

Minutes of the 10:00 am Thursday, May 27, 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 Anne Skipsey
Councillor Teunis Westbroek

ALSO PRESENT: Staff: Daniel Sailland, CAO
Bob Weir, Director of Engineering and Operations
Luke Sales, Director of Planning
Heather Svensen, Corporate Administrator
Weslie Gould, Deputy Corporate Administrator

The Mayor called the meeting to order at 10:10 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 May 27, 2021 Regular Council meeting agenda, as amended by adding item 4(a), Business Arising from the Minutes.

CARRIED UNANIMOUSLY

OATH OF OFFICE

Heather Svensen, Corporate Administrator, administered the Oath of Office to Councillor-Elect Anne Skipsey. The sworn Oath of Office was presented to the Corporate Administrator.

Councillor Skipsey gave a brief introduction, commenting that she is honoured to serve the community and work together with Council, and looking forward to civil discourse, being respectful of the perspectives of fellow Council members as well as members of the community. Councillor Skipsey further expressed appreciation to the Chief Election Officer and election staff for the hard work on the by-election. In closing, Councillor Skipsey thanked the people of Qualicum Beach and stated she is excited to serve on this Council over the next 17 months.

ADOPTION OF THE CONSENT AGENDA

Councillor Westbrook clarified that the offer for sale of the two lots referred to in item 3(5)(a), Announcement of Council Meeting Motions for Lot B West Ridge Way and Lot C Claymore Road, were open to all members of the public to submit bids. Councillor Westbrook confirmed that there were no bids submitted from the neighbouring properties.

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

- (1) **Monthly Finance Report** – April 2021 – For Information
- (2) **Monthly Fire Department Report** – April 2021 – For Information
- (3) **Monthly Building Permit Report** – April 2021 – For Information
- (4) **Monthly Bylaw Report** – April 2021 – For Information
- (5) **Correspondence Log** – May 27, 2021 – For Information
- (6) **Announcement of Council Meeting Motions**

- a. **April 23, 2021 In Camera Meeting**

Pursuant to Section 117 of the *Community Charter*, the following resolutions were released to the public on April 23, 2021:

- THAT Council authorizes staff to accept the offer from Bayshore Construction to purchase Lot B West Ridge Way (proposed Lot B of proposed subdivision Plan of Lot 23, District Lot 78, Newcastle District, Plan EPP28954) for \$345,000 plus GST.
- THAT Council authorizes staff to accept the offer from Bayshore Construction to purchase Lot C Claymore Road (proposed Lot C of proposed subdivision Plan of Lot 23, District Lot 78, Newcastle District, Plan EPP28954) for \$335,000 plus GST.

CARRIED UNANIMOUSLY

APPROVAL OF THE MINUTES

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

- Special Council Meeting, April 21, 2021
- Special Council Meeting, April 23, 2021
- Regular Council Meeting, April 28, 2021
- Special Council Meeting, April 28, 2021 (Parcel Tax Roll)
- Special Council Meeting, April 28, 2021
- Special Council Meeting, May 19, 2021

CARRIED UNANIMOUSLY

Councillor Westbrook MOVED and Councillor Skipsey SECONDED, THAT Council instructs staff to consider the land within the Agricultural Land Reserve behind the Fire Hall for the temporary, COVID-19 response housing site for a dry recovery community of up to 15 housing units.

CARRIED UNANIMOUSLY

DELEGATIONS

- (1) **Ken Peters, Arrowsmith Search and Rescue (ASAR)**, appeared before Council to provide an update on Search and Rescue activities, and to request the following:
- To proactively work with the Town and staff with ASAR in emergency services;
 - Request reimbursement of \$31,500 for building permit fees for the new Operations Centre;
 - A letter of support for ASAR to the Regional District of Nanaimo for:
 - o Supporting the day-to-day emergency preparedness by increasing their annual funding grant;
 - o Supporting the building of the new Operations Centre by awarding a one-time capital grant; and
 - o Supporting the buy-out of the lease and purchase of the Hilliers ASAR facility.

Mayor Wiese MOVED and Councillor Filmer SECONDED, THAT, in accordance with the Council Procedure Bylaw, Council provide the Arrowsmith Search and Rescue delegation with an additional 5 minutes to speak.

CARRIED UNANIMOUSLY

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT Council write a letter to the Regional District of Nanaimo in support of Arrowsmith Search and Rescue.

CARRIED UNANIMOUSLY

Councillor Harrison MOVED and Councillor Westbrook SECONDED, THAT Council favourably supports the reimbursement of the \$31,500 for building permit fees for the new Arrowsmith Search and Rescue Operations Centre, subject to receipt of a staff report on the matter at the June 16, 2021 Regular Council meeting.

CARRIED UNANIMOUSLY

CORRESPONDENCE

- (1) **St. Andrews Lodge Family Park Society** – E-mail from Brenda Phillips, May 13, 2021
Councillor Westbrook reiterated the staff comment, noting that there is no permanent plan for the St. Andrews waterfront park and that the bocce court and basketball hoop can be removed if they do not fit with the final plan.
- (2) **Audit of the December 31, 2020 Financial Statements** – McGorman MacLean Chartered Professional Accountants, May 12, 2021

Councillor Westbrook MOVED and Councillor Filmer SECONDED, THAT the letter from McGorman MacLean Chartered Professional Accountants dated May 12, 2021 regarding the audit of the Town's December 31, 2020 Financial Statements be received for information.

CARRIED UNANIMOUSLY

BYLAWS

(1) Emergency Program Regulatory Bylaw

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Emergency Program Regulatory Bylaw No. 761, 2021" be adopted.

CARRIED UNANIMOUSLY

COMMITTEE & LIAISON REPORTS

(1) General Government (Mayor Brian Wiese)

Mayor Wiese commented on the following:

- Attending a meeting with local municipal and regional leaders and provincial ministers regarding airport operations. There will be a follow up meeting with staff from the Town of Qualicum Beach, City of Campbell River, and the Alberni Clayoquot Regional District with the Province to look at aspects of the policy.
- Conducting interviews for the Regional District of Nanaimo for a new Chief Administrative Officer.
- Arrowsmith Independent School Science Fair, which was very impressive.
- Receiving the COVID-19 vaccine, and encouraging others to get their vaccine when possible.
- Attending the Vancouver Island Emergency Preparedness Conference from May 13 to 15.
- Meeting with the municipalities with the Regional District of Nanaimo and regional municipalities.
- Appointed a New Fire Chief, Peter Cornell.
- Send off to Marc Norris, Fire Chief of the City of Parksville.
- Numerous e-mails received on encroachments.
- Social Media posting, requesting Council and the public keep discussions civil.

Mayor Wiese MOVED and Councillor Filmer SECONDED, THAT staff be directed to bring back the report on encroachments to Council and that the Town hold off on any encroachment charges until Council have had a chance to review the policy.

Councillor Westbrook MOVED and Councillor Skipsey SECONDED, THAT the motion on the floor be amended by adding the words "by September, 2021" after the word "policy".

CARRIED UNANIMOUSLY

MAIN MOTION AS AMENDED:

THAT staff be directed to bring back the report on encroachments to Council and that the Town hold off on any encroachment charges until Council have had a chance to review the policy by September, 2021.

CARRIED UNANIMOUSLY

Staff were directed to notify those homeowners impacted by encroachments that Council will be reviewing the policy in September and further information will be made available shortly thereafter.

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

Councillor Filmer commented on the following:

- Underwent a dental emergency and will return emails and calls that were missed.
- Was unable to attend the Arrowsmith Independent School Science Fair, however looking forward to attending the virtual classroom discussion on Climate Change.
- Encouraged the public to attend a Zoom meeting on June 2, 2021 at 10:30 am, with Iskew Air at the Qualicum Beach Airport.

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT the Town of Qualicum Beach follows the international standard and declares the month of June as PRIDE month; AND FURTHER THAT, PRIDE month be celebrated by raising the PRIDE flag on June 1st, on the municipal flag pole at Town Hall, underneath the Town crested flag.

CARRIED UNANIMOUSLY

Select Committee on Parks and Recreation Meeting – February 18, 2021

Councillor Filmer MOVED and Councillor Westbroek SECONDED, THAT the following motion be referred back to the Select Committee on Parks and Recreation for action:

THAT the Select Committee on Parks and Recreation be tasked to draft a policy on field and trail closures.

CARRIED UNANIMOUSLY

Heritage Forest Commission Meeting – May 6, 2021

Councillor Filmer MOVED and Councillor Skipsey SECONDED, THAT signs prohibiting off-leash dog walking in the forest be placed at each of the seven entrances to the Heritage Forest, and two additional signs be placed in the grassy area of the Heritage Forest.

CARRIED UNANIMOUSLY

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

Councillor Harrison commented on the following:

- Participating in a phone call on May 7, 2021 with BC Housing regarding proactive planning for the future of the dry recovery housing should the Town be successful with the grant application.
- May 11, attending the Oceanside Community Track Committee meeting, approximately a third of the funding has been raised.
- May 11, attending the stakeholders meeting regarding Green Shores.
- Participating in the Chamber of Commerce meeting.
- Attending a meeting with Mayor Wiese at the Regional District of Nanaimo

- Participating in the Qualicum Beach Museum meeting, noting that the museum is scheduled to open on June 1, 2021.
- Participating in the Parksville Qualicum Beach Tourism Association meeting and specifically the discussion on the use of the hotel tax for affordable housing.
- Commenting on Veterans Homelessness.
- Visiting the Arrowsmith Independent School for their science fair.

Notices of Motion

Councillor Harrison MOVED and Mayor Wiese SECONDED, THAT staff prepare for a grant application for implementing a significant portion of the Waterfront Master Plan in winter 2022.

CARRIED UNANIMOUSLY

Councillor Harrison MOVED and Councillor Filmer SECONDED, THAT staff present a report on the Town's participation with the Kw'umut Lelum Step Up! Program for indigenous youth work placements.

CARRIED UNANIMOUSLY

(4) Protective Services (Councillor Teunis Westbroek)

Councillor Westbroek commented on the following:

- Traffic concerns for the Into the Woods child care facility. Councillor Westbroek requested that the traffic plan be brought to the June 2, 2021 Select Committee on Public Safety meeting for their comment.
- August 14, attending a meeting with the Mt. Arrowsmith Biosphere Region, noting the group has 25 projects in the works.

STAFF REPORTS

(1) Corporate Administrator (Heather Svensen)

(a) 2021 Local By-Election Report – For Information

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

(a) Development Permit: Railway Street and Village Way Affordable Housing Development

Councillor Harrison MOVED and Councillor Westbroek SECONDED, THAT Council directs staff to issue a Development Permit for the Railway Street and Village Way Affordable Housing Development, as attached to the May 27, 2021 Planning memo to Council.

Councillor Westbroek MOVED and Councillor Skipsey SECONDED, THAT Council amends the motion on the floor by inserting: subject to a reduction of height to a maximum of four stories on any side of the proposed development.

CARRIED UNANIMOUSLY

MAIN MOTION AS AMENDED:

THAT Council directs staff to issue a Development Permit for the Railway Street and Village Way Affordable Housing Development, as attached to the May 27, 2021 Planning memo to Council, subject to a reduction of height to a maximum of four stories on any side of the proposed development.

CARRIED

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

Opposed: Councillor Skipsey

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

(a) BC Hydro LED Lease Light Complaint Protocol

Councillor Harrison MOVED and Mayor Wiese SECONDED, THAT Council direct staff to follow the protocol as detailed in the memo of May 27, 2021 in dealing with resident complaints about the BC Hydro LED replacement program.

Councillor Westbrook MOVED and Councillor Harrison SECONDED THAT the motion on the floor be postponed definitely.

CARRIED UNANIMOUSLY

Councillor Westbrook MOVED and Councillor Harrison SECONDED, THAT Council directs staff to request proposals from an independent qualified illumination engineer to conduct a review of lighting complaints received as a result of the installation of the 4000k/75 W LED lighting installed by BC Hydro as part of the ongoing street light replacement program within the Town of Qualicum Beach.

CARRIED UNANIMOUSLY

Councillor Filmer left the meeting at 1:00 pm

Councillor Westbrook MOVED and Councillor Skipsey SECONDED, THAT, as per the Council Procedure Bylaw, the meeting proceed past the three-hour mark.

CARRIED UNANIMOUSLY

(b) Airport Row B Sanitary Sewer and Storm Drain Extension – Tender Award

Councillor Westbrook MOVED and Councillor Harrison SECONDED, THAT Council of the Town of Qualicum Beach awards the contract for the Airport Row B Sanitary Sewer and Storm Drain Extension to Edgett Excavating Ltd. in the amount of \$185,372.25.

CARRIED UNANIMOUSLY

- (c) **Hemsworth Booster Pump Station Upgrade – Tender Award**
Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council of the Town of Qualicum Beach awards the contract for the Hemsworth Booster Pump Station Upgrade to Edgett Excavating Ltd. in the amount of \$177,975.00.
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 (May 29, 2021). Submissions were distributed to all Council, and a brief summary of the comments are as follows:

- Bob and Joyce Daman, 1203 Pintail Drive, regarding the affordable housing development on Railway Street, and Council's decorum.
- Marlys Diamond, 516 – 120 First Avenue West, regarding the affordable housing development on Railway Street, and Council's decorum.
- Fred and Carol Dowe, 512 Hawthorne Drive, congratulating Councillor Skipsey and commenting on the affordable housing development on Railway Street.
- Tim Pritchard, 663 Windward Way, regarding Council's behaviour, the affordable housing development on Railway Street, and the comment from Mayor Wiese about conversations on social media.
- Linda Todsen, 2075 Island Highway W, regarding the affordable housing development on Railway Street and the comment from Mayor Wiese about conversations on social media.
- John Wood, 466 Troon Close, regarding the affordable housing development on Railway Street, the comment from Mayor Wiese about conversations on social media, the delegation from Arrowsmith Search and Rescue, and discussions regarding the BC Hydro LED lighting upgrade project.

ADJOURNMENT

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

CARRIED

MEETING ADJOURNED: 1:01 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Brian Wiese
Mayor