

Minutes of the 7:00 pm Monday, December 5, 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
Bob Weir, Director of Engineering and Operations
Heather Svensen, Corporate Administrator
Luke Sales, Director of Planning
Cam Purdon, Superintendent of Public Works, Parks and Buildings
Darryl Kohse, Fire Chief
Karla Duarte, Deputy Corporate Administrator
Rebecca Augustyn, Special Projects Planner

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

ADOPTION OF THE AGENDA

Council adopted, by unanimous consent, the December 5, 2016 regular Council meeting agenda with the addition of a request for a letter of support from the Parksville Qualicum Beach Tourism Association.

RECOGNITION

(1) **Al Cameron, 37 Years of Service**

APPROVAL OF THE MINUTES

Council approved, by unanimous consent, the:

- November 14, 2016 regular Council meeting minutes, and
 - November 30, 2016 special Council meeting minutes,
- as amended by adding the word "collector" after "leaf" on page 5 of the regular Council meeting minutes; and as corrected for spelling and grammar.

Staff advised that the recommendations made by the museum for community signage to promote historical information to visitors and local residents will be reviewed by a small group of staff in 2017.

BUSINESS ARISING FROM THE MINUTES

(1) **Notices of Motion from November 14, 2016 regular Council meeting (Mayor Westbroek):**

- (a) Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT Council instructs staff to commence action procedures under Section 74 of the *Community Charter*, in consultation with the Town solicitor, for remedial action at 263 Buller Road.

CARRIED

- (b) Mayor Westbroek MOVED and Councillor Horner SECONDED, THAT Council instructs staff to commence action procedures under Section 74 of the *Community Charter*, in consultation with the Town solicitor, for remedial action at 673 Fir Street.

CARRIED

(2) Notice of Motion from November 14, 2016 regular Council meeting (Councillor Horner)

- (a) Councillor Horner MOVED and Councillor Luchtmeijer SECONDED, THAT the Advisory Planning Commission meetings be recorded and that the recording be made available on the Town's website in a timely manner following the meeting.

CARRIED

PUBLIC HEARINGS

(1) Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (246 Mill Road) Bylaw No. 580.86, 2016

The resident of 242 Mill Road spoke in opposition of the proposed development at 246 Mill Road and expressed his concerns, which included street parking; setbacks; parcel coverage; and laneway access.

The public hearing closed at 7:20 pm. Council cannot accept further comments directly from the public. All comments must go through staff.

CORRESPONDENCE

- (1) **Correspondence Log** – December 5, 2016 – For Information
- (2) **Letter of support** – Parksville Qualicum Beach Tourism Association
- Councillor Luchtmeijer MOVED and Councillor Horner SECONDED, THAT Council directs staff to submit a letter of support on behalf of the Parksville Qualicum Beach Tourism Association to bid on the Tourism Vancouver Island 2018 Conference and Annual General Meeting.

CARRIED

COMMITTEE & LIAISON REPORTS

(1) General Government (Mayor Teunis Westbroek)

Mayor Westbroek commented on:

- November 15th – welcomed Dr. Duncan to our community and presented him with a Christmas centrepiece. Was joined by Evelyn Clark of the Chamber of Commerce, who provided him with information about the Town of Qualicum Beach
- November 16th – with Councillor Skipsey, swore in the new board members of the Chamber of Commerce and attended their AGM
- November 21st – attended the Qualicum Beach Memorial Golf Course board meeting where the issue of lighting renovations in the restaurant was discussed
- November 25th – with Councillor Skipsey, attended a working group and lunch at the Qualicum Gardens regarding a dementia-friendly community
- November 30th – met with the Oceanside Hospice Society

- December 1st – attended the Municipal Insurance Association board meeting and was acclaimed chair for a further year. Discussion around installation of GPS on municipal vehicles, which has helped risk management issues. Examples referenced from District of Peachland
- Regional District of Nanaimo – regarding the budget, reduction in the tax requisition to the Town of Qualicum Beach as a result of the debt paid off for the Ravensong Aquatic Centre and the return of funds that were assessed for the Island Corridor Foundation.

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

Councillor Avis commented on:

- Attending the November 28th Official Community Plan (OCP) public information meeting facilitated by the Town planner, Luke Sales, and consultant, Pam Shaw.
- Attending with the Vancouver Island Regional Library on December 3 to the grand opening of the refurbished library on Hornby Island
- Attending the Annual Migration and Brant Festival meeting and the need to review how the Town participates in the Festival
- Concern with the road condition on Seacrest Drive

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

Councillor Horner commented on:

- Attending the Select Committee on Parks, Recreation and Culture where special guest, Graham Burns, spoke on the skate park facility in Qualicum Beach. Graham Burns will attend the committee's January meeting for further discussion on the topic.
- John Olson of the living wage coalition will present to Council in 2017
- Attending the first OCP review meeting

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

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

Councillor Skipsey commented on:

Attending the following:

- the Oceanside Development & Construction Association meeting
- Qualicum Beach Chamber of Commerce Annual General Meeting and the Rotary and Chamber of Commerce Gala
- Qualicum Beach Downtown Business Association's Moonlight Madness event
- Qualicum Community Education and Wellness meeting
- Official Community Plan ("OCP") Steering Committee meeting and the first public meeting of the OCP review. To provide input on topics to be discussed during the OCP review process, visit the Town's website to complete the survey or visit the Town Hall for a hard copy. Deadline to submit is December 30, 2016.
- Along with Mayor Westbroek, staff and stakeholders, attending a lunch meeting at The Gardens to discuss becoming a dementia-friendly community and to train those who work in customer service and emergency services to recognize and support citizens who are confused and need some extra time and help.

- Communities to Protect our Coast to finalize plans for a viewing of the award winning documentary “A Plastic Ocean” - Sunday, January 22nd at 1:30 p.m. at Knox United Church.
- Councillor Skipsey wished to raise awareness to the citizens of the Town’s imminent plans to demolish the former Scout Hall on First Avenue West and provided the following brief history:
In the 1950s, the scouting movement was alive and well here in Qualicum Beach. The community park had been developed through the efforts of the local churches and the Legion. Craig Reid, a well-known local citizen, merchant, former Reeve and a member of Rotary, spearheaded the building of this new scout hall. They began by moving the very first golf clubhouse to the park. This section provided small meeting rooms and storage areas. Then, an addition to the west was added - built by the trades employees of the highly regarded builder, and also a former Mayor, Don Beaton. The story goes that, at that time, H.R. McMillan was a summer resident here in Qualicum Beach. When H.R. came into Craig Reid’s store for groceries, Mr. Reid asked him for the plywood required to build the hall. He agreed and the locals here found a truck and hauled the wood over from MacMillan-Bloedel in Port Alberni.
- Councillor Skipsey noted her personal memories of times spent in the hall as a Brownie in the 1970s. Councillor Skipsey suggested that the history of the building be preserved through the Town and/or the museum.

Notice of Motion:

THAT minutes of the Advisory Planning Commission reflect the discussion at the meeting, including questions, comments and responses.

STAFF REPORTS

(1) Chief Administrative Officer (Daniel Sailland)

(a) Strategic Plan Update – For Information

2016 accomplishments

- Special Events Policy, GPS policy, and a number of Human Resource (HR) policies, structure and internal communications initiatives that include, but are not limited to:
- The creation of an HR department and the hiring of an HR professional (who has met with every employee to understand the support this service offers);
- The reformatting of a functional health and safety committee that provides targeted training and which identifies and promptly addresses the issues that are raised by employees;
- The creation of a joint labour management committee which is endorsed and supported by both the union and the management of the Town;
- The introduction of regular departmental CAO meetings that offer open forums for regular discussion with the CAO;
- The introduction of monthly departmental meetings;
- The introduction of monthly management reports;
- The introduction of bimonthly Foremen meetings with the CAO and department heads to allow for open discussion around areas of concern;

- The introduction of an Employee Assistance Program (EAP) with training provided to all employees as to how to use this free and fully confidential service;
- The introduction of anonymous comment and concern boxes for all employees in their work spaces;
- Completed the implementation of a facilitated relationship enhancement program;
- Organizational Structure Review;
- Request for Expression of Interest (RFEI) for the Leigh House and worked successfully with Chesapeake Shores for the summer;
- RFEI and implementation of a short-term strategy for the old fire hall; supporting Cloudhead Games and Island Soda Works, introducing 17 new jobs to the town core. The process also helped identify an interest and a role for the town to work with volunteers in providing a home to a refugee family;
- Installation of the Laburnum barriers and illuminated crosswalk;
- Installation of the roof and heating, ventilation and air conditioning system at the Civic Centre;
- Creation of storage at Berwick;
- Installation of a ramp at The Old School House;
- 10th Anniversary of a Scotch Broom cull;
- Adoption of a Social Procurement Policy;
- Completion of the Waterfront Master Plan;
- Update of the Fire Bylaw;
- Staff Emergency Operation training;
- Draft Airport Business Plan;
- Moving the little house to the museum and supporting the museum in key projects such as the relocation of the totem pole;
- Supported key events such as the Show 'n' Shine, Fire & Ice, Family Day, Beach Days, Moonlight Madness and Grand Prix d' Art;
- Fire department staffing and volunteerism support.

Projects that are still underway include:

- Official Community Plan Review Steering Committee: Public Engagement Processes
- Development Cost Charges review
- New Town of Qualicum Beach website development
- Asset Management IT Systems and Data Collection; Working group established
- Canada 150 event planning
- Emergency Preparedness Planning
- Memorial Avenue – Phase 2; Bike land nearing completion
- Town Hall building repairs
- Trail level of service policy
- Poplar Road Water and Storm

- Job Description Development
- Major culvert assessment
- Work toward becoming a dementia-friendly community

Projected for completion in 2017:

- Review of Waste Services
- OCP Review
 - Short-term rentals review
 - Quality of Life survey
- Long-term plan for Harlech building
- Location for Community Gardens
- Flood-proofing pump station
- Berwick wellhead building and mechanical
- Tree bylaw
- Eaglecrest water main rationalization
- Waterfront washroom revitalization

Details and other important operational statistics will be made available in the 2016 Annual Report.

(b) Committee of the Whole meeting motions

(i) From the November 8, 2016 Committee of the Whole Meeting:

Councillor Luchtmeijer MOVED and Councillor Horner SECONDED, THAT Council accepts the draft Town of Qualicum Beach Airport Business Plan, as amended, and refers the Plan to the Official Community Plan (OCP) Review Steering Committee so as to include elements of land use and development during the OCP review community discussions.

CARRIED

(2) Corporate Administrator (Heather Svensen)

(a) Announcement of Council Meeting Motions from the November 30, 2016 Special Council Meeting:

- (i) THAT Council appoints Robert Filmer as the youth member at large to the Select Committee on Parks, Recreation and Culture for a one-year term ending December 31, 2017.
- (ii) THAT Council directs staff to invite the property owners at 361 and 355 Poplar Avenue to submit sealed bids for the full width of the adjacent Yew Road right of way.

(b) Equipment Assessment for Special Events

Councillor Avis MOVED and Councillor Horner SECONDED, THAT Council directs staff to purchase 3 tents for use at Town-produced community events and to establish a presence at events where the Town is in attendance, such as trade shows.

CARRIED

(c) Citizen Recognition and Awards Program Policy

Councillor Skipsey declared a conflict, noting that her father is a Freeman of the Municipality, and left the meeting at 8:10 pm.

Councillor Avis MOVED and Councillor Luchtmeijer SECONDED, THAT Policy 3010-1 "Citizen Recognition and Awards Program" be approved.

CARRIED

Councillor Skipsey returned to the meeting at 8:11 pm.

- (3) **Fire Department** (Darryl Kohse)
 - (a) **Monthly Fire Department Report** – For Information
- (4) **Planning** (Luke Sales, Director of Planning)
 - (a) **Monthly Construction and Development Report** – For Information
 - (b) **Monthly Bylaw Report** - For Information
 - (c) **Coastal Invasive Species Committee Update** - For Information
- (5) **Engineering, Utilities & Airport** (Bob Weir, P.Eng., Director)
 - (a) **Memorial Avenue Update**
 - night operations have concluded for Phase I
 - paving to continue, weather permitting
 - Phase II tender closes December 6, 2016

Bob Weir provided an update on the noise abatement procedures at the Qualicum Beach Airport.

BYLAWS

- (1) **Bylaw No. 580.86 - 246 Mill Road**

Councillor Luchtmeijer MOVED and Councillor Horner SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (246 Mill Road) Bylaw No. 580.86, 2016" be given third reading.

CARRIED
- (2) **Bylaw No. 706 - Noise Control Bylaw**

Councillor Luchtmeijer MOVED and Councillor Horner SECONDED, THAT "Town of Qualicum Beach Noise Control Bylaw No. 706, 2016" be introduced and given first reading; AND FURTHER THAT Council instructs staff to prepare amendments to the "Town of Qualicum Beach Municipal Ticketing Information Bylaw No. 626, 2008" and "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009" to reflect the updated Noise Control Bylaw.

CARRIED
- (3) **Bylaw No. 709 - 2017-2021 Financial Plan**

Councillor Luchtmeijer MOVED and Councillor Avis SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Financial Plan (2017-2021) Bylaw No. 709" be adopted.

CARRIED
- (4) **Bylaw No. 710 - Road Closure (Yew Street)**

Councillor Skipsey declared a conflict, noting that the subject property was in close proximity to her family residence, and left the meeting at 8:45 pm.

Councillor Horner MOVED and Councillor Luchtmeijer SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Road Closure Bylaw (Portion of Lane Dedicated on Yew Street) No. 710, 2016" be introduced and read a first time.

CARRIED

Councillor Luchtmeijer MOVED and Councillor Horner SECONDED, THAT Council holds a public hearing on Monday, January 16, 2017 at 7:00 pm at the Qualicum Beach Town Hall, 660 Primrose Street, Qualicum Beach in regard to "Town of Qualicum Beach Road Closure Bylaw (Portion of Road Dedication on Yew Street) No. 710, 2016".

CARRIED

Councillor Skipsey returned to the meeting at 8:47 pm.

COMMENTS FROM THE GALLERY

- Fred Dowe, 512 Hawthorne Drive, Qualicum Woods Residents' Association, commented on his concern with low-flying airplanes landing at the Qualicum Beach Airport. Mr. Dowe noted his support and appreciation for the airport.
- Christine Purdy, 541 Juniper Drive, commented on her concerns with expansion of the airport and the increased noise.
- Carol Dowe, 512 Hawthorne Drive, commented on the need for a resolution to the low-flying planes in landing at the Qualicum Beach Airport.

MOTION TO CLOSE

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

CARRIED

MEETING CLOSED TO THE PUBLIC: 8:56 pm

MEETING REOPENED TO THE PUBLIC: 9:27 pm

ADJOURNMENT

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

CARRIED

MEETING ADJOURNED: 9:27 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Teunis Westbroek
Mayor