

Minutes of the 7:00 pm Monday, November 14, 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
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

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

ADOPTION OF THE AGENDA

Council adopted, by unanimous consent, the November 14, 2016 regular Council meeting agenda.

APPROVAL OF THE MINUTES

Council approved, by unanimous consent, the:

- October 19, 2016 special Council meeting minutes, and
 - October 24, 2016 regular Council meeting minutes,
- as corrected for spelling and grammar.

DELEGATIONS

- (1) **Laurence Amy, Vice-President, CUPE 401**, regarding Policy 4004-12: GPS for Fleet Management Systems - questioned whether there was any information given to Council from staff about the union request to modify the policy to include that it will not be used for performance management.
- (2) **Cliff Craven, Dorset Avenue and Wendy Maurer, 215 Elizabeth Avenue Qualicum Beach Museum**, presented the following recommendations for community signage to promote historical information to visitors and local residents, that:
 - a. the Town of Qualicum Beach develop an integrated Community Signage Plan, including design guidelines and an implementation strategy.
 - b. the Town of Qualicum Beach apply for grant funding to contribute towards the cost of creating the plan and implementation.
 - c. the Town of Qualicum Beach hire local marketing professionals who know our town to develop the Community Signage Plan.

CORRESPONDENCE

- (1) **Correspondence Log** - November 14, 2016 - For Information
- (2) **Rosemary Bonanno, Executive Director, Vancouver Island Regional Library, regarding Vancouver Island Regional Library Appointment**

Councillor Skipsey MOVED and Mayor Westbroek SECONDED, THAT Council appoints Councillor Avis as the Town of Qualicum Beach representative to the Vancouver Island Regional Library (VIRL) Board for a one-year term for 2017; and further appoints Councillor Luchtmeijer as the alternate Town of Qualicum Beach representative for a one-year term for 2017; AND FURTHER THAT these appointments continue until a successor is appointed, as provided under Section 18(3) of the *Library Act*, or unless removed for cause, as provided under Section 18(4) of the *Library Act*.

CARRIED

COMMITTEE & LIAISON REPORTS

(1) General Government (Mayor Teunis Westbroek)

Mayor Westbroek commented on the celebration of our volunteers at the Annual Volunteer Appreciation event and thanked staff for organizing the event.

(a) Appointment

Councillor Luchtmeijer MOVED and Councillor Horner SECONDED, THAT Council confirms the appointment of Mayor Teunis Westbroek as the Municipal Director on the Regional District of Nanaimo Board with the following alternates:

- November 1, 2016 – October 31, 2017: Councillor Horner
- November 1, 2017 – October 31, 2018: Councillor Skipsey

CARRIED

Mayor Westbroek - Notice of Motions:

- (a) 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.
- (b) 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.

(2) Arts & Culture (Councillor Barry Avis)

(a) Select Committee on Environment and Sustainability meeting motion from November 2, 2016 meeting:

THAT the Select Committee on Environment and Sustainability recommends to Council THAT staff proceed with the Noise Bylaw, as initially drafted; AND FURTHER THAT mechanical noise pollution from heat pumps and HVAC equipment be addressed as a revision at a later date, as part of the Quality of Life Survey, OCP review and other relevant bylaws.

Councillor Avis MOVED and Councillor Luchtmeijer SECONDED, THAT Council directs staff to proceed with the Noise Control Bylaw, as initially drafted; AND FURTHER THAT mechanical noise pollution from heat pumps and heating, ventilation and air conditioning equipment be addressed as a revision at a later date, as part of the Quality of Life Survey, Official Community Plan review, and other relevant bylaws.

CARRIED

Councillor Avis commented on:

- Attending the following:
 - Vancouver Island Economic Alliance conference in Nanaimo
 - Session hosted by Gord Johns, MP regarding seniors' issues
 - Qualicum Beach Museum Annual General Meeting, welcoming the new Board
 - The Old School House monthly board meeting. Appreciation for the new entrance ramp built by the Town staff.
 - Town of Qualicum Beach Volunteer Appreciation Event
 - Duck's Unlimited Dinner - Ceri Peacey was given an award for her work to help save Hamilton Marsh
 - Annual General Meeting of the Qualicum Beach Residents' Association
 - Annual Salmon toss
 - Mt. Arrowsmith Biosphere meeting
 - Inaugural meeting for the Brant Festival - discussion on options to rename the festival to "Spring Migration Festival"

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

(a) **Heritage Forest Commission Motions from November 3, 2016 meeting:**

- (i) THAT the Heritage Forest Commission recommends to Council THAT staff remove the existing pole of signage at the Heritage Forest, Crescent Road East entrance and evaluate replacement and relocation of signage to the left of the entrance.

Councillor Horner MOVED and Councillor Avis SECONDED, THAT Council directs staff to remove the existing pole of signage at the Heritage Forest, Crescent Road East entrance, and evaluate replacement and relocation of signage to the left of the entrance.

CARRIED

- (ii) THAT the Heritage Forest Commission recommends to Council that staff consider ways to reduce the dumping of household garbage at various locations in and around the Heritage Forest, to identify offenders.

Councillor Horner MOVED and Councillor Skipsey SECONDED, THAT Council directs staff to consider ways to reduce the dumping of household garbage at various locations in and around the Heritage Forest, to identify offenders.

CARRIED

Councillor Horner commented on:

- Acknowledged the passing of Hilda Pearce
- Attending a meeting with Youth Link
- Recreational activities in the community
- Homelessness Task Force – Tour of new extreme weather shelter – 8-bed facility

- Attending a meeting with the Regional District Recreation Master Plan sub committee
- Attending the Town's Halloween Celebration and pumpkin walk
- Attending the Volunteer Appreciation event

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

Councillor Luchtmeijer commented on:

- Attending the Arrowsmith Water Service meeting – water storage and capacity are in good shape for the next year
- Attending the Community Justice Select Committee meeting – support and funding of social services from Federal and Provincial Government is being rolled down to municipalities
- Attending the Vancouver Island Economic Alliance meeting - providing a copy of the 2016 State of the Island report for public viewing

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

Councillor Skipsey commented on:

- Appreciation to those involved in making Halloween in Qualicum Beach a huge success, especially all of the merchants in Town, Cloud Head Games, kids and teachers at Qualicum Beach Elementary School and Arrowview Elementary School, Town volunteer firefighters and Town staff.
- Attending the following monthly meetings with the Qualicum Beach Chamber of Commerce and Qualicum Beach Community Education and Wellness Society.
- Attending a meeting with the Quality Affordable Child Care table and a representative of Berwick Retirement Concepts to discuss a proposal for child care within their proposed facility.
- Along with Councillor Luchtmeijer, CAO Daniel Sailland, and the Chamber of Commerce, the Town welcomed the employees of Cloud Head Games to Qualicum Beach. Great exchange - with the Town saying "welcome, we're happy to have you here", and Cloud Head Games saying, "we would love to live here but we can't find any place to rent or buy".
- Attending the first Official Community Plan Review Committee meeting seeking clarity on the process of the meeting and the role as Council Liaison to the Committee.
- Attending the Legion's Poppy Campaign Kick off and the Candlelight service, expressing appreciation for the Remembrance Day service.
- As Acting Mayor, attending the Open House – following up with the Town's CAO regarding a broken drip line at Chartwell, as well as the suggestion that we find more opportunities to use the new Firehall.
- Along with the Mayor and Councillors Avis and Horner, attended the Qualicum Beach Residents' Association Annual General Meeting.
- Attending a meeting with a group interested in hosting a screening of "A Plastic Ocean" in the Oceanside area.

STAFF REPORTS

(1) Chief Administrative Officer (Daniel Sailland)

(a) Monthly Management Update – For Information

- Asset management – review of Town policies and bylaws is under way to identify any gaps - recommendations coming forward
- Water system – significant maintenance taking place
- Storm Water Management – appreciation to staff for their work
- Welcomed a new piece of machinery to the Town's fleet – leaf collector
- Training – asset management; workplace inspections; management and leadership training; and snow and ice training
- Small increase in graffiti, encouraged the public to report any graffiti to the Town

(b) Draft GPS Policy

Mayor Westbroek asked for comments on the question asked by Laurence Amy. Daniel Sailland noted that the GPS Policy is not targeted towards employees. Mr. Sailland further noted that the policy is about the fleet and the equipment. On issues of morale, the Town has introduced a complete Human Resource Department and through that, there are support structures in place, including: debriefing meetings; department meetings; CAO update meetings; comment boxes; Employee Assistance Program; Joint Labour Management Committee meetings; and an open door policy. The Human Resource manager meets with staff regularly.

Councillor Luchtmeijer MOVED and Councillor Horner SECONDED, THAT Policy 4004-12 - GPS for Fleet Management System be approved.

AMENDMENT:

Councillor Skipsey MOVED and Councillor Horner SECONDED, THAT the motion on the floor be amended: Policy 4004-12 GPS for Fleet Management System be approved for a term of one year, to facilitate a pilot that will be evaluated with a cost/benefit analysis at the end of the pilot and prior to further approval.

CARRIED

MAIN MOTION AS AMENDED:

THAT Policy 4004-12 GPS for Fleet Management System be approved for a term of one year to facilitate a pilot that will be evaluated with a cost/benefit analysis at the end of the pilot and prior to further approval.

CARRIED

Council requested that the data collected include the number of hours staff spend compiling the information.

(c) BC Rural Dividend Fund

Councillor Horner MOVED and Councillor Luchtmeijer SECONDED, THAT the Town of Qualicum Beach Council authorizes the submission of an application to the BC Rural Dividend Program for the Heritage Forest Trail Improvement Project.

AMENDMENT:

Councillor Horner MOVED and Mayor Westbroek SECONDED, THAT Council amends the motion on the floor by adding: "subject to the Brown Property Preservation Society signing off on the grant application and providing a letter of support".

MOTION FAILED

AMENDMENT:

Councillor Avis MOVED and Councillor Luchtmeijer SECONDED, THAT Council amends the motion on the floor by deleting: "Heritage Forest Trail Improvement Project", and inserting: "drainage improvements at Hemsworth Road near the entrance of the Heritage Forest, including signage and benches".

CARRIED

MAIN MOTION AS AMENDED:

THAT the Town of Qualicum Beach Council authorizes the submission of an application to the BC Rural Dividend Program for the drainage improvements at Hemsworth Road near the entrance of the Heritage Forest, including signage and benches.

CARRIED

- (2) **Corporate Administrator** (Heather Svensen)
 - (a) **Announcement of Council Meeting Motions** - Nil
- (3) **Financial Administration** (John Marsh)
 - (a) **Monthly Financial Report**

Councillor Luchtmeijer MOVED and Councillor Skipsey SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Waterworks Rate and Regulation Bylaw No. 532.01, 1994, Amendment Bylaw No. 532.12, 2016" be referred to the November 30, 2016 Committee of the Whole meeting for discussion.

CARRIED
- (4) **Fire Department** (Darryl Kohse)
 - (a) **Monthly Fire Department Report** – For Information
 - 235 calls to the end of October
 - Annual Food Drive - November 19 and 20
- (5) **Planning** (Luke Sales, Director of Planning)
 - (a) **Monthly Construction and Development Report** – For Information
 - (b) **Monthly Bylaw Report** - For Information
 - (c) **Development Variance Permit** - 382 Judges Row

Council discussed the application before Council and no action was taken.

- (d) **2016-2017 Official Community Plan (OCP) Review Update** - L. Sales noted:
- First large format public meeting for the Official Community Plan Review is scheduled for November 28th, 2016, 7:00 pm at the Qualicum Beach Civic Centre, 747 Jones Street.
 - Clarified the role of Councillor Skipsey as a liaison to the OCP Committee

Mayor Westbrook also noted the role of Councillors as liaisons to any committees.

D. Sailland noted that the concern raised by Councillor Skipsey was already addressed following the first OCP Committee meeting where he clarified the role of Councillor Skipsey as a liaison to the OCP Committee and noted that the proper procedure to address her concern was already acted on.

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

- (a) **Qualicum Beach Municipal Hall - East Wall Rehabilitation - Tender Award**
Councillor Avis MOVED and Councillor Luchtmeijer SECONDED, THAT Council of the Town of Qualicum Beach awards the contract for the Qualicum Beach Municipal Hall - East Wall Rehabilitation to Knappett Projects Inc.
CARRIED

(b) **Memorial Avenue Construction Update**

- Contractor, Copcan Civil Ltd, will be working on the Memorial Avenue improvements during evening hours between Second Avenue and the railway tracks
- Timeframe of approximately two weeks
- work is being done at night to minimize disruption for the downtown businesses and to take advantage of the lower volumes of traffic that need to be detoured around the work site
- contractor plans to start work at 6:00 pm and stop work before 6:00 am
- Work will not commence until 10:00 pm on Thursday, November 17th in order to not disrupt the Moonlight Madness event

BYLAWS

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

L. Sales highlighted details of Bylaw No. 580.86.

B. Avis expressed concern regarding new zoning.

D. Sailland noted that the introduction of any new zoning is properly brought forward in the public formats provided through Council and Advisory Planning Commission (APC) meetings. He further noted that communication outside of public meetings is where information is misconstrued. D. Sailland emphasized that staff are following the proper procedures for the introduction of zoning amendments.

Councillor Horner - Notice of Motion:

- (a) THAT the Advisory Planning Commission meetings be live-streamed.

Councillor Avis MOVED and Councillor Luchtmeijer 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" as amended by replacing Residential 17 (R17) with Comprehensive Development Zone 10 (CD10) as attached to the November 14, 2016 addendum.

CARRIED

Councillor Horner MOVED and Councillor Luchtmeijer SECONDED, THAT Council hold a public hearing on Monday, December 5, 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 (246 Mill Road) Bylaw No. 580.86, 2016".

CARRIED

Councillor Luchtmeijer MOVED and Councillor Horner SECONDED, THAT Council requires the applicant to host a Public Information Meeting to receive public input prior to the December 5, 2016 public hearing.

CARRIED

(2) Bylaw No. 709 - 2017-2021 Financial Plan

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

CARRIED

(3) Bylaw No. 710 - Road Closure (Yew Street)

Councillor Skipsey declared a conflict of interest by stating that her family residence is in close proximity to the subject property, noting future development of the site could impact her view.

Councillor Skipsey left the meeting at 9:15 pm

Councillor Skipsey returned to the meeting at 9:18 pm

Councillor Horner MOVED and Councillor Avis SECONDED, THAT Council defers consideration of the proposed bylaw entitled "Town of Qualicum Beach Road Closure Bylaw (Portion of Yew Street) No. 710, 2016 until notification is sent to the neighbouring properties.

CARRIED

COMMENTS FROM THE GALLERY

- Tim Pritchard, 663 Windward Way, commented on the Financial Plan requesting that the plan include a balance sheet.
- John Larson, Sunningdale Road East, commented on the application submitted for 246 Mill Road.

ADJOURNMENT

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

CARRIED

MEETING ADJOURNED: 9:21 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Teunis Westbroek
Mayor