

Minutes of the 3:30 pm Wednesday, October 28, 2020, Town of Qualicum Beach Regular Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

Pursuant to the March 26, 2020 Ministerial Order No. M083 [Local Government Meetings and Bylaw Process (COVID-19)] members of Council may participate in this meeting utilizing electronic or other communication facilities and members of the public were not allowed to attend this open meeting of Council. The public is encouraged to view and listen to the meeting recording online via the Town's website. Meeting recordings may be viewed at www.qualicumbeach.com.

PRESENT: Council: Mayor Brian Wiese
Councillor Robert Filmer
Councillor Scott Harrison
Councillor Adam Walker
Councillor Teunis Westbroek

ALSO PRESENT: Staff: Daniel Sailland, CAO
Heather Svensen, Deputy CAO/Corporate Administrator
Bob Weir, Director of Engineering and Operations
Luke Sales, Director of Planning
Arnold Schwabe, Manager of Operations
Haylee Gould, Deputy Corporate Administrator
Rebecca Augustyn, Planner

The Mayor called the meeting to order at 3:30 pm 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 28, 2020 Regular Council meeting agenda, with the addition of Late Item 6(3), Correspondence, Remembrance Day Services.
CARRIED UNANIMOUSLY

ADOPTION OF THE CONSENT AGENDA

Council removed Item 2(b)(iii) from the October 14, 2020 In-Camera meeting from the Consent Agenda to be considered separately.

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT the following items be adopted by general consent:

- (a) Correspondence Log - October 28, 2020 - For Information
- (b) Announcement of Council Meeting Motions

Motions from the October 21, 2020 In-Camera meeting:

- i. THAT Council instructs staff to enter into an agreement with MKM Projects for Construction Management Services for the New Child Care Facility located at the Town of Qualicum Beach Community Park as submitted on September 24, 2020.

- ii. THAT Council not be permitted to bring cellular or recording devices to all in-camera meetings.
- iii. THAT Council instructs staff to communicate with local realtors and the Association of BC Realtors outlining the areas of encroachments in the Town boundaries to notify perspective purchasers before properties are sold.

Motions from the October 14, 2020 In-Camera Meeting:

- i. THAT Council instructs staff to work with Mayor Wiese, Councillor Filmer and the Legion to present 19 Mission Support Squadron, CFB Comox the key to the Town of Qualicum Beach and allow them Freedom to the Town through a Town Resolution.
 - ii. THAT Council directs staff to inform the Qualicum Beach Community Education and Wellness Society that the Town will not be redirecting time and resources away from other strategic priorities at this time, and therefore will not be further collaborating on the development of a viable business plan and capital funding plan for the former St. Andrews Lodge.
 - iii. THAT Council instructs staff to work with the Qualicum Beach Historical Museum Society to create interpretive signage outlining the history of the St. Andrews' Lodge to be displayed on the property including inclusion of the four posts of where the lodge building was originally located.
 - iv. THAT Council directs staff to conclude negotiations and proceed with a lease agreement with TELUS Communications Inc. for a proposed communications site at 2045 Island Highway, as described in the October 14, 2020 in-camera memo to Council, subject to a legal and market review of the draft agreement.
 - v. THAT Council approves the Service Provider Agreement between the Town of Qualicum Beach and The Old School House effective October 15, 2020; AND FURTHER THAT Council agrees to add the Old School House to the Town of Qualicum Beach insurance policy held with the Municipal Insurance Association of British Columbia via the Associate Member program.
- (c) Monthly Finance Report – September, 2020 – For Information
(d) Monthly Fire Department Report – September, 2020 – For Information

CARRIED UNANIMOUSLY

Discussion on the motion:

Councillor Filmer MOVED and Councillor Walker SECONDED, THAT Council rescinds the following motion: THAT Council directs staff to move forward with the relocation or demolition of the former St. Andrews Lodge building, with preference to proponents that will reuse the building or materials from the building no later February 1, 2021.

MOTION FAILED

IN FAVOUR: Councillor Filmer, Councillor Walker

OPPOSED: Mayor Wiese, Councillor Harrison, Councillor Westbroek

APPROVAL OF THE MINUTES

Councillor Harrison MOVED and Councillor Filmer SECONDED, THAT Council approves the following Council meeting minutes:

- October 7, 2020 Regular Council Meeting;
- October 14, 2020 Special Council Meeting (9:00 am);
- October 14, 2020 Special Council Meeting (3:30 pm);
- October 21, 2020 Special Council Meeting.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

(1) Motions referred from the September 16, 2020 Regular Council Meeting

- a. Councillor Walker MOVED and Councillor Harrison SECONDED, THAT funding be approved to install a new wildlife tree/snag sign to be provided by the Brown Property Preservation Society in the Heritage Forest.

Councillor Walker MOVED and Councillor Westbroek SECONDED, THAT Council defer the motion on the floor to a future meeting for discussion around signage.

CARRIED UNANIMOUSLY

- b. Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT staff be directed to consult with the Heritage Forest Commission in the drafting of a plan for the Hemsworth Road trail tree planting.

CARRIED UNANIMOUSLY

DELEGATIONS

- (1) **Lally Grauer, Sarah Chezick, and Elizabeth Northcott** of the Arrowsmith Groundwater Alliance appeared before Council to request that Qualicum Beach become a 'Blue Community', supporting the right to water and sanitation.

Councillor Walker MOVED and Councillor Westbroek SECONDED, THAT Council refers the request from the Arrowsmith Groundwater Alliance that Qualicum Beach become a "Blue Community" to staff to prepare a report for Council's consideration at a future meeting.

CARRIED UNANIMOUSLY

CORRESPONDENCE

- (1) **Qualicum Community Education and Wellness Society** – October 5, 2020 – Food Security – This item was referred to an in-camera discussion.

- (2) **Bard to Broadway Theatre Society** – October 5, 2020 - Request for use of Qualicum Beach Civic Centre Amphitheatre
Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT due to COVID-19 restrictions, Council instructs staff to work with the Bard to Broadway Theatre Society to explore options to utilize town-owned land, as performance space alternatives, to host the Society's 2021 performance season.
CARRIED UNANIMOUSLY
- (3) **LATE ITEM – Remembrance Day Services**
Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council authorize the closure of Veterans Way, between Memorial Avenue and Berwick Road North, on the following days and times, ensuring Town requirements are met, including emergency services notification, and ensuring all provincial health guidelines related to the COVID-19 pandemic are followed:
- Tuesday, November 10, 2020 from 2:30 pm to 4:30 pm for the private Remembrance Day candlelight service at the Qualicum Beach Legion;
 - Wednesday, November 11, 2020 from 9:30 am to 11:30 am for the private Remembrance Day service at the Qualicum Beach Legion;
- AND FURTHER THAT Council authorizes in-kind support for the Remembrance Day services through Town provision of barricades.
CARRIED UNANIMOUSLY

PUBLIC AND STATUTORY HEARINGS

Pursuant to Ministerial Order 192 [Local Government Meetings & Bylaw Process], this Public Hearing was conducted using Zoom telecommunications software. The public was invited to speak at the Public Hearing by joining the Zoom meeting via telephone or over the Internet using a smartphone, tablet or computer.

- (1) **Zoning Amendment: 230 Higson Crescent**
At 4:27 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 (230 Higson Crescent) Bylaw 580.118, 2020".

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

- John Wood, 466 Troon Close, spoke in favour of the proposed development, noting the cooperation from the owner to adjust the proposal in conjunction with the neighbourhood, the innovative design, and the use of the land.
- Ronald Bieg, 209 Higson Crescent, spoke in opposition to the proposed development, noting the reduction in road setbacks and that the development is not in keeping with the form and character of the existing neighbourhood.

Mr. Bieg suggested covenants be applied to the remaining properties in the subdivision.

- Nory Johrden, 224 Higson Crescent, spoke in opposition of the proposed development, expressing concern with the community impact of increased traffic, overcrowding of the neighbourhood, and the impact on natural resources.

The Mayor called a second time for any persons who deemed themselves affected by Bylaw No. 580.118, 2020, who wished to be heard or present written submissions, to speak.

- Nory Johrden, 224 Higson Crescent, spoke in opposition of the proposed development noting the house being used as a vacation rental property which could see excessive visitors, parties and additional noise to the existing neighbourhood. Suggested that applicants discuss proposed development with the neighbours prior to taking an application to Council.

The Mayor called a third time for any persons who deemed themselves affected by Bylaw No. 580.118, 2020, who wished to be heard or present written submissions, to speak, and, hearing no one, declared the public hearing on Bylaw No. 580.118, 2020, closed at 4:40 pm. Council cannot accept further comments directly from the public; all comments must go through staff.

BYLAWS

(1) Zoning Amendment: 634 Rye Road

Councillor Walker MOVED and Councillor Filmer SECONDED, THAT Council hold a Public Hearing on November 18, 2020 at 3:30 pm electronically via Zoom in regard to "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (634 Rye Road) Bylaw No. 580.116, 2020".

CARRIED UNANIMOUSLY

(2) Zoning Amendment and Development Permit: 230 Higson Crescent

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (230 Higson Crescent) Bylaw 580.118, 2020" be read a third time.

CARRIED UNANIMOUSLY

(3) Zoning Amendment: 201, 207 and 211 First Avenue West

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (201, 207 and 211 First Avenue West) Bylaw 580.124, 2020" be read a first time.

CARRIED

IN FAVOUR: Mayor Wiese; Councillor Harrison and Councillor Westbroek

OPPOSED: Councillor Filmer; Councillor Walker

Councillor Westbroek MOVED and Councillor Walker SECONDED, THAT, prior to adoption of "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (201, 207 and 211 First Avenue West) Bylaw 580.124, 2020", the owner enters into a housing agreement with the Town to ensure that all dwelling units in Building 1 remain as rental for a minimum of ten years.

Councillor Harrison MOVED and Councillor Filmer SECONDED, THAT the motion be laid on the table to allow staff to enter into discussions with the proponent regarding timelines for the rental agreement on Building 1.

CARRIED

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council refers the application for 201, 207 and 211 First Avenue West to the Advisory Planning Commission, subject to submission of the following additional information:

- a) Tree and Vegetation Management Plan;
- b) Information on building energy efficiency;
- c) North South cross section that includes the development to the north;
- d) Perspective rendering from Beach Road looking south; and,
- e) Shadow study including adjacent existing and proposed buildings.

AND FURTHER THAT the Advisory Planning Commission be requested to advise Council on:

- f) Whether the proposed development complies with Village Design Guidelines, and if not, what changes should be made;
- g) The suitability of the proposed under-building parking and adjacent surface parking;
- h) How the First Avenue frontage could be made more pedestrian-friendly.

CARRIED UNANIMOUSLY

(4) Town of Qualicum Beach Road Closure (Portion of Road Dedicated on Second Avenue East) Bylaw No. 747, 2020

Mayor Wiese MOVED and Councillor Walker SECONDED, THAT Council defer the bylaw entitled "Town of Qualicum Beach Road Closure (Portion of Road Dedicated on Second Avenue East) Bylaw No. 747, 2020" to a future meeting.

CARRIED UNANIMOUSLY

(5) Town of Qualicum Beach Financial Plan (2021 – 2025) Bylaw No. 752, 2020

Councillor Westbroek MOVED and Councillor Walker SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Financial Plan (2021-2025) Bylaw No. 752, 2020" be introduced and given first reading.

CARRIED UNANIMOUSLY

(6) **Waterworks Rate and Regulation Bylaw**

Councillor Filmer MOVED and Councillor Westbrook SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Waterworks Rate and Regulation Amendment Bylaw 753, 2020" be introduced and read a first time.

CARRIED UNANIMOUSLY

(7) **Sewer User Rates Bylaw**

Councillor Westbrook MOVED and Councillor Walker SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Sewer User Rates Bylaw 754, 2020" be introduced and read a first time.

CARRIED UNANIMOUSLY

COMMITTEE & LIAISON REPORTS

(1) **General Government** (Mayor Brian Wiese)

Mayor Wiese commented on working with the Regional District of Nanaimo on the North Island 911 service.

(2) **Parks & Recreation** (Councillor Robert Filmer)

Councillor Filmer commented on participating in the Vancouver Island Economic Summit tomorrow, October 29, 2020 at 2:30 pm.

(3) **Community Development** (Councillor Scott Harrison)

Councillor Harrison commented on the following:

- October 8 meeting with the Chamber of Commerce
- Meeting with M'akola Housing discussing affordable housing
- October 22 meeting with Canadian Mortgage and Housing to discuss grant funding for Veterans Housing
- October 15 meeting with the Museum
- Oceanside Service Committee meeting discussing the Sports track funding. Further reporting to come at a future meeting.

Notice of Motion: BE IT RESOLVED THAT Council directs staff to discuss with BC Housing the use of town land for a temporary cold weather shelter for individuals with mild to moderate needs and report back to Council.

(4) **Arts & Culture** (Councillor Adam Walker)

Councillor Walker did not have a liaison report for this meeting.

(5) **Protective Services** (Councillor Teunis Westbrook)

Councillor Westbrook MOVED and Councillor Filmer SECONDED, THAT Council refer to the Select Committee on Public Safety to consider signalized pedestrian crossings and/or speed humps at various locations on Highway 19A to include: Milner Gardens, Hemsworth and the Rodway Trail.

CARRIED UNANIMOUSLY

STAFF REPORTS

(1) Corporate Administrator (Heather Svensen)

(a) Moonlight Madness Event

Councillor Walker MOVED and Councillor Harrison SECONDED, THAT Council directs staff to work with the Chamber of Commerce to host the 2020 Moonlight Madness shopping event, adhering to any provincial health guidelines, on Thursday, November 19, 2020 and Friday, November 20, 2020 from 5:00 pm to 9:00 pm, as described in the October 28, 2020 Corporate Administration memo; AND FURTHER THAT Council authorize the closure of Second Avenue, between Memorial Avenue and Primrose Street, on Thursday, November 19, 2020 and Friday, November 20, 2020 from 5:00 pm to 9:00 pm, ensuring Town requirements are met, including emergency services notification, traffic control, insurance, litter and notification to businesses affected by the closure.

CARRIED UNANIMOUSLY

(2) Planning (Luke Sales, Director of Planning)

(a) OCP Amendment and Zoning Amendment: 189 Sunningdale Road West; OCP Amendment: 187 Sunningdale Road West

Councillor Walker MOVED and Councillor Westbroek SECONDED, THAT Council hold a Public Hearing on November 18, 2020 at 3:30pm electronically via Zoom in regard to "Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018 Amendment (189 and 187 Sunningdale Road West) Bylaw No. 800.04, 2020" and "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (189 Sunningdale Road West) Bylaw 580.121, 2020".

CARRIED UNANIMOUSLY

(b) "Into the Woods" Childcare Facility - Proposed Location

Councillor Walker MOVED and Councillor Filmer SECONDED, THAT Council directs staff to proceed with design and construction on the north side of the Park Road parking lot for the purpose of the "Into the Woods" Childcare Facility, as shown in Site Option 13.3 in the October 28, 2020 Planning memo to Council, subject to a future design review by Council.

CARRIED UNANIMOUSLY

(c) Development Permit for Foreshore Protection: 363 Judges Row

Councillor Walker MOVED and Councillor Filmer SECONDED, THAT Council authorizes staff to issue a Development Permit for 363 Judges Row, as detailed in the October 28, 2020 Planning memo to Council.

CARRIED UNANIMOUSLY

Councillor Westbroek MOVED and Councillor Walker SECONDED, THAT Council instructs staff to bring back a report to Council identifying options to sign 357 Burnham Road as public property.

CARRIED UNANIMOUSLY

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

(a) **Asset Management Update**

Councillor Walker MOVED and Councillor Westbroek SECONDED, THAT Staff be directed to report on and schedule appropriate Council updates for addressing the following Asset Management elements in 2021:

- detailed 10-year capital projects,
- reserve policy,
- debt strategies,
- level of service documents, and
- summary Asset Management Plans for each asset group.

CARRIED UNANIMOUSLY

(4) **Operations (Arnold Schwabe, Manager of Operations)**

(a) **Hazardous Tree Inspection Procedure Policy 4002-10**

Councillor Harrison MOVED and Councillor Westbroek SECONDED, THAT Council approve Hazardous Tree Inspection Procedure Policy No. 4002-10.

CARRIED

IN FAVOUR: Mayor; Harrison; Westbroek

OPPOSED: Filmer; Walker

Councillor Walker MOVED and Councillor Filmer SECONDED, THAT Council refer the Hazardous Tree Inspection Procedure Policy 4002-10 to a future Committee of the Whole meeting.

MOTION FAILED

IN FAVOUR: Councillor Filmer; Councillor Walker

OPPOSED: Mayor Wiese; Councillor Harrison; Councillor Westbroek

REVIEW OF COMMENTS FROM THE PUBLIC

During the COVID-19 pandemic, while Council is participating in regular meetings electronically and the public are not permitted to attend, members of the public were able to provide comments regarding this regular meeting of Council by means of e-mail, letter, or by phone.

Comments for this regular Council meeting were received by 12:00 pm two business days following the meeting (October 30, 2020). Submissions were distributed to all Council, and a brief summary of the comments are as follows:

- Anne Skipsey, 383 Crescent Road West, regarding the St. Andrews Lodge.
- Tim Pritchard, 663 Windward Way, regarding the zoning amendment for 201, 207 & 211 First Avenue West, the proposed water rates, and the Asset Management update.

Mayor Wiese MOVED and Councillor Westbroek SECONDED, THAT Council recess the meeting to resume at 6:30 pm.

CARRIED

Meeting recessed at 6:15 pm

Meeting resumed at 6:30 pm with Mayor Wiese; Councillors Harrison; Walker and Westbroek in attendance. Also: D. Sailland; L. Sales; H. Svensen and H. Gould in attendance.

MOTION TO CLOSE

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

CARRIED

ADJOURNMENT

Councillor Walker MOVED and Councillor Harrison SECONDED, THAT Council adjourns the meeting.

CARRIED

MEETING ADJOURNED: 6:50 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Brian Wiese
Mayor