

Minutes of the 10:00 am Wednesday, February 24, 2021, 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 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
Rebecca Augustyn, Planner
Arnold Schwabe, Manager of Operations
Haylee Gould, Deputy Corporate Administrator

The Mayor called the meeting to order at 10:00 am acknowledging that the meeting is being held on the traditional lands of the Coast Salish people.

ADOPTION OF THE AGENDA

Councillor Filmer MOVED and Councillor Westbroek SECONDED, THAT Council adopts the February 24, 2021 Regular Council meeting agenda, as amended to include a late item under Correspondence, Media Release from the Parksville Qualicum Community Foundation.

CARRIED UNANIMOUSLY

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

- (1) **Correspondence Log** – February 24, 2021 – For Information
- (2) **Monthly Bylaw Report** – January, 2021 – For Information

CARRIED UNANIMOUSLY

APPROVAL OF THE MINUTES

Council approved the following meeting minutes:

- January 27, 2021 Special Council meeting;
- February 3, 2021 Regular Council meeting;
- February 8, 2021 Special Council meeting;
- February 10, 2021 Public Hearing.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

- (1) **Recommendation from the November 5, 2020 Heritage Forest Commission Meeting**
Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT funding be approved for a new metal bench to be located along the Hemsworth forest trail, subject to a plan for that portion of the forested trail.
CARRIED UNANIMOUSLY
- (2) **Deferred from the October 28, 2021 Regular Council Meeting**
Councillor Westbroek 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.
CARRIED UNANIMOUSLY
- (3) **Notices of Motion from the February 3, 2021 Regular Council Meeting (Councillor Harrison)**
Councillor Harrison MOVED and Councillor Westbroek SECONDED, THAT the Town creates a reserve for the purchasing of electric vehicles or charging stations.
CARRIED UNANIMOUSLY
- (4) **Motion from the February 3, 2021 Regular Council Meeting**
Councillor Harrison MOVED and Councillor Westbroek SECONDED, THAT Council support the BenchMark Project in collaboration with the Chamber of Commerce, the majority of the benches from the BenchMark Project will be located on Town property in Glassford Square, with the remainder on private land by local businesses.
CARRIED UNANIMOUSLY

DELEGATIONS

- (1) **Ceri Peacey, Brant Wildlife Festival** – request for support for the 2021 Brant Wildlife Festival

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT Council direct staff to provide funding in the amount of \$5,000 to the Brant Wildlife Festival to assist with promotion of the virtual festival.
CARRIED
Opposed: Councillor Westbroek
In Favour: Mayor Wiese; Councillor Filmer; Councillor Harrison
- (2) **Kim Burden, Chamber of Commerce, Town Branding Project** – introduction and timeline for the new branding project.
- (3) **Joanne Sales, Broombusters** – update on scotch broom removal activities in 2020 and plans for 2021

Mayor Wiese MOVED and Councillor Filmer SECONDED, THAT, as per the Town's Council Procedure Bylaw, the Broombusters delegation for the February 24, 2021 regular Council meeting be granted an additional five minutes to present, for a total of ten minutes.

CARRIED UNANIMOUSLY

CORRESPONDENCE

- (1) **Qualicum Beach Streamkeepers** – December 28, 2020 – Request to collaborate on a comprehensive assessment of Grandon Creek.

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT staff be directed to work with the Qualicum Beach Streamkeepers on a comprehensive assessment of Grandon Creek.

CARRIED UNANIMOUSLY

- (2) **Graham Sakaki, Mount Arrowsmith Biosphere Region Research Institute** – request for letters of support

Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT staff be directed to send the two letters of support requested by Mount Arrowsmith Biosphere Region in their February 4, 2021 letter to the Town.

CARRIED UNANIMOUSLY

- (3) **LATE ITEM – Media Release from Parksville Qualicum Community Foundation** – Media Release by the Parksville Qualicum Community Foundation announcing they will work with other BC Foundations to provide \$980,170 to transform public spaces in response to COVID-19.

BYLAWS

- (1) **Official Community Plan Amendment and Zoning Amendment: 850 Eaglecrest Drive/2075 Island Highway**

Councillor Harrison MOVED and Councillor Westbroek SECONDED, THAT, as described in the January 13, 2021 Planning memo to Council, the bylaw entitled “Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018 Amendment (850 Eaglecrest Drive/2075 Island Highway W) Bylaw No. 800.03, 2019” be read a third time, as amended by replacing the word "EPS3688" with the word "EPS3588".

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council defer consideration of third reading of the “Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018 Amendment (850 Eaglecrest Drive/2075 Island Highway W) Bylaw No. 800.03, 2019” and the “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (850 Eaglecrest Drive/2075 Island Highway W) Bylaw No. 580.112, 2019” as amended, to a future Regular Council meeting to allow staff to commission an independent review of the appraisal conducted for the subject property.

CARRIED UNANIMOUSLY

Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT Council instructs staff to commission a complete, independent review, of the appraisal provided by Cunningham & Rivard Appraisals Ltd., before going further with consideration of the proposed zoning and Official Community Plan amendments for 2075 West Island Highway; AND FURTHER THAT the independent review will be conducted on behalf of the Town, at the expense to the Town.

CARRIED

Opposed: Councillor Filmer

In Favour: Mayor Wiese; Councillor Harrison; Councillor Westbroek

Council requested staff seek legal advice on the need to hold a second Public Hearing.

(2) **Zoning Amendment: 431 College Road**

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT the bylaw entitled “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (Residential 15 Zone (R15) - 431 College Road) Bylaw No. 580.122, 2020” be read a third time.

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council amends the motion on the floor by inserting: reducing the density on the site by 9 dwelling units.

CARRIED UNANIMOUSLY

MAIN MOTION AS AMENDED:

THAT the bylaw entitled “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (Residential 15 Zone (R15) - 431 College Road) Bylaw No. 580.122, 2020” be read a third time as amended, by reducing the density on the site by 9 dwelling units.

CARRIED UNANIMOUSLY

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT the bylaw entitled “Town of Qualicum Beach Housing Agreement (431 College Road) Bylaw No. 750, 2020” be read a third time.

CARRIED UNANIMOUSLY

Mayor Wiese MOVED and Councillor Westbrook SECONDED, THAT Council instructs staff to notify the owner of 431 College Road that the demolition of the Heritage building be completed within 8 weeks.

CARRIED UNANIMOUSLY

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

Councillor Westbrook MOVED and Councillor Harrison SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Financial Plan (2021-2025) Bylaw No. 752, 2020" be adopted.

CARRIED UNANIMOUSLY

(4) **Bylaw Revision and Consolidation Authorization Bylaw No. 756, 2021**

Councillor Filmer MOVED and Councillor Westbrook SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Bylaw Revision and Consolidation Authorization Bylaw No. 756, 2021" be adopted.

CARRIED UNANIMOUSLY

COMMITTEE & LIAISON REPORTS

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

Mayor Wiese commented on the following:

- Emergency Management Oceanside - COVID numbers are looking good for the Oceanside area.
- Participating in a meeting with Commander of the Air Force Base of the 19th wing with the Legion to discuss the event to celebrate with a parade for the Freedom of the Town when the current restrictions are lifted.
- East Village progressing with the "Fern and Cedar pub" construction underway
- Memorial Avenue Roundabout – working on improved communication on the traffic disruptions
- Reviewing traffic calming on East and West Crescent and Memorial Avenue; review of measures to protect the golfers on East Crescent at the 5th tee/green
- New LED lighting installed in Town. Discussion between 3,000 and 4,000 lumens.
- Participating in a phone conversation with Ministers Osborne and Malcolmson on homelessness and drug addiction and the lack of personnel to look after these individuals; programs and facilities to assist
- Local by-election – General Voting Day on May 15, 2021

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

Councillor Filmer commented on the following:

- Shout out to the Town staff during our recent snow event
- New LED lighting installed throughout Town noting that individuals can adjust their personal space to reduce the lighting in their homes by installing black out curtains
- Support for the 2021 Pink Shirt Day

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

Councillor Harrison commented on the following:

- 10-year building permit report providing graphs on the various years of development in Town
- LED lighting installed in Town clarified that the LED lighting options between 4,000 and 3,000 lumens may only change the colour of the lighting, not the intensity of the light
- Working with the Oceanside Health and Wellness Network – reviewing the first 2,000 days of life – food security; focusing on children to reach their full potential.
- Attending the Oceanside Development Construction Association meeting
- Chamber of Commerce meeting – bench project
- CMHC grant did not proceed for Veterans Housing Funding - looking for a follow up meeting to see where the shortcomings were

(4) **Protective Services** (Councillor Teunis Westbroek)

Councillor Westbroek commented on the following:

- Commented on the new LED lighting and the differences between 4,000 and 3,000 Lumens. Questioned staff on the cost to refit from 4,000 to 3,000 lumens.
 - Bob Weir provided clarity on the LED lighting as follows:
 - Several conversations with BC Hydro – changing colour temperature; and cost to remove or relocate the lights;
 - BC Hydro has confirmed that they will not provide back shading;
 - Waiting for feedback from BC Hydro to answer the questions.
- Attending the Parks and Recreation Commission meeting on February 18, discussing micro forests for areas that are denser (e.g. Village Way/Memorial intersection). The Commission Chair, Peter Drummond, will provide a report at a future Commission meeting.
- Attending the Qualicum Beach Memorial Golf Course board meeting – cart shed progressing well; discussion regarding cart shed wash/water run off and options for the run off to filter through a rain garden

Notice of Motion: THAT the Town participates and covers the costs of a rain garden to retain the water from the cart shed run off at the Qualicum Beach Memorial Golf Course.

- Roundabout construction at Memorial Avenue and Highway 19A.
- Attending a meeting with the owners of Eaglecrest Golf Course, announcing that the course will be operated as a nine-hole course (starting at hole 14, 15, 16, 17, 18, 1, 2 and 12 and 13)

Notice of Motion: THAT Council instructs staff to work with the owners and managers of Eaglecrest Golf Course to come up with a 50th anniversary celebration plan when it is safe to do so.

- Attending the RDN Transit Select Committee, recommending the contract to be awarded to Watt Construction for the redevelopment strategy.
- Participated in a Zoom meeting with the Qualicum Wood Residents Association and Qualicum Beach Residents Association
 - Tree and Vegetation Management Plan requesting that it be on the March 17th Regular Council Meeting for consideration
 - Climate Change Adaptation Bylaw requesting that it be on the March 17th Regular Council meeting for consideration. Mr. Sailland confirmed that it would be on the March 17th or April 7th Regular Council meeting for consideration
 - 5G and how it affects the airport
 - Arnold Schwabe outlined the process of 5G and the effects
- Attending the Old School House meeting
- Citizens expressing concern with pedestrian crossing at Arbutus Road from Hoylake Road
- Citizen questioned if Georgia Street could be made a one-way street
 - Bob Weir, Director of Engineering and Capital Projects, noted that it was not recommended to make Georgia Street a one-way street given the low volume of use on the street.
- Crosswalk at Hoylake Road and Arbutus
 - Bob Weir noted that plans are in the works for the crossing to be constructed with the extension of two culverts for a landing spot to be created to cross over from Hoylake Road
- Village Way and Qualicum Road – suggested the intersection be reviewed by the traffic consultant
 - Bob Weir noted that a pedestrian activated crosswalk was installed and staff are looking at the installation of improved lighting.
 - Councillor Westbroek requested that the topic be referred to the next Select Committee on Public Safety meeting.

Notice of Motion: THAT Council instructs staff provide a safer crossing along Arbutus Street to the trail head at W. Crescent and the Rodway Trail by making the entire intersection of Arbutus and West Crescent with a speed hump and pedestrian lit crosswalk.

Notice of Motion: THAT Council instructs staff to provide notice to residents affected by the encroachments on their property that they have until June 30, 2021 to address the encroachments.

Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT, during the 2021 by-election to fill the vacant Councillor position on Council, that the ballot includes a referendum question regarding increasing the size of the Council for the Town of Qualicum Beach from four Councillors to six Councillors.

MOTION FAILED

Opposed: Mayor Wiese; Councillor Harrison

In Favour: Councillor Filmer; Councillor Westbroek

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council recess the meeting for 10 minutes.

CARRIED UNANIMOUSLY

Meeting recessed at 12:34 pm

Meeting resumed at 12:45 pm

STAFF REPORTS

(1) Corporate Administrator (Heather Svensen)

(a) Announcement of Council Meeting Motions

The following motions were released to the public pursuant to Section 117 of the *Community Charter*:

- THAT Council provide a letter for preliminary support in principle to Astrom Flight School Inc. (AFS) to operate a flight school from the Qualicum Beach Airport (CAT4), subject to approval by Transport Canada; AND FURTHER THAT staff be instructed to negotiate with Astrom Flight School to lease space in the airport terminal building or enter into a lease for construction of a hanger; AND FURTHER THAT Astrom Flight School be notified that utilization of the airport pay parking will be required as part of the lease.
- THAT Council authorizes staff to enter into a lease agreement with Ian McLaughlin and Adam Potter dba Final Approach Restaurant, for use of a portion of the Qualicum Beach Airport terminal building as described in the February 3, 2021 memo to Council.
- THAT the request by the Qualicum and District Curling Club that the February 1, 2021 rent for \$1,126 plus GST be deferred, due to Town reviewing the establishment of a Grants-in Aid process that would provide potential relief to community groups adversely effected by Covid-19 issues.
- THAT Council directs staff to engage the Province for use of the South airport lands for a period of 6 months past the duration of the COVID19 pandemic for a temporary, all day cold weather shelter to aid a maximum of 15 individuals.

(b) **2021 Local By-Election**

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT Council appoints Heather Svensen as Chief Election Officer.

CARRIED UNANIMOUSLY

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT Council appoints Haylee Gould as Deputy Chief Election Officer.

CARRIED UNANIMOUSLY

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT Council authorizes the Chief Election Officer to send a formal request to the Ministry of Municipal Affairs and Housing for a Ministerial Order to facilitate a by-election during the pandemic, including legislative changes to:

- a. allow all eligible electors to vote by mail, and permit elector registration to be done in conjunction with this voting;
- b. permit the Town of Qualicum Beach's Chief Election Officer to establish procedures for voting, processing and securing mail ballots at their sole discretion;
- c. permit electors to make an oral declaration that they are entitled to vote in the by-election when obtaining a ballot, with the election official responsible making a record that the elector made an oral declaration; and
- d. permit the Chief Election Officer to establish or remove special voting opportunities at their sole discretion.

CARRIED UNANIMOUSLY

- (c) **2020 and 2021 Open Council Motion Indices** – Council agreed to review the 2020 and 2021 Open Council Motions index and provide any comments to staff in advance of the next Council meeting

Heather Svensen, Corporate Administrator, left the meeting at 12:55 pm

(2) **Financial Administration (John Marsh)**

(a) **COVID-19 Related Grant-In-Aid Process**

Councillor Filmer MOVED and Councillor Westbroek SECONDED, THAT the Town make an exception for the year 2021 and not follow policy number 3000-6 Administration – General – Grants-In-Aid in order that the Town could consider providing grants-in-aid to community groups and organizations that have been negatively affected by Covid-19;

AND THAT Council authorize the establishment of a grants-in-aid fund to be used for community groups that have been negatively affected by Covid-19 based on the following criteria:

- Total maximum grant-in-aid budget allocation \$75,000;
- Maximum grant-in-aid application award for an organization or group \$5,000;
- Applicants must be a registered society, non-profit organization or charity;

- Application deadline April 9, 2021;
- Applicants must indicate the intended use of the funds;
- Applicants must indicate the impact of Covid-19 on their operations and/or finances;
- Priority will be considered for local organizations providing services to vulnerable persons (e.g. persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities);
- Applications will also be considered for local organizations providing activities and/or services to Town of Qualicum Beach residents;
- In determining priority for awarding grants, the Town will also consider how the intended use of the funds will help Qualicum Beach residents and/or services provided within the Town of Qualicum Beach municipal boundary.
- The Town will also consider preference towards groups that have not been able to receive Covid-19 funding support from provincial or federal governments.

AND THAT staff be authorized to notify community groups and to proceed with an application process.

CARRIED UNANIMOUSLY

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

(a) Development Variance Permit: 602 Belyea Road

Councillor Harrison MOVED and Councillor Westbrook SECONDED, THAT Council directs staff to fulfill statutory notification requirements so that Council can consider issuance of a Development Variance Permit for 602 Belyea Road at the Council Meeting on March 17, 2021.

CARRIED UNANIMOUSLY

(b) Development Permit: 3022 Island Highway West

Councillor Filmer MOVED and Councillor Westbrook SECONDED, THAT the Development Permit application for 3022 Island Highway West be referred to the Advisory Planning Commission subject to the following being submitted:

- Revised plans that provide consistency regarding unit count
- Satisfactory Geotechnical Engineering Report;
- Complete Landscape Plan that includes a sidewalk along the Island Highway West along with a pedestrian-activated crosswalk;
- Tree and Vegetation Management Plan;
- Rainwater Management Plan; and,
- Phasing Plan.

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT the motion be amended by replacing the words "Satisfactory Geotechnical Report" with the words "Submission of a report from a geotechnical engineer, the contents and conclusions of which shall be concurred with by the Town of Qualicum Beach; the report shall address but not be limited to, i) the analysis of underlying soil conditions throughout the entire slope, ii) the geotechnical aspects of site preparation, drainage improvements, foundation designs and retaining wall construction, and iii) the impact of construction on slope stability, especially on the top of the slope."

CARRIED UNANIMOUSLY

Main motion as amended:

THAT the Development Permit application for 3022 Island Highway West be referred to the Advisory Planning Commission subject to the following being submitted:

- Revised plans that provide consistency regarding unit count
- Submission of a report from a geotechnical engineer, the contents and conclusions of which shall be concurred with by the Town of Qualicum Beach; the report shall address but not be limited to, i) the analysis of underlying soil conditions throughout the entire slope, ii) the geotechnical aspects of site preparation, drainage improvements, foundation designs and retaining wall construction, and iii) the impact of construction on slope stability, especially on the top of the slope;
- Complete Landscape Plan that includes a sidewalk along the Island Highway West along with a pedestrian-activated crosswalk;
- Tree and Vegetation Management Plan;
- Rainwater Management Plan; and,
- Phasing Plan.

CARRIED UNANIMOUSLY

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 (February 26, 2021). Submissions were distributed to all Council, and a brief summary of the comments are as follows:

- V. Ainsworth, Qualicum Beach, regarding increasing Council's size.
- Bob and Joyce Daman, 1203 Pintail Drive, regarding the OCP and Zoning amendment application for 850 Eaglecrest Drive.
- Marlys Diamond, #516 – 120 First Avenue West, regarding the OCP and Zoning amendment application for 850 Eaglecrest Drive.

- Carol Dowe, Qualicum Beach, regarding increasing Council's size.
- Fred Dowe, Qualicum Beach, regarding 5G impacts on aviation.
- Barrie Nault, 441 Crescent Road West, regarding the development permit for 3022 Island Highway West.
- Rory Polson, 451 Crescent Road West, regarding the development permit for 3022 Island Highway West.
- Tim Pritchard, 663 Windward Way, regarding the Chamber branding project, appraisal for 850 Eaglecrest Drive, and Eaglecrest Golf Course.
- Todd Provost, Qualicum Woods Residents' Association, regarding aviation safety.
- Anne Skipsey, 383 Crescent Road West, regarding increasing Council's size, tree and vegetation management bylaw, and new LED street lights.
- Howard Watts, 431 Crescent Road West, regarding the development permit for 3022 Island Highway West.
- Debby Wetmore, Hollywood Road, regarding increasing Council's size.

MOTION TO CLOSE

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

- a. 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; and
- b. 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

MEETING CLOSED TO THE PUBLIC AT 1:20 pm

MEETING REOPENED TO THE PUBLIC AT 1:53 pm

ADJOURNMENT

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

CARRIED

MEETING ADJOURNED: 1:53 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Brian Wiese
Mayor