

Minutes of the 10:00 am Wednesday, January 13, 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 Scott Harrison
Councillor Teunis Westbroek

ABSENT: Councillor Robert Filmer

ALSO PRESENT: Staff: Daniel Sailland, CAO
Heather Svensen, Deputy CAO/Corporate Administrator
John Marsh, Director of Finance
Genelle Conn, Manager of Finance
Bob Weir, Director of Engineering and Operations
Luke Sales, Director of Planning
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 Westbroek MOVED and Councillor Harrison SECONDED, THAT Council adopts the January 13, 2021 Regular Council meeting agenda, as amended to include Late Item 8(2)(a), Notice of Motion (Councillor Harrison) – Federation of Canadian Municipalities Resolution.
CARRIED UNANIMOUSLY

ADOPTION OF THE CONSENT AGENDA

Councillor Westbroek requested that Item 2(8)(b), Announcement of In Camera Meeting Motions, be removed from the consent agenda for consideration.

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

- (1) **Monthly Building Permit Report** – December 2020 – For Information
- (2) **Monthly Bylaw Report** – December 2020 – For Information
- (3) **Monthly Finance Report** – November 2020 – For Information
- (4) **Monthly Fire Department Report** – October 2020 – For Information
- (5) **Monthly Fire Department Report** – November 2020 – For Information
- (6) **Monthly Fire Department Report** – December 2020 – For Information

(7) **Correspondence Log** – January 13, 2021 – For Information

(8) **Announcement of In Camera Meeting Motions**

Pursuant to Section 117 of the *Community Charter*, Council authorizes the release to the public the following motions:

(a) October 21, 2020 Council 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 prospective purchasers before properties are sold.

(c) December 9, 2020 Council Meeting

- i. *Re: Qualicum Beach Memorial Golf Course:* THAT Council authorizes the construction of a power cart storage building, as detailed in the December 9, 2020 Planning memo to Council.
- ii. THAT Council authorizes staff to execute an Offer to Lease and Lease agreement with Qualicum-Parksville Kiwanis Housing Society, substantially as attached to the December 9th, 2020 Planning memo to Council.

CARRIED UNANIMOUSLY

Item 2(8)(b), Announcement of In Camera Meeting Motions

(b) November 16, 2020 Council Meeting

- i. THAT Council directs staff to install an electric portable heater in St. Andrews Lodge as soon as possible;
AND FURTHER THAT the Town be responsible for the electrical costs up to December 31, 2020;
AND FURTHER THAT, all invoices for electricity to power and heat the St. Andrews Lodge be borne by the Society;
AND FURTHER THAT should a Society not be formed by January 1, 2021, electrical costs for the Lodge building from January 1, 2021 onwards will be invoiced and collected from the Society as soon as the Society is created.

Councillor Westbroek MOVED and Mayor Wiese SECONDED, THAT the St. Andrews Lodge Historical and Cultural Society ("Society") be granted access to the St. Andrews Lodge by providing the Society a key to the building, subject to the Society entering into a lease with the Town of Qualicum Beach.

CARRIED UNANIMOUSLY

APPROVAL OF THE MINUTES

Councillor Harrison MOVED and Councillor Westbrook SECONDED, THAT Council approved the following meeting minutes:

- December 9, 2020 regular Council meeting;
- December 9, 2020 special Council meeting;
- December 16, 2020 special Council meeting;
- December 23, 2020 special Council meeting.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

(1) **Notice of Motion (Councillor Harrison) from the December 16, 2020 Special Council meeting**

Councillor Harrison MOVED and Mayor Wiese SECONDED, THAT Council withdraws the application for the Investing in Canada Infrastructure grant for the roundabout at Village Way and Highway 19A, AND FURTHER THAT staff be directed to provide a reasonable plan for the construction of a roundabout at Village Way and Highway 19A within the next five years.

MOTION FAILED

Opposed: Mayor Wiese; Councillor Westbrook
In Favour: Councillor Harrison

CORRESPONDENCE

(1) **Letter from Ruth Chantrell** – December 9, 2020 – concerns regarding daycare at the Community Park.

PUBLIC INPUT OPPORTUNITY

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

(1) **Development Variance Permit: 281 Fern Road East**

The Mayor called for any person wished to comment on the proposed Development Variance Permit for 281 Fern Road East to speak.

- John Wood, 466 Troon Close, spoke in favour of the Development Variance Permit, seeking clarity on the rear lot setback along the railroad and whether the variance would apply for future use of the land.
- Lance Nater, 996 Royal Dornoch Drive, sought clarity on the proposed variance and whether it would be a temporary provision.
- Pat Jacobson, 225 Crescent Road West, noted that the majority of the subject property is covered with impervious surfaces, expressing concern with drainage from the site. Ms. Jacobson questioned if there was an option to have more vegetation planted on Fern Road to assist with the runoff going into Beach Creek.

(2) **Town of Qualicum Beach Road Closure (Portion of Road Dedicated on Railway Street) Bylaw No. 742, 2020**

The Mayor called for any person wished to comment on the proposed road closure on Railway Street to speak.

- John Wood, 466 Troon Close, spoke in favour of the proposed road closure, which would assist in providing affordable housing in Qualicum Beach. Mr. Wood sought clarity on the \$10 fee attached to the 60-year lease and whether that fee was an annual fee or for the entire 60-year term.
- Lance Nater, 996 Royal Dornoch Drive, spoke in favour of the proposed development.
- Darren Bold, 105 Village Way, spoke in opposition of the proposed bylaw, noting that he was not in favour of the removal of the Community Garden and the removal of 150 trees on the north side of the plan. Mr. Bold noted that the Town has several other initiatives that will bring density to the community without the need for the removal of a large number of trees. Mr. Bold requested Council defer third reading for 6 to 12 months.

BYLAWS

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

Councillor Westbroek MOVED and Councillor Harrison 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 second time as amended by amending OCP Map Schedule 2.8 to include:

- a path linking the proposed cul-de-sac to the proposed park along the west side of the property;
- a pathway from the cul-de-sac to Country Club Drive; and
- a pathway west across the neighbouring property to the Hollywood Road right of way.

CARRIED UNANIMOUSLY

Council discussed the advantages and disadvantages of utilizing bareland strata on the subject property.

Councillor Harrison MOVED and Councillor Westbroek SECONDED, THAT the bylaw entitled "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" be read a second time, as amended.

CARRIED UNANIMOUSLY

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT, prior to adoption of Amendment Bylaw No. 580,112, 2019, the following be completed:

- Execution of a Works and Services Agreement to ensure completion of any adjacent works and services;
- Execution of one or more Section 219 covenants that address the following:
 - Form and Character, to ensure that the development is constructed in conformance with the presentation to Council, including a commitment to meet BC Energy Step Code 4 as proposed;
 - Requirement to construct two dwelling units on twelve of the 16 parcels, as proposed;
 - Prohibition against strata-titling any secondary suite, garden suite or carriage house from the primary dwelling;
 - Four-metre tree protection area along the eastern property line
- Provision to the Town of 50% of land value lift.

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council amends the motion on the floor by inserting: THAT the development be considered as a bare land strata.

CARRIED UNANIMOUSLY

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council amends the motion on the floor by inserting: THAT the proponent provides \$10,000 to be allocated for a future inventory study.

CARRIED UNANIMOUSLY

Councillor Westbroek MOVED and Mayor Wiese SECONDED, THAT Council amends the motion on the floor by notifying the applicant that Council declines the offer for a linear park.

Councillor Westbroek withdrew the motion on the floor.

Councillor Westbroek MOVED and Mayor Wiese SECONDED, THAT Council amends the motion on the floor by inserting: THAT Council instructs staff to work with the applicant/developer to accommodate the parkland contribution by accepting cash in lieu.

CARRIED UNANIMOUSLY

MAIN MOTION AS AMENDED:

THAT, prior to adoption of Amendment Bylaw No. 580,112, 2019, the following be completed:

- Execution of a Works and Services Agreement to ensure completion of any adjacent works and services;
- Execution of one or more Section 219 covenants that address the following:
 - Form and Character, to ensure that the development is constructed in conformance with the presentation to Council, including a commitment to meet BC Energy Step Code 4 as proposed;

- Requirement to construct two dwelling units on twelve of the 16 parcels, as proposed;
 - Prohibition against strata-titling any secondary suite, garden suite or carriage house from the primary dwelling;
 - Four-metre tree protection area along the eastern property line;
 - Provision to the Town of 50% of land value lift;
- AND FURTHER THAT the development be considered as a bare land strata;
AND FURTHER THAT the proponent provides \$10,000 to be allocated for a future inventory study;
AND FURTHER THAT Council instructs staff to work with the applicant/developer to accommodate the parkland contribution by accepting cash in lieu.
CARRIED UNANIMOUSLY

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council hold a Public Hearing on February 10th, 2021 at 10:00 am, electronically via Zoom teleconferencing software, in regard to “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 “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”.

CARRIED UNANIMOUSLY

(2) **Town of Qualicum Beach Road Closure (Portion of Road Dedicated on Railway Street) Bylaw No. 742, 2020**

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT the bylaw entitled “Town of Qualicum Beach Road Closure (Portion of Road Dedicated on Railway Street) Bylaw No. 742, 2020” be adopted.

CARRIED UNANIMOUSLY

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

Councillor Harrison MOVED and Councillor Westbroek SECONDED, THAT the bylaw entitled “Town of Qualicum Beach Financial Plan (2021-2025) Bylaw No. 752, 2020” be given third reading.

CARRIED UNANIMOUSLY

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council authorizes Councillor Westbroek to work with the Director of Finance and the Manager of Finance to review alternative taxation options for residential and commercial tax rates.

CARRIED UNANIMOUSLY

COMMITTEE & LIAISON REPORTS

(1) General Government (Mayor Brian Wiese)

Mayor Wiese requested an update on the by election to fill the vacant Councillor seat from Heather Svensen, Corporate Administrator.

Ms. Svensen commented that the Town has been in consultation with the Ministry of Municipal Affairs regarding the by election to fill the vacant Councillor position, noting that the Ministry supports the Town in waiting for Councillor Filmer to return from his leave of absence in February before announcing an election date.

(2) Community Development (Councillor Scott Harrison)

Councillor Harrison commented on the following:

- Attending the Oceanside Service Committee meeting, discussing the regional track;
- Providing an update on the Perfect Storm Group's activities.

Notice of Motion: THAT Council instructs staff to provide an annual summary of the Town of Qualicum Beach building permits over the last 10 years at a future Regular Council meeting.

Late Item – Notice of Motion – Federation of Canadian Municipalities Resolution

Councillor Harrison MOVED and Councillor Westbroek SECONDED, THAT the following resolution to be sent to the Federation of Canadian Municipalities (FCM) for their endorsement:

WHEREAS smaller communities may require additional supports to promote aging in place,

WHEREAS communities that cannot meet the demand for additional senior supports often result in individual households providing the additional care,

WHEREAS providing care for an aging relative can result in significant impacts to the caregiver's financial position,

THEREFORE, BE IT RESOLVED, that the Federation of Canadian Municipalities (FCM) urges the federal government to create a national demographic top-up to the Canada Health Transfer to account for the higher costs for providing healthcare for seniors, and establish a Seniors Care Benefit to compensate caregivers for out of pocket costs.

CARRIED UNANIMOUSLY

Councillor Harrison requested an update on a cold weather shelter. Luke Sales, Director of Planning, noted the following:

- discussions involve BC Housing and Regional partners including the City of Parksville and the Regional District of Nanaimo;
- there has been a resurgence of interest in December 2020;
- the Town has reached out to BC Housing; however, to date there has been no response.

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

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council instructs staff to install signage at the entrance to the Qualicum Beach Cemetery advising that all dogs must be on leash on cemetery grounds.

CARRIED UNANIMOUSLY

Notice of Motion:

THAT Council instructs staff to consider the installation of a three-way stop sign at the intersection of Berwick Road and Crescent Road East; AND FURTHER THAT Council instructs staff to consider the installation in the form of a barrier/protection on East Crescent by the 5th tee of the Qualicum Beach Memorial Golf Course.

Councillor Westbroek commented on the following:

- Requested that staff notify Pat Jacobson that Council has not appointed a liaison for the Seaside Nature Park.
- Attending a Solid Waste Committee meeting.
- Attending the Public Information Meeting for the development at College Heights.
- Requested that staff approach the Regional District of Nanaimo to consider a pilot project for yard waste pickup, including a survey to gauge interest with details on estimated cost.

Mayor Wiese MOVED and Councillor Westbroek SECONDED, THAT the meeting be recessed for 10 minutes.

CARRIED UNANIMOUSLY

THE MEETING RECESSED AT 11:42 am

THE MEETING RESUMED AT 11:50 am

STAFF REPORTS

(1) **Financial Administration** (John Marsh)

(a) **Charitable Donations and Gifts to the Town – Policy 3000-16**

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council approve the Charitable Donations and Gifts to the Town Policy 3000-16.

CARRIED UNANIMOUSLY

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

(a) **Development Variance Permit: 281 Fern Road East**

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council directs staff to issue a Development Variance Permit for 281 Fern Road East as described in the January 13, 2021 Planning memo to Council.

CARRIED UNANIMOUSLY

(b) **Development Variance Permit: 442 Knight Terrace**

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council directs staff to fulfill statutory notification requirements so that Council can consider issuance of a Development Variance Permit for 442 Knight Terrace at the Council Meeting on February 3, 2021.

CARRIED UNANIMOUSLY

(c) **1025 Qualicum Road**

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018 Amendment (1025 Qualicum Road) Bylaw No. 800.05, 2021" be read a first time.

CARRIED UNANIMOUSLY

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT the development proposal for 1025 Qualicum Road be referred to the Advisory Planning Commission for comment, once staff receives confirmation that the proposed first phase will include:

- a club house;
- a brew pub or tap house;
- a tourism focused lodge with a minimum of 40 rooms;
- a minimum of 60 units of villas and/or cottages; and
- confirmation of trails connecting the golf course and the community trail network.

CARRIED UNANIMOUSLY

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (1025 Qualicum Road) Bylaw No. 580.123, 2021" be read a first time.

CARRIED UNANIMOUSLY

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT staff be directed to meet with the proponent of 1025 Qualicum Road to advance the elements identified by Council, as well as the plan for liquid waste servicing.

CARRIED UNANIMOUSLY

(d) **2021 UBCM Community Emergency Preparedness Fund Emergency Social Services Grant**

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council approves the City of Parksville to be the primary applicant and apply for funding from the UBCM Community Emergency Preparedness Fund for Emergency Support Services modernization supplies on behalf of both the Town of Qualicum Beach and City of Parksville; AND FURTHER THAT, if successful, Council approve the City of Parksville to receive and manage the grant funding on the Town's behalf.

CARRIED UNANIMOUSLY

(e) **Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure**

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council directs staff to apply to the Investing in Canada Infrastructure Program to fund the project titled 'Operations Facility Upgrade', as described in the January 13, 2021 memo to Council AND FURTHER THAT Council commits to financing any ineligible project costs and overruns to complete the project.

CARRIED UNANIMOUSLY

(3) **Engineering & Operations (Bob Weir, P.Eng., Director)**

(a) **Grant Funding – Beach Creek Culvert Replacement at Crescent Road East**

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council directs staff to apply to the Investing in Canada Infrastructure Program to fund the project titled 'Beach Creek Culvert Replacement at Crescent Road East', as described in the January 13, 2021 memo to Council AND FURTHER THAT Council commits to provide project management support, and to finance any eligible and ineligible costs and overages related to the project.

CARRIED UNANIMOUSLY

(b) **Arrowsmith Groundwater Alliance – Request to Become a Blue Community**

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council direct staff to thank the Arrowsmith Groundwater Alliance for their proposal and initiative; AND FURTHER THAT staff advise the Arrowsmith Groundwater Alliance that the Town will continue to support and participate in the Regional District of Nanaimo Drinking Water & Watersheds Protection Program to advance our understanding and protection of community water supplies.

CARRIED UNANIMOUSLY

(c) **Consideration of Signalled Pedestrian Crossings and/or Speed Humps at Various Locations on Highway 19A**

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council direct staff to prepare a design for a flashing pedestrian crosswalk at Hemsworth Road and Highway 19A as schematically shown in the report; AND FURTHER THAT Council direct staff to prepare a design for a flashing pedestrian crosswalk at Rodway Trail and Highway 19A as schematically shown in the report;

AND FURTHER THAT Council direct staff to forward information on magnetic rooftop emergency flashers to Milner Gardens staff.

CARRIED UNANIMOUSLY

(d) **Use of Anticoagulant Rodenticides**

Councillor Harrison MOVED and Councillor Westbroek SECONDED, THAT Council approve Policy Number 4004-17, Use of Anticoagulant Rodenticides, to implement a ban on the use of anticoagulant rodenticides on Town of Qualicum Beach properties.

AND FURTHER THAT Council request that the Mayor write, on behalf of Council, to the Premier of British Columbia and appropriate ministers, requesting that the Province of British Columbia ban anticoagulant rodenticides.

AND FURTHER THAT Council direct staff to communicate to residents and businesses in the Town of Qualicum Beach Council's direction on this matter, the harmful impacts of anticoagulant rodenticides, and preferred alternatives.

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 (January 15, 2021). Submissions were distributed to all Council, and a brief summary of the comments are as follows:

- Bruce Fleming-Smith, 564 Berwick Road North, regarding the proposal for 850 Eaglecrest Drive/2075 Island Highway.
- Anne Skipsey, 383 Crescent Road West, regarding the proposals for 850 Eaglecrest Drive/2075 Island Highway and 1025 Qualicum Road, and the request to become a Blue Community.
- Tim Pritchard, 663 Windward Way, regarding the proposals for 850 Eaglecrest Drive/2075 Island Highway and 1025 Qualicum Road.
- Pat Jacobson, 225 Crescent Road West, regarding the request to become a Blue Community and the roundabout at Village Way vs. the artificial turf field grant application.

- Catherine Taylor, Karen Taylor, Sandra Taylor, and Peter Taylor, 497 Maquinna Place, regarding climate change, food security, bullying, and the tree and vegetation management plan.
- Lois Eaton, 591 Tamarack Drive, regarding the proposals for 850 Eaglecrest Drive/2075 Island Highway and 1025 Qualicum Road, and the request to become a Blue Community.
- Deborah McKinley, regarding the proposal for 850 Eaglecrest Drive/2075 Island Highway.
- Jay Smith, 587 Spruce Street, regarding the proposal for 850 Eaglecrest Drive/2075 Island Highway.
- Fox McKinley, regarding the proposal for 850 Eaglecrest Drive/2075 Island Highway.
- Todd Provost, Qualicum Woods Residents' Association, regarding the Age Friendly Transportation Plan and traffic calming.

ADJOURNMENT

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

CARRIED

MEETING ADJOURNED: 12:28 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Brian Wiese
Mayor