

Minutes of the 7:00 pm Monday, April 4, 2016, 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
Luke Sales, Director of Finance
Bob Weir, Director of Engineering, Utilities and Airport
Heather Svensen, Corporate Administrator
Karla Duarte, Deputy Corporate Administrator
Darryl Kohse, Fire Chief
Cam Purdon, Superintendent of Public Works, Parks and Buildings

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

ADOPTION OF THE AGENDA

Council adopted, by unanimous consent, the April 4, 2016 regular Council meeting agenda.

APPROVAL OF THE MINUTES

Council approved, by unanimous consent,

- the March 14, 2016 regular Council meeting minutes,
 - the March 30, 2016 special Council meeting minutes, and
 - the March 31, 2016 special Council meeting minutes,
- as amended.

BUSINESS ARISING FROM THE MINUTES - Nil

CORRESPONDENCE

- (1) **Correspondence Log** – April 4, 2016 – For Information
- (2) **Annette Tanner, Earth Day Coordinator** (11 March 2016), **requesting authorization to hold the Annual Earth Day celebration at the Town Hall outdoor square on Saturday, April 23, 2016.**

Councillor Horner MOVED and Councillor Avis SECONDED, THAT Council grants permission for the Western Canada Wilderness Committee Mid-Island Chapter to hold the Annual Earth Day event (displays, music and cake cutting) in Glassford Square, Town Hall, 660 Primrose Street on Saturday, April 23, 2016 from 11:00 am until 2:00 pm, subject to working with Town staff to finalize Special Event signage and permit to ensure Town requirements are met; AND FURTHER THAT Council authorizes the Town to provide and pick up tables (15), chairs (30), and extra garbage cans and recycling bins for the event.

CARRIED

- (3) **D. Meadows, Race Director, Qualicum Beach Triathlon (18 Mar 2016) requesting permission to hold the annual Qualicum Beach Triathlon.**

Councillor Luchtmeijer MOVED and Councillor Skipsey SECONDED, THAT Council approves the Tri-Athletics Society's request to hold the annual Qualicum Beach Triathlon on Sunday, June 26, 2016, as proposed in the March 18, 2016 request, including street closures (southbound lane on Jones Street from Second Avenue West to Fern Road West; and street use for Arbutus Street to Mill Road to Beach Road to Second Avenue West to Jones Street and the Civic Centre) and Community Park trail use between 6:00 am and 4:00 pm, and refers the Society to work with staff to finalize the arrangements; AND FURTHER, authorizes the Town to provide signage in advance and on the event day prohibiting on-leash and off-leash dogs in the Community Park during the event; AND FURTHER authorizes the Town to provide barricades and in kind services for setup/breakdown, traffic control and garbage pickup.

CARRIED

- (4) **M. Genereux, Chair, Qualicum Beach Fire & Ice Festival, requesting Town of Qualicum Beach support for the annual Fire & Ice Street Festival.**

Councillor Avis MOVED and Councillor Horner SECONDED, THAT Council authorizes the Qualicum Beach Fire & Ice Society to hold the annual Fire & Ice Street Festival on Saturday, April 30, 2016, on the streets of Qualicum Beach from 7:00 am to 4:00 pm with full street closures as in prior years; AND FURTHER authorizes Town provision of barricades; garbage cans, bags and collection; and Town staff for electrical services, traffic control, and stage setup/teardown; all subject to working with Town staff to finalize street closures, Special Event Sign Permit, and Special Event Permit to ensure Town requirements are met, including emergency services notifications, traffic control, insurance, washrooms and litter control.

CARRIED

Councillor Skipsey MOVED and Councillor Horner SECONDED, THAT Council represents the Town of Qualicum Beach with a chili team in the 2016 Fire & Ice Street Festival on Saturday, April 30, 2016.

CARRIED

- (5) **J. Briuolo, Qualicum Foods (QF) (10 March 2016), requesting that Council permit the QF annual Festival of Lights Fireworks show.**

Councillor Luchtmeijer MOVED and Councillor Skipsey SECONDED, THAT Council grants permission to Quality Foods (QF) to hold a special QF Festival of Lights Fireworks show from a barge on the water in front of the Qualicum Beach Visitor Centre on Saturday, May 28, 2016 starting at dusk; AND FURTHER THAT the Town provide barricades and extra garbage cans for the event, and in kind services of staff assistance on site; all subject to working with Town staff to finalize Special Event Sign Permit, and Special Event Permit to ensure Town requirements are met, including emergency services notification, traffic control, insurance, litter and notifications.

CARRIED

(6) **Six-Pack SUP Series Qualicum Sprint**

Councillor Skipsey MOVED and Councillor Avis SECONDED, THAT Council authorizes Doug Pickard of Fluid Fitness to hold the Six-Pack SUP Series Qualicum Sprint on Saturday, May 28, 2016 from 9:30 am to 2:00 pm on the Qualicum Beach Waterfront (four poles); AND FURTHER authorizes Town provision of access to electrical services, subject to working with Town staff to finalize the Special Event Permit to ensure Town requirements are met, including insurance.

CARRIED

COMMITTEE & LIAISON REPORTS

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

Mayor Westbroek presented the newly-appointed Superintendent of Public Works, Parks and Buildings, Cam Purdon, with the newest garbage lid painted by the students of Ms. Waters' class at Arrowview Elementary School

Mayor Westbroek commented on:

- Attending the Parksville Qualicum Beach Tourism Association's Annual General Meeting
- Attending the information meeting on the proposed development on Maple Street
- Execution of the Emergency Management Agreement/Mutual Aid

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

Councillor Avis commented on:

- Receipt of a letter from The Old School House requesting Town assistance
- BC funding for charging stations - multi-family locations will be considered for funding of up to \$4,500 to groups with a charging station
- Integrated pest management changes effective July 1, 2016

(a) **Select Committee on Parks, Recreation and Culture recommendation from their March 16, 2016 regular meeting:**

Councillor Avis MOVED and Councillor Skipsey SECONDED, THAT the Parks, Recreation and Culture Committee support the concept of a mural to be painted onto the side of the Village Theatre building, in principle, AND FURTHER THAT, additional design concepts be received and considered with varying scale and content; AND FURTHER THAT the mural reflects the interests, tastes and public image of the Town core.

CARRIED

(b) **Select Committee on Family Day Celebration recommendation from their March 22, 2016 special meeting:**

Councillor Avis MOVED and Councillor Luchtmeijer SECONDED, THAT Council authorizes the Town of Qualicum Beach to hold the 40th annual Family Day on Sunday, May 29, 2016, including street closures required for the parade that will marshal along Harlech Road, proceed along Harlech Road and First Avenue West, up Memorial Avenue to Second Avenue, along Second Ave West to Jones Street, ending at the Main entrance of the Civic Centre, and subject to emergency service

notification, traffic control, insurance, washrooms and litter control; AND FURTHER authorizes Town staff expenditure and payment of related invoices (materials, activities, performers) not to exceed a total of \$5,500.

CARRIED

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

Councillor Horner commented on:

- Attending the Regional District of Nanaimo District (RDN) 69 Parks and Recreation meeting and noted:
 - Increased theft in ladies' change room at Ravensong Aquatic Centre
 - Pool will be paid off in 2016 – RDN to collect funds for maintenance and reserves; any pool expansion will go to referendum
- Scotch Broom – invasive plant is ready to bloom and the campaign to eradicate it is under way – speaking with the high school to encourage participation in the campaign
- Federation of Canadian Municipalities – noted voluntary cancellation of registration to the conference, to put funds towards the broom campaign

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

Councillor Luchtmeijer commented on:

- Acknowledged Lauren Collins as the new reporter for the Parksville Qualicum Beach News
- Emergency Operations Centre course attended by 11 members of the Town staff
- Letter received from Construction Engineering Squadron in Coal Lake, Alberta acknowledging Ben Miller and Bob Weir for their cooperation on training held at the Qualicum Beach airport
- Regional Exploration put on by the glass artisans in the Oceanside area - concealing glass balls along our beach front

NOTICE OF MOTION:

THAT Council instructs staff to provide an update to Council on the Civic Centre policies and practices through a meeting with the Town's CAO and staff; AND FURTHER THAT Council lay out the future direction of the facility.

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

- Qualicum Beach Downtown Business Association Annual General Meeting - have appointed new Chair, Susan Stark of Captivating Details
- Chamber of Commerce – new location on the beach will open officially on April 15th
- Qualicum Beach Refugee Sponsorship Group – Sunningdale home is repaired and donated furniture has been arranged; group has suspended any further donations at this time, but is still accepting monetary donations; estimate over 2,000 volunteer hours have gone into the project. Fundraising events planned include Yoga on April 9th; Open House on April 30th; and a Music and Dance on May 9th.

- Attending Water Day at the Qualicum Commons – event hosted by the Regional District of Nanaimo “Life as a drop of water”.

STAFF REPORTS

- (1) **Chief Administrative Officer** (Daniel Sailland) highlighted the following outdoor activities:

- Removal of knotweed and hogweed - May through August;
- Snow-clearing equipment being cleaned and stored until next season;
- Trail maintenance;
- Road side mowing;
- Sidewalk repairs;
- Drainage repairs;
- Significant water line break at Berwick Road and Hoylake Road, which was installed in 1948 – upgrade to take place;
- Annual water flushing;
- Catch basin cleaning and maintenance.

- (a) **Committee of the Whole Recommendations from March 30, 2016 meeting:**

1. Councillor Luchtmeijer MOVED and Councillor Horner SECONDED, THAT policies 3000-10; 3010-7; 3010-8; 3010-9; and 3010-12 be rescinded.
CARRIED

Councillor Skipsey left the meeting at 7:35 pm declaring a conflict of interest, noting that her father is a Freeman of the municipality.

2. Councillor Avis MOVED and Councillor Horner SECONDED, THAT policy 3010-1 “Citizen Recognition and Awards Program” be approved, as amended.

Council discussed including an invitation to the Town’s Freeman to Town events where recognition takes place. Council will provide further direction to staff with details of specific events.

Councillor Luchtmeijer MOVED and Councillor Horner SECONDED, THAT Council amends the motion the floor to defer consideration of Policy 3010-1 “Citizen Recognition and Awards Program” to the April 25th regular meeting.
CARRIED

MAIN MOTION AS AMENDED:

That Policy 3010-1 “Citizen Recognition and Awards Program” be referred to the April 25th meeting for consideration.

CARRIED

Councillor Skipsey returned to the meeting at 7:40 pm.

3. Councillor Avis MOVED and Councillor Luchtmeijer SECONDED, THAT Policy 3008-10 “Street Naming Policy” be approved, as amended.
CARRIED

4. Councillor Luchtmeijer MOVED and Councillor Skipsey SECONDED, THAT Policy 3000-18 "Special Events" be deferred to a future Committee of the Whole meeting.

CARRIED

5. Councillor Luchtmeijer MOVED and Councillor Horner SECONDED, THAT the 2016-2017 strategic priorities be approved.

CARRIED

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

(a) **Announcement of Council Meeting Motion**
From March 14, 2016 special Council meeting:

1. THAT Council appoints Margaret Rothe to the Select Committee on Family Day Celebration for a one-year term ending December 31, 2016.

2. THAT Council appoints the following community members to join a Waterfront Master Plan working group:

- Stacey Mrack
- Dave Golson
- Peter Drummond
- John Phillips
- Ian Lindsay
- Peter Enslin
- Art Skipsey
- Walter Hoogland
- Dick Stubbs
- Gordon Browne
- Bill Majercsik

Recorded Vote Requested:

IN FAVOUR: Mayor Westbroek; Councillor Avis and Councillor Horner

OPPOSED: Councillor Luchtmeijer

3. THAT pursuant to Section 117 of the *Community Charter*, Council authorizes the release to the public on April 4, 2016 a copy of the November 12, 2015 special Council meeting report titled Labour Dispute Compensation prepared by John Marsh, CMA Financial Administrator/Deputy CAO and as presented to Council on November 12, 2015 and November 16, 2015.

THAT pursuant to Section 117 of the *Community Charter*, Council authorizes the release to the public on April 4, 2016 of the excerpt from the November 16, 2015 minutes outlining the resolution for the Labour Dispute Compensation; AND FURTHER THAT the Recorded Votes be included in the excerpt.

From March 31, 2016 special Council meeting:

THAT Town Policy 3004-8 & 5002-1 Council Attendance, Daily Allowance & Travel Policy be approved, as amended.

(b) **Annual Youth Appreciation Day Lunch - Thursday, May 5, 2016**

Councillor Skipsey MOVED and Councillor Luchtmeijer SECONDED, THAT Council instructs staff to work with the Kwalikum Secondary School (KSS) to organize and promote the 2016 hot dog lunch for Qualicum Beach youth to be held on Thursday, May 5, 2016 in the Glassford Square from 11:15 am to 12:00 pm.
CARRIED

(3) **Fire Department** (D. Kohse, Fire Chief)

(a) **Monthly Fire Department Report** - For Information

(4) **Planning** (Luke Sales, Director of Planning)

(a) **Monthly Building and Construction Report** - For Information

(b) **184 First Avenue West Historic Structure Move to Museum Verbal Update** - For Information

(c) **Development Variance Permit: 587 Beach Road**

Councillor Skipsey MOVED and Councillor Avis SECONDED, THAT Council directs staff to fulfill statutory notification requirements so that Council can consider issuance of a Development Variance Permit for 587 Beach Road at their meeting on April 25, 2016.

CARRIED

(5) **Engineering** (Bob Weir, Director of Engineering, Utilities and Airport)

(a) **Memorial Avenue Overview** - For Information

BYLAWS

(1) **Bylaw 580.83 - Land Use and Subdivision Bylaw Amendment: 629 Maple Street**

Councillor Luchtmeijer MOVED and Councillor Skipsey SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (629 Maple Street) Bylaw No. 580.83, 2016" be given second reading, as amended.

CARRIED

Councillor Luchtmeijer MOVED and Councillor Skipsey SECONDED, THAT Council hold a public hearing on Monday, April 25, 2016 at 7:00 pm at the Qualicum Beach Town Hall, 660 Primrose Street, Qualicum Beach in regard to "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (629 Maple Street) Bylaw No. 580.83, 2016".

CARRIED

(2) **Bylaw No. 698 - Fire Protection and Life Safety and to Provide Emergency Services**

Councillor Luchtmeijer MOVED and Councillor Horner SECONDED, THAT the Town of Qualicum Beach Bylaw No. 698 "A Bylaw to Regulate Fire Protection and Life Safety and to Provide Emergency Services" be adopted.

CARRIED

(3) Bylaw 704 - Property Tax Rates Bylaw

Councillor Luchtmeijer MOVED and Councillor Horner SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Tax Rates (2016) Bylaw No. 704, 2016" be introduced and read a first time.

CARRIED

COMMENTS FROM THE GALLERY

- Brian Gaensbauer, 637 Maple Street, addressed concerns with the Village Neighbourhood.

Councillor Skipsey MOVED and Councillor Luchtmeijer SECONDED, THAT the meeting be closed to the public for the purposes of considering:

- Whether dealing in public with a matter relating to the acquisition and disposition of land or improvements, which might reasonably be expected to harm the interests of the municipality; and if Council determines that such harm might reasonably be expected, the meeting be closed to the public for the purpose of considering the disposition of land or improvements of land by the municipality.

CARRIED

MEETING CLOSED TO THE PUBLIC: 8:35 pm

MEETING REOPENED TO THE PUBLIC: 9:04pm

ADJOURNMENT

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

CARRIED

MEETING ADJOURNED: 9:04 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Teunis Westbroek
Mayor