
**CARRIED UNANIMOUSLY**
- (4) **“Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.80, 2023”** – letter received September 29, 2023  
Mayor Westbroek 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. 889.80, 2023"; AND FURTHER THAT the Regional District of Nanaimo be notified accordingly.  
**CARRIED UNANIMOUSLY**
- (5) **“Request for Letter of Support for the St. Andrews Lodge Historical and Cultural Society”**  
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council issues a letter of support to the St. Andrews Lodge Historical and Cultural Society for their application to Heritage Canada for funding to restore the St. Andrews Lodge.  
**CARRIED UNANIMOUSLY**

## **BYLAWS**

- (1) **Zoning Amendment: 127 and 141 Fifth Avenue East**  
Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (127 and 141 Fifth Avenue East) Bylaw No. 580.139, 2023” be introduced and read a first time.  
**CARRIED UNANIMOUSLY**
- (2) **LATE ITEM - Property Permissive Tax Exemption Bylaws**  
The Director of Finance noted that the Permissive Tax Exemption Bylaw has been amended to include the property located at 330 Dorset Road (Into the Woods Early Learning Childcare).

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT third reading of the “Town of Qualicum Beach 2024 Taxation Exemption Bylaw No. 786, 2023” be rescinded.

**CARRIED UNANIMOUSLY**

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT “Town of Qualicum Beach 2024 Taxation Exemption Bylaw No. 786, 2023” be read a third time as amended.

**CARRIED UNANIMOUSLY**

Mayor Westbrook noted that a special Council meeting will be held on Tuesday, October 24, 2023 at 10:00 am before the Committee of the Whole meeting to ensure that the Permissive Tax Exemption Bylaws are adopted prior to the legislated deadline on October 31.

## **COMMITTEE & LIAISON REPORTS**

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

Mayor Westbrook commented on the following:

- Attending the Union of British Columbia Municipalities annual convention:
  - meeting with the Board of Island Health to stress the need for more medical professionals;
  - meeting with representatives from BC Hydro to discuss pricing for replacement streetlights;
  - meeting with other regional Mayors to encourage the Minister of Economic Development to continue to support the Island Coastal Economic Trust;
  - noting that the Town’s resolution on Scotch Broom was passed unanimously.

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

Councillor Harrison commented on the following:

- The Arrowsmith Water Service, noting that there is a request to the Regional District of Nanaimo Board to conduct a study to determine how much flow is required from Arrowsmith Dam to maintain fish populations.
- Attending the Union of British Columbia Municipalities annual convention:
  - meeting with representatives from the Ministry of Health, Ministry of Housing and BC Housing.
- Emissions from wildfires and their impact on meeting greenhouse gas targets.
- Requested a moment of silence for the conflict in the Middle East.
- From the Monthly Building Report, noting that there have been no ‘multi-family’ units built this year.

### **Notice of Motion – Housing Accelerator Fund**

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT staff present a report on how to align the Town’s development policies in order to become eligible for funding under the \$1.3 billion Housing Accelerator Fund from the federal government, subject to further clarification.

**CARRIED UNANIMOUSLY**

**Notice of Motion – Affordable Rental Housing Support**

Councillor Harrison MOVED and Councillor Young SECONDED, THAT the Notice of Motion on the October 11, 2023 regular Council agenda from Councillor Harrison regarding ‘Affordable Rental Housing Support’ be referred to the 2024 strategic planning and budget processes.

**CARRIED**

Opposed: Councillor Skipsey; Councillor Vander Valk

In Favour: Mayor Westbroek; Councillor Harrison; Councillor Young

**Notice of Motion – Youth and Family Retention and Attraction Strategy**

Councillor Harrison MOVED and Councillor Young SECONDED:

Whereas Qualicum Beach has the lowest birth rate of any municipality in British Columbia;

Whereas fewer than one in fourteen citizens in Qualicum Beach are under the age of 15;

Whereas the cost of living in Qualicum Beach has increased significantly faster than wage growth since 2012;

Be it resolved THAT Council adds an update of the Youth and Family Retention and Attraction Strategy to strategic planning in the fall of 2023.

**CARRIED UNANIMOUSLY**

**Notice of Motion – Taxation Allocation for Accessibility**

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT staff provide a report during the 2024 budget discussions regarding current levels of spending on accessibility initiatives.

**CARRIED UNANIMOUSLY**

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

Councillor Skipsey commented on the following:

- September 7, attended Heritage Forest Commission meeting with a presentation on OECMs.
- September 12, attended MP Gord John’s Active Transportation Roundtable with Eleanor McMahon, CEO of Trans Canada Trail – may be grant money available for expanding trail networks.
- September 13, attended the Qualicum Beach Memorial Golf Course board meeting.
- September 15, attended the Mount Arrowsmith Biosphere Region Roundtable.
- September 17 – 22, attended UBCM Conference, noting the Town’s resolution on the control of Scotch broom was supported by the delegates. Highlights included: a session on Strengthening Democracy: Balancing Partisanship; learning more about the Health Impacts of Wildfires and what the Province’s Chief Forester is planning to do to better manage forests.
- September 24, attended the display of fish down at the beach for World Rivers’ Day and also the presentation by Mid Vancouver Island Habitat Enhancement Society (MVIHES).

- September 25, attended the Council Open House, noting the following:
  - a request for an Organizational Chart for the Town;
  - healthcare, and a suggestion that we request a meeting with the group from the Comox Valley that has been successful in attracting doctors;
  - a request for an update from Emergency Management Oceanside particularly around volunteers; and
  - an inquiry about landscaping around the new cell-tower in Eaglecrest.
- September 27, met with a representative from the Province at MLA Walkers' office regarding Wildfire Mitigation, including a site visit.
- September 27, Councillor Vander Valk attended Parks & Recreation Committee meeting in Councillor Skipsey's stead.
- October 6, attended the half-day workshop with the Select Committee on Environment & Sustainability.
- October 10, attended Council Open House.
- October 12, will be attending the RDN Solid Waste Committee meeting.

**Recommendation from the May 4, 2023 Heritage Forest Commission Meeting**

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council directs staff to increase public awareness regarding the requirement for dogs to be leashed, except in specified off-leash dog parks.

**CARRIED UNANIMOUSLY**

**Recommendation from the July 10, 2023 Select Committee on Environment and Sustainability**

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the terms of reference for the Select Committee on Environment & Sustainability be amended by changing the regular meeting schedule to meet at 3:00 pm on the first Friday of January, May and September of each year (as required), with additional meetings possibly scheduled to address larger projects or urgent items, with an expectation of no more than one meeting per month.

**CARRIED UNANIMOUSLY**

**Recommendation from the September 7, 2023 Heritage Forest Commission Meeting**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council authorizes staff to include the Heritage Forest as an "Other Effective Area-Based Conservation Measure" designation, as proposed by the Mount Arrowsmith Biosphere Reserve.

**CARRIED UNANIMOUSLY**

(4) **Community Development** (Councillor Petronella Vander Valk)

Councillor Vander Valk commented on the following:

- September 26, met with Chartwell Residents' Association for their monthly board meeting.
- September 27, met with Parksville Qualicum Beach Tourism Association for their monthly meeting.
- September 28, attended an Naut'sa mawt Oceanside Community Wellness Network meeting.
- October 4, attended flight path orientation session.
- October 11, attended Council Open House.
- There will be an Open House at the Civic Centre on Thursday, October 12 at 5:30 pm regarding a proposed medical/residential development at First Avenue West and Beach Avenue.

**LATE ITEM - Notion of Motion - TrailRider Mobility Device**

Councillor Vander Valk MOVED and Councillor Young SECONDED, THAT Council directs staff to provide a letter of support to Murray Chantler indicating the following:

The Town of Qualicum Beach supports having a TrailRider mobility device made available through a charitable organization, non-profit society, or other means, for use in our community.

We believe the TrailRider will provide accessibility to people who, at present, cannot fully enjoy our beautiful trails and parks.

**CARRIED UNANIMOUSLY**

(5) **Arts & Culture** (Councillor Jean Young)

Councillor Young commented on the following:

- September 17 - 22, attended the UBCM conference for the first time.
- September 22 - October 15, celebrated Culture Days.
- September 24, BC Rivers Day, promoting salmon friendly lawns.
- September 27, attended discussion on wildfire risk reduction.
- September 14 and 28, attended Oceanside Non-Market Housing task force meetings.
- September 16, attended Vancouver Island Regional Library board meeting.
- September 28, welcomed Tour de Rock, which raised \$1,027,559.46 for Cancer research.
- October 4, attended flight path orientation session.

**Notice of Motion - Housing Central Conference**

Councillor Young MOVED and Councillor Skipsey SECONDED, THAT, as per Conference Attendance, Expenses & Travel Policy No. 3004-11, Councillor Jean Young be authorized to attend the Housing Central Affordable Housing conference from November 20 to 22, 2023; AND FURTHER THAT transportation costs to and from the conference be paid for by the Town of Qualicum Beach.

**CARRIED UNANIMOUSLY**

Lou Varela, Chief Administrative Officer, noted that Mayor Westbroek was awarded a Long Service Award at the UBCM conference for serving over twenty-five (25) years as an elected member of Council.

## **STAFF REPORTS**

### **(1) Chief Administrative Officer**

#### **(a) LED Streetlights - Verbal Update**

The Chief Administrative Officer noted that Council met with BC Hydro representatives to clarify information provided by staff regarding the LED streetlight conversion project, and addressed some frequently asked questions. An 'FAQ' document will be posted to the Town's website.

Councillor Vander Valk **MOVED** and Councillor Skipsey **SECONDED**, THAT the meeting be recessed for five minutes.

**CARRIED UNANIMOUSLY**

**MEETING RECESSED AT 12:19 pm**

**MEETING RESUMED AT 12:27 pm**

### **(2) Corporate Administration**

#### **(a) Waterfront Bicycle Accessible Shoulder and Pedestrian Safety project- BC Active Transportation Infrastructure Grant**

Councillor Skipsey **MOVED** and Councillor Harrison **SECONDED**, THAT Council authorize the submission of a grant application to the BC Active Transportation Grant program for the program maximum of \$500,000 in grant funding towards the "shovel ready" Waterfront Bicycle Accessible Shoulder and Pedestrian Safety project.

**CARRIED UNANIMOUSLY**

#### **(b) UBCM Community Emergency Preparedness Fund - Wildfire Response Equipment**

Councillor Skipsey **MOVED** and Councillor Harrison **SECONDED**, THAT Council authorize the submission of a regional grant application to Union of BC Municipalities' (UBCM) Community Emergency Preparedness Fund for a total of \$120,000 for Volunteer & Composite Fire Department Equipment and Training; AND FURTHER THAT Council authorize the Regional District of Nanaimo (RDN) to apply for, receive, and manage the Community Emergency Preparedness grant on behalf of the Town of Qualicum Beach.

**CARRIED UNANIMOUSLY**



(3) **Planning**

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

Mayor Westbroek MOVED and Councillor Harrison SECONDED, THAT the Development Permit application for 1025 Qualicum Road be deferred until the proposal complies with Development Permit Area C12 Guideline that states "Buildings should be characterized by simplicity of form, attention to detail, and the creation of a welcoming place with a feeling of familiarity, friendliness and comfort", specifically:

(a) Revisions should be made to create more welcoming and comfortable entrances for the Lodge and Clubhouse.

**CARRIED UNANIMOUSLY**

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT, pursuant to Council Procedure Bylaw No. 733, 2019, the meeting be extended beyond the 3-hour time limit.

**CARRIED UNANIMOUSLY**

(b) **Development Permit: Lot A, 1025 Qualicum Road (Pheasant Glen the "Villas")**

Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council directs staff to issue a Development Permit for 79 villa strata lot units on Lot 1, Section 4, Newcastle District, Plan EPP123992, Parcel Identification Number: 032-020-911, 1025 Qualicum Road ("Villas"), as attached to the October 11, 2023 Planning Memo to Council and amended to correct the parcel description.

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT the motion on the floor be amended to direct staff to encourage the proponent to consider design alternatives that incorporate ecologically friendly components, such as utilizing lighter colours for the building's exterior and roof, and smaller windows.

**CARRIED**

Opposed: Councillor Harrison; Councillor Young

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

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the motion on the floor be amended to direct staff to encourage the proponent to consider waterwise gardens and wildfire risk reduction elements into the landscape design.

**CARRIED UNANIMOUSLY**

**MAIN MOTION AS AMENDED:**

THAT Council directs staff to issue a Development Permit for 79 villa strata lot units on Lot 1, Section 4, Newcastle District, Plan EPP123992, Parcel Identification Number: 032-020-911, 1025 Qualicum Road (“Villas”), as attached to the October 11, 2023 Planning Memo to Council and amended to correct the parcel description; AND FURTHER THAT staff be directed to encourage the proponent to consider design alternatives that incorporate ecologically friendly components, such as utilizing lighter colours for the building’s exterior and roof, and smaller windows; AND FURTHER THAT staff be directed to encourage the proponent to consider waterwise gardens and wildfire risk reduction elements into the landscape design.

**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 (October 13, 2023). Submissions were distributed to all Council, and a brief summary of the comments are as follows:*

- Marlys Diamond, Qualicum Beach, regarding the delegations for Wildfire Risk Reduction Plan and the Qualicum Beach Multi-Use Cinema Society, and the development permits for Pheasant Glen.
- Nancy Monahan, Qualicum Beach, regarding the provincial government’s recent housing policies, and the Town’s forethought to ensure adequate water supply.
- Kevin Monahan, Qualicum Beach, regarding the provincial government’s recent housing policies and removal of authority for local governments, and issues with mixing transportation types on multi-use trails.

**MOTION TO CLOSE**

Councillor Vander Valk MOVED and Councillor Harrison SECONDED, THAT the meeting be closed to the public for the purposes of considering:

- a. personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- b. labour relations or other employee relations;
- c. the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- d. the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- e. negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; and
- f. a matter that, under another enactment, is such that the public may be excluded from the meeting.

**CARRIED UNANIMOUSLY**

**MEETING CLOSED TO THE PUBLIC AT 1:22 pm**  
**MEETING REOPENED TO THE PUBLIC AT 3:35 pm**

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the meeting be recessed to resume later today, October 11, 2023 at 5:30 pm in the Council Chamber, 660 Primrose Street, Qualicum Beach, BC.

**CARRIED UNANIMOUSLY**

**MEETING RECESSED AT 3:35 pm**

**MEETING RESUMED AT 5:30 pm** with Mayor Westbroek, Councillor Skipsey, Councillor Vander Valk, Councillor Young in attendance. Also in attendance: Lou Varela, Chief Administrative Officer; Luke Sales, Director of Planning; Rob Dickinson, Director of Infrastructure Services; Rebecca Augustyn, Senior Planner; Weslie Gould, Deputy Corporate Administrator.

**PUBLIC AND STATUTORY HEARINGS**

**(1) Housekeeping Bylaw**

At 5:32 pm, the Mayor declared open the Public Hearing, convened pursuant to Section 464 of the *Local Government Act*, to allow the public to make representations to Council respecting matters contained in the proposed "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (Housekeeping) Bylaw No. 580.138, 2023."

The Mayor called for any person who deemed themselves affected who wished to be heard or present written submissions to come forward.

- Kevin Monahan, Qualicum Beach, discussed the definition of 'lock off suite', referencing the City of Vancouver's policy, and recommended that some aspects of their policy, such as maximum suite sizes, be incorporated into the Town's bylaw.
- Doug Mackay-Dunn, Qualicum Beach, commented on Council's role in land use decisions, expressing concern about delegating authority to staff. Mr. Mackay-Dunn expressed concern about calculating floor area using the innermost walls affecting lot coverage, and encouraged Council to be involved in land use decisions where building heights may impact neighbouring property's views.

The Mayor called a second time for any persons who deemed themselves affected by Bylaw No. 580.138, 2023 who wished to be heard or present written submissions, to come forward.

The Mayor called a third time for any persons who deemed themselves affected by Bylaw No. 580.138, 2023 who wished to be heard or present written submissions, to come forward and, hearing no one, declared the public hearing on Bylaw No. 580.138, 2023 closed at 5:44 pm. Council cannot accept further comments directly from the public; all comments must go through staff.

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT consideration of third reading for “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (Housekeeping) Bylaw No. 580.138, 2023” be deferred to the October 24, 2023 special Council meeting.  
**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

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

**MEETING ADJOURNED: 5:46 pm**

Certified Correct:

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Weslie Gould  
Deputy Corporate Administrator

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Teunis Westbroek  
Mayor