

Minutes of the 7:00 pm Monday, April 27, 2015, 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 Barry Avis
 Councillor Neil Horner
 Councillor Bill Luchtmeijer
 Councillor Anne Skipsey

ALSO PRESENT: **Staff:** Daniel Sailland, CAO
 John Marsh, Financial Administrator, Deputy CAO
 Bob Weir, Director of Engineering
 Al Cameron, Superintendent of Public Works, Parks & Buildings
 Darryl Kohse, Fire Chief
 Heather Svensen, Corporate Administrator
 Karla Duarte, Office Assistant

The Mayor called the meeting to order at 7:00 pm

ADOPTION OF THE AGENDA

Council, by unanimous consent, adopted the April 27, 2015 regular Council meeting agenda with the addition of:

- the Federation of Canadian Municipalities (FCM) Loan and Grant Agreement for the Qualicum Beach Fire Hall;
- the April 20, 2015 minutes of the Advisory Planning Commission; and
- an addition to the Strategic Plan, regarding Community Engagement.

APPROVAL OF THE MINUTES

Council, by unanimous consent, adopted the:

- March 18 special Council meeting minutes;
- March 25 special Council meeting minutes;
- March 30 and April 1 special Council meeting minutes;
- April 13, 2015 regular Council meeting minutes;
- April 17, 2015 special Council meeting minutes; and
- April 22, 2015 special Council meeting minutes,

as corrected for grammar.

BUSINESS ARISING FROM THE MINUTES

(1) Notice of Motion from April 13, 2015 (Councillor Horner)

Councillor Horner MOVED and Councillor Skipsey SECONDED, THAT Council refers the concern over the increase in invasive species (bunnies, bullfrogs, broom) to the Committee on Environment and Sustainability, which will be formed in the short term.
CARRIED

(2) Notice of Motion from April 13, 2015 (Councillor Skipsey)

Councillor Skipsey MOVED and Councillor Luchtmeijer SECONDED, THAT staff be directed to prepare a report on the timelines and costs necessary to record and/or stream Council meetings, including the Committee of the Whole meetings, in future.
CARRIED

DELEGATIONS

- (1) **Mark McGorman, McGorman McLean** - presented the Town's Auditor Report - For Information
- (2) **Dr. Carol Stuart, Vancouver Island University (VIU)** - presented an update on the Centre for Healthy Aging at VIU's Parksville/Qualicum Centre - For Information

CORRESPONDENCE

- (1) **Correspondence Log** - April 27, 2015 - For Information
- (2) **Mimi Schewchuk, Qualicum Beach Farmers' Market Manager** (21 April 2015), requesting permission to hold a "Food Only" market on Wednesday evenings from 4pm-6:30pm during the months of July, August and September on Veterans Way. Councillor Horner MOVED and Councillor Avis SECONDED, THAT Council grants permission to the Qualicum Beach Farmers' Market to hold a "Food Only" market on Wednesday evenings from 4 pm to 6:30 pm during the months of July, August and September on Veterans Way.

Councillor Luchtmeijer MOVED and Councillor Skipsey SECONDED, THAT Council defers the motion on the floor to the May 11th Council meeting for further consideration.
CARRIED

- (3) **Tina Lutz, Heart & Stroke Foundation of B.C. & Yukon** (23 Apr 2015) requesting permission to hold the Big Bike event in Qualicum Beach on Wednesday June 3, 2015 from 8:00 am to 8:00 pm. Councillor Horner MOVED and Councillor Luchtmeijer SECONDED, THAT Council grants permission for the Big Bike event on Wednesday, June 3, 2015 from 8:00 am to 8:00 pm, subject to the applicant working with Town staff to finalize street use; AND FURTHER authorizes placement of signage on Town-owned property.
CARRIED

COMMITTEE & LIAISON REPORTS

- (1) **General Government** (Mayor Teunis Westbroek)
Mayor Westbroek commented on:
 - Elks Club flag raising April 27
 - Rotary Club's Oceanside Community Clean-Up event
 - Attending the following:
 - o the local Wilderness Committee's Earth Day Celebration
 - o the Flourishing in a Green Economy event at the Civic Centre
 - Open House
 - o Zoning bylaw as it pertains to weekly rentals in Qualicum Beach
 - Reviewing the Town's policies on Tangible Capital Assets (3000-13); Purchasing and Disposition of Assets (6000-2), and the Development Cost Charges (3006-3)
 - Mooring buoys on the waterfront
 - Walkability along Berwick Road and improving the walkability along Garden Road and Berwick Road

(2) **Arts & Culture** (Councillor Barry Avis)

Councillor Avis commented on:

- Attending the following:
 - o St. Mark's Fair planning meeting
 - o Society of Organized Services ribbon cutting
 - o Earth Day Celebration
 - o Hamilton Marsh tour
 - o Flourishing in a Green Economy
 - o Job fair in Parksville

(3) **Parks & Recreation** (Councillor Neil Horner)

Councillor Horner commented on:

- Attending the following:
 - o Society of Organized Services ribbon cutting
 - o Earth Day Celebration

(4) **Protective Services** (Councillor Bill Luchtmeijer)

Councillor Luchtmeijer commented on:

- Attending the Kiwanis Affordable Housing fundraising event
- Emergency Preparedness expo May 6th (Civic Centre) and May 7th (City of Parksville)

(5) **Community Development** (Councillor Anne Skipsey)

Councillor Skipsey commented on:

- Attending the Earth Day Celebration
- Errington Elementary School visit to Town Hall
- Attending the Qualicum Beach Community Education and Wellness Society (QBCEWS)
- Attending the Chamber of Commerce unveiling of the road map at the visitor pullout

STAFF REPORTS

(1) **Chief Administrative Officer** (Daniel Sailland)

(a) **Strategic Focus Areas Update** - D. Sailland commented on:

- the addition to the Community Engagement component of the Strategic Plan
- the development of sound financial management, business plans and a review of the Town's approach to special events
- the review of the Grants-in-Aid policy
- the coordination of community groups and volunteers

(b) **Advisory Planning Commission minutes from April 20, 2015**

- **College Heights Development:**

Councillor Avis MOVED and Councillor Horner SECONDED, THAT Council instructs staff to form a community group, in cooperation with the developer, to work on improvements on the town-owned land and the developers land surrounding the College Heights Development.

CARRIED

- **Laburnum Road/Aldermuir Cohousing Application**

Councillor Horner MOVED and Councillor Avis SECONDED, THAT Council instructs staff to commission an independent report as to what wetland buffer zone criteria should apply generally in the West Qualicum Beach Open Space Development Area, and specifically, what wetland buffer zone criteria should apply to the subject property, in order to be consistent with the ecosystem preservation policies in the Official Community Plan (OCP).
CARRIED

Councillor Horner MOVED and Councillor Avis SECONDED, THAT Council instructs staff to review the wetland buffer zone with the applicant for the Laburnum/ Aldermuir Development upon completion of the study for the site located at 560/570 Laburnum Road.
CARRIED

Councillor Horner MOVED and Councillor Avis SECONDED, THAT Council instructs staff to notify the applicants for the Laburnum Road/ Aldermuir Cohousing Development that they should provide a consultant report(s) on environmental and hydrological impacts for their proposal.
CARRIED

(2) **Corporate Administrator (Heather Svensen)**

(a) **Announcement of Council Meeting Motions
April 22, 2015 special Council meeting:**

- (1) THAT Council appoints Evelyn Clark as the representative from the Chamber of Commerce; and Susan Stark and Julie Edwards as members at large to the Select Committee on Beach Day Celebration for a term ending October 2018.
- (2) THAT Council appoints Kevin Monahan to the Advisory Planning Commission for a two-year term ending December 31, 2016.

(b) **Annual Youth Appreciation Day Lunch - May 7, 2015**

Councillor Luchtmeijer MOVED and Councillor Skipsey SECONDED, THAT Council directs staff to work with the Kwalikum Secondary School (KSS) to organize and promote the 2015 hot dog lunch for Qualicum Beach youth to be held on Thursday, May 7, 2015 in the Glassford Square from 11:15 am to 12:00 pm.
CARRIED

(c) **Vancouver Island University Memorandum of Understanding - Mount Arrowsmith Biosphere Reserve**

Councillor Luchtmeijer MOVED and Councillor Skipsey SECONDED, THAT the Memorandum of Understanding between Vancouver Island University and the Town of Qualicum Beach for the Mount Arrowsmith Biosphere Reserve be approved; AND FURTHER THAT Council authorizes the Mayor and Corporate Administrator to enter into the agreement on behalf of the Town, for a term ending December 31, 2015.
CARRIED

(3) **Financial Administration** (John Marsh)

(a) **Monthly Financial Report** – For Information

(b) **FCM Combined Loan and Grant Agreement for Qualicum Beach Fire Hall**

Councillor Luchtmeijer MOVED and Councillor Skipsey SECONDED, THAT the Federation of Canadian Municipalities (FCM) \$4,644,672 Loan and \$464,467 Grant Agreement for the Fire Hall Project between the Town of Qualicum Beach, Federation of Canadian Municipalities and the Municipal Finance Authority of British Columbia be approved; AND FURTHER THAT Council authorizes the Corporate Administrator to enter into the agreement on behalf of the Town.

CARRIED

Councillor Horner MOVED and Councillor Skipsey SECONDED, THAT Council approve borrowing from the Municipal Finance Authority of British Columbia, as part of the 2015 Fall Borrowing Season, \$4,644,672, as authorized through the “Town of Qualicum Beach Fire Hall Loan Authorization Bylaw No. 695, 2014”; AND FURTHER THAT the Regional District of Nanaimo (RDN) be requested to consent to the Town of Qualicum Beach borrowing over a 10-year period and include the borrowing in the RDN Security Issuing Bylaw.

CARRIED

(4) **Engineering, Utilities & Airport** (Bob Weir, P.Eng., Director)

(a) **Nenzel Road & Primrose Street Lighting**

Councillor Luchtmeijer MOVED and Councillor Horner SECONDED, THAT Council directs staff to request an additional BC Hydro leased light on Primrose Street between Fifth and Sixth Avenues.

CARRIED

BYLAWS

- (1) Councillor Horner MOVED and Councillor Luchtmeijer SECONDED, THAT the bylaw entitled “Town of Qualicum Beach Tax Rates (2015) Bylaw No. 697, 2015” be read a third time.

CARRIED

COMMENTS FROM THE GALLERY - Nil

Councillor Luchtmeijer MOVED and Councillor Skipsey SECONDED, THAT the meeting be closed to the public for the purposes of considering labour relations and other employee relations.

CARRIED

MEETING CLOSED TO THE PUBLIC: 9:00 pm

MEETING REOPENED TO THE PUBLIC: 9:33 pm with all of Council in attendance. Also: D. Sailland and J. Marsh.

ADJOURNMENT

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

CARRIED

MEETING ADJOURNED: 9:33 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Teunis Westbroek
Mayor