

Minutes of the 10:00 am Wednesday, October 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 Town of Qualicum Beach Council Procedure Bylaw No. 733, 2019, members of Council may participate in this meeting utilizing electronic or other communication facilities. 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
Heather Svensen, Deputy CAO/Corporate Administrator
Bob Weir, Director of Engineering and Operations
Luke Sales, Director of Planning
Weslie 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.

Councillor Westbroek MOVED and Councillor Skipsey SECONDED, THAT Council defer item 7(6), Rural Innovation Hub, to a future in-camera meeting.

CARRIED

In Favour: Mayor Wiese; Councillor Filmer; Councillor Skipsey; Councillor Westbroek
Opposed: Councillor Harrison

Councillor Harrison MOVED to remove item 4(1), Notice of Motion from the October 6, 2021 Regular Council Meeting, from the agenda.
Motion **FAILED** due to lack of a Secunder.

ADOPTION OF THE AGENDA

Councillor Skipsey MOVED and Councillor Westbroek SECONDED, THAT Council adopts the October 27, 2021 Regular Council meeting agenda as amended.

CARRIED

In Favour: Mayor Wiese; Councillor Filmer; Councillor Skipsey; Councillor Westbroek
Opposed: Councillor Harrison

APPROVAL OF THE MINUTES

Councillor Filmer MOVED and Councillor Westbroek SECONDED, THAT Council approves the October 6, 2021 regular Council meeting minutes and the October 20, 2021 special Council meeting minutes.

CARRIED UNANIMOUSLY

ADOPTION OF THE CONSENT AGENDA

Councillor Westbrook requested that Item 2(3), Monthly Finance Report, be removed from the consent agenda for consideration.

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

- (1) **Correspondence Log** – October 27, 2021 – For Information
- (2) **Motions Released from the October 20, 2021 Special In Camera Meeting**
- (3) **Monthly Fire Department Report** – September 2021 – For Information
- (4) **Monthly Bylaw Report** – September 2021 – For Information

CARRIED UNANIMOUSLY

Councillor Westbrook requested clarification on the cost of the bocce courts installed at the St. Andrews Park. Daniel Sailland, CAO, noted that a report regarding the financial costs associated with the St. Andrews park development will be brought to the November 17, 2021 regular meeting of Council.

BUSINESS ARISING FROM THE MINUTES

- (1) **Notice of Motion from the October 6, 2021 Regular Council Meeting**

Councillor Westbrook MOVED and Councillor Skipsey SECONDED, THAT the Town do not increase our numbers of staff from our current complement unless approved by Council during the annual budget review and financial planning process.

CARRIED

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

- (2) **Motions from the October 20, 2021 Committee of the Whole Meeting**

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council postpone definitely the following motion: THAT staff be instructed to leave the BC Hydro LED streetlights on major collectors and points of conflict as 75W 4000K; AND FURTHER THAT all residential lighting be changed to 3000K 39W.

CARRIED UNANIMOUSLY

Councillor Harrison MOVED and Councillor Westbrook SECONDED, THAT the Town work with BC Hydro to mitigate the current 31 locations identified by residents as problematic by either reducing the wattage; davit arm orientation/location; shielding or by any other deems necessary.

Councillor Westbrook MOVED and Councillor Skipsey SECONDED, THAT Council amends the motion on the floor by deleting the word "31".

CARRIED UNANIMOUSLY

MAIN MOTION AS AMENDED:

THAT the Town work with BC Hydro to mitigate the current locations identified by residents as problematic by either reducing the wattage; davit arm orientation/location; shielding or by any other means necessary.

CARRIED UNANIMOUSLY

Councillor Westbrook MOVED and Councillor Harrison SECONDED, THAT Council accept Policy No 3004-7, Standards of Conduct, as amended by:

- deleting 10.2 and inserting revised wording as follows: "10.2 An alleged breach of this Standard of Conduct policy may be submitted by a Council or Committee Member or Staff. Complaints shall be submitted simultaneously in writing to the Mayor and Chief Administrative Officer within two (2) months of the last alleged breach, but not prior to the adoption of this policy. The Mayor and Chief Administrative Officer are authorized to extend the this two (2) month deadline if circumstances warrant an extension."

CARRIED UNANIMOUSLY

Councillor Westbrook MOVED and Councillor Filmer SECONDED, THAT Council accept Policy No 3004-7, Standards of Conduct, as amended as by deleting 10.7(d)(v) "reduction in compensation in accordance with the Council Remuneration By-Law".

CARRIED UNANIMOUSLY

Councillor Westbrook MOVED and Councillor Harrison SECONDED, THAT Council amends Policy No. 3004-7 Standards of Conduct by deleting 4(h) and inserting revised wording as follows: "4(h) Not disclose details on other members of Council's closed meeting deliberations or specific detail on whether other individual Council members voted for or against an issue."

Councillor Westbrook MOVED and Councillor Harrison SECONDED, THAT Council defer consideration of the motion on the floor for discussion during the workshop for Standards of Conduct Policy No. 3004-7.

CARRIED UNANIMOUSLY

Councillor Westbrook MOVED and Councillor Harrison SECONDED, THAT staff be directed to work with a consultant and/or staff to hold a workshop for Policy No. 3004-7, Standards of Conduct, to assist with the wording of Section 6, Interactions with Staff.

CARRIED UNANIMOUSLY

CORRESPONDENCE

- (1) **Qualicum Beach Memorial Golf Club** – e-mail dated October 16, 2021
Councillor Westbrook MOVED and Councillor Harrison SECONDED, THAT Council instructs staff to send a thank you card on behalf of Council to the Qualicum Beach Memorial Golf Course board for the work they do.

CARRIED UNANIMOUSLY

Councillor Harrison MOVED and Councillor Westbrook SECONDED, THAT Council instructs staff to provide a detailed report on the long-term revenue and expenses from the Qualicum Beach Memorial Golf Course.

CARRIED UNANIMOUSLY

- (2) **Thank You Qualicum Beach** – e-mail dated September 29, 2021 – received for information

BYLAWS

- (1) **Airport Establishment and Operations Bylaw Amendment (Miscellaneous Fees)**
Councillor Filmer MOVED and Councillor Westbrook SECONDED, THAT the bylaw entitled “Town of Qualicum Beach Airport Establishment and Operations Bylaw No. 457.05, 1998 Amendment (Miscellaneous Fees) Bylaw No. 457.12, 2021” be adopted.

CARRIED UNANIMOUSLY

- (2) **1025 Qualicum Road (Pheasant Glen)**
Councillor Westbrook 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.123, 2021” be adopted, subject to the replacement of “A minimum of 60 units of Villas and/or Cottages;” with “60 units of Villas and/or Cottages;”

CARRIED

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

Opposed: Councillor Filmer

Councillor Westbrook 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.123, 2021” be adopted; AND FURTHER THAT no subdivision of the land can occur until Council has approved a site plan that identifies the general location of cottages, villas, the clubhouse, and other amenities, unless such subdivision is consistent with the “Land Use Concept” site plan as included in the January 13, 2021 Council agenda.

CARRIED

In Favour: Mayor Wiese; Councillor Harrison; Councillor Westbrook

Opposed: Councillor Filmer; Councillor Skipsey

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 adopted.

CARRIED

In Favour: Mayor Wiese; Councillor Harrison; Councillor Westbroek

Opposed: Councillor Filmer; Councillor Skipsey

(3) **Zoning Amendment: 188 Sunningdale Road East**

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (188 Sunningdale Road E) Bylaw No. 580.127, 2021" be adopted.

CARRIED

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

Opposed: Councillor Skipsey

(4) **Zoning Amendment: 245 Mill Road**

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (245 Mill Road) Bylaw No. 580.128, 2021" be adopted.

CARRIED UNANIMOUSLY

(5) **Zoning Amendment: 111 Fourth Avenue West (Naked Naturals)**

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (111 Fourth Avenue West) Bylaw No. 580.129, 2021" be read a second time.

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council defer 2nd reading of the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (111 Fourth Avenue West) Bylaw No. 580.129, 2021 to a future Council meeting to allow the Advisory Planning Commission an opportunity to review the proposal.

CARRIED UNANIMOUSLY

Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (Housing Agreement: 111 Fourth Avenue West) Bylaw No. 766, 2021" be introduced and read a first and second time.

CARRIED UNANIMOUSLY

(6) **Property Permissive Tax Exemption Bylaws**

Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT the bylaw entitled "Town of Qualicum Beach 2022 Taxation Exemption Bylaw No. 763, 2021" be adopted.

CARRIED UNANIMOUSLY

Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT the bylaw entitled "Town of Qualicum Beach 2022 Taxation Exemption (Places of Worship) Bylaw No. 764, 2021" be adopted.

CARRIED UNANIMOUSLY

Mayor Wiese MOVED and Councillor Westbroek SECONDED, THAT Council take a ten-minute recess.

CARRIED UNANIMOUSLY

Meeting recessed at 11:28 am

Meeting resumed at 11:41 am

COMMITTEE & LIAISON REPORTS

(1) General Government (Mayor Brian Wiese)

Mayor Wiese commented on the following:

- The resignation of the Town's CAO, Daniel Sailland, and retirement of the Town's Director of Human Resources, Colleen Rehor, expressing appreciation for their service to the Town.
- Meeting with Island Health, noting that healthcare workers without the COVID-19 vaccination will be placed on unpaid leave, and that several long-term care beds on Vancouver Island are closed due to insufficient staffing.

(2) Parks & Recreation (Councillor Robert Filmer)

Councillor Filmer noted that he had no updates to report for this meeting.

(3) Community Development (Councillor Scott Harrison)

Councillor Harrison commented on the following:

- Renovations to the Curling Club, expressing gratitude for the hours of volunteer work to get it done.
- Support of Health Care workers and the issue of burn out.
- Meeting with the Chamber of Commerce to discuss availability of staff to work in the retail businesses in the downtown and to debrief on Fall Fest, which was a success.

Notices of Motion:

- THAT Council's stipend for the following term be set at the same amount as is currently in place, with an annual increase of the lesser of either CPI or 2%.
- THAT staff present a report to Council on making the use of public space for patios in the downtown area permanent.
- THAT all Council meetings return to an in person format when the percentage of the population in Qualicum Beach with at least two vaccine shots exceeds 90%.

(4) **Arts & Culture** (Councillor Anne Skipsey)

Councillor Skipsey commented on the following:

- Provided a heartfelt thank you to everyone who reached out during her recent illness;
- October 13, 2021, attended the 100 Women Who Care Oceanside meeting, noting the successful charity for October was “Friends of French Creek”;
- October 21, 2021, attended the Qualicum Beach Museum Board Meeting;
- October 26, 2021, attended the Annual General Meeting for the Qualicum Beach Museum Board, and expressed gratitude to the volunteers and staff for their dedication.

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

Councillor Westbroek commented on the following:

- Speeding on Crescent Road West and the recent serious accident that took place there.
- October 26, 2021, meeting with Qualicum Community Education & Wellness Society, noting he was impressed with the caliber of the attendees and noted that he will submit a report for the next regular Council meeting.
- Renovations at the Curling Club, thanking the volunteers for their work.

Councillor Westbroek MOVED and Councillor Skipsey SECONDED, THAT Council instructs staff to send a letter of appreciation to the volunteers and staff at the Qualicum Beach Curling Club and the Qualicum Beach Museum and Historical Society for their hard work and dedication for the services they provide to our community.

CARRIED UNANIMOUSLY

STAFF REPORTS

(1) **Corporate Administrator (Heather Svensen)**

(a) **Remembrance Day Poppy Campaign and Parade**

Councillor Filmer MOVED and Councillor Westbroek SECONDED, THAT Council endorses the Poppy Canvassers request to solicit donations from the community from October 29 to November 10, 2021;

AND FURTHER THAT based on the parade route identified, Council instructs staff to proceed with the appropriate temporary road closures for the Remembrance Day Parade;

AND FURTHER THAT Council authorizes the Town to provide support for the provision of barricades, subject to the applicant, Royal Canadian Legion Branch 76, providing traffic control services and working with Town staff to ensure Town requirements are met, including emergency services notification.

CARRIED UNANIMOUSLY

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

(a) **Request for Proposal Results for Development of Emergency Management Oceanside's "Departmental Continuity of Operations Plan" and "Hazard-Specific Template and Supporting Guidance Tools"**

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT Council approves the City of Parksville to manage the project funding for Emergency Management Oceanside's "Departmental Continuity of Operations Plan" and "Hazard-Specific Template and Supporting Guidance Tools" on behalf of the Town of Qualicum Beach.

CARRIED UNANIMOUSLY

(b) **Municipal Regional District Tax Affordable Housing Program Service Agreement**

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT the Town of Qualicum Beach Council supports the 2022 Online Accommodation Platform Municipal Regional District Tax Affordable Housing Program Service Agreement between the Parksville Qualicum Beach Tourism Association and the Society of Organized Services to provide housing subsidies in the Oceanside area.

CARRIED UNANIMOUSLY

(c) **Backyard Chickens Pilot Project – Survey Results**

Councillor Harrison MOVED and Mayor Wiese SECONDED, THAT Council directs staff to prepare amendments to “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580” and “Town of Qualicum Beach Animal Control Bylaw No. 649” as required to permit backyard poultry with a licensing system, as described in the October 27th, 2021 Planning memo to Council.

Councillor Harrison MOVED and Councillor Westbroek SECONDED, THAT Council amends the motion on the floor by inserting the words "to present to Council at a subsequent Council meeting" immediately following the words "prepare amendments".

MAIN MOTION AS AMENDED:

THAT Council directs staff to prepare amendments to present to Council at a subsequent Council meeting to “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580” and “Town of Qualicum Beach Animal Control Bylaw No. 649” as required to permit backyard poultry with a licensing system, as described in the October 27th, 2021 Planning memo to Council.

CARRIED

Opposed: Councillor Filmer; Councillor Westbroek

In Favour: Mayor Wiese; Councillor Harrison; Councillor Skipsey

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

Councillor Westbrook requested an update from the Director of Engineering regarding concerns raised at a recent Select Committee on Public Safety meeting:

- Non-functioning pedestrian activated crosswalk on Village Way and Qualicum Road; a replacement touchless signal was installed on Village Way and Hemsworth Road. Staff will look at the crosswalk on Village Way and Qualicum Road.
- Speed limit signs covered with garbage bags on Highway 19A; these signs are covered as part of the measures in the Traffic Management Plan implemented by Copcan for the roundabout construction detour.
- Speed data collectors on Hemsworth Road; speed data collectors have been located on Hemsworth Road once previously, and a second setup is being studied to collect data for both the section from Highway 19A to Dogwood Road, as well as the section of narrowed pavement to the south. Complete data analysis awaits staff time to be completed.
- Speed data collectors on Highway 19A near Hemsworth Road; speed data collectors have been located on Highway 19A at Hemsworth Road. Preliminary data indicates average velocity is 57 km/h and 85% of all vehicles are travelling 66 km/h or less.
- Regarding Councillor Westbrook's request for a report on a radar speed sign on Highway 19A; no report has been prepared for Highway 19A between Milner Gardens and Hemsworth Road. Direction to staff was to prepare a report on a permanent car-activated light installed on Highway 19A where the speed limit reduces from 70km/hr. to 50km/hr. Data collection at this location has yet to be done.

Councillor Westbrook requested that this information be relayed to the Qualicum Woods Residents' Association.

(a) **Motion #21-283 – Town of Qualicum Beach Benches – For Information**

Arnold Schwabe, Manager of Operations, provided an overview of the Town's existing bench policies and review of the bench removals and replacements in the last year.

It was noted that a number of replacement benches have been placed, and several more will be deployed once parts are delivered (bench legs).

Councillor Westbrook MOVED and Councillor Harrison SECONDED, THAT staff be instructed to provide draft policies for Council's consideration setting out the two policies severing the bench policy from the memorial policy.

CARRIED UNANIMOUSLY

REVIEW OF COMMENTS FROM THE PUBLIC

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 29, 2021). Submissions were distributed to all Council, and a brief summary of the comments are as follows:

- Marlys Diamond, 120 First Avenue West, regarding the applications for the Pheasant Glen and Naked Naturals; benches around town; the resignation of the CAO, and Memorial Golf Course.
- Tim Pritchard, 663 Windward Way, regarding the Naked Naturals project, backyard chickens, and the upcoming Strategic Plan review.
- Todd Provost, 568 Sumac Drive, regarding the Code of Conduct.
- John Wood, 466 Troon Close, regarding staffing levels, the Pheasant Glen and Naked Naturals projects, backyard chickens, and the resignation of the CAO.

ADJOURNMENT

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

CARRIED

MEETING ADJOURNED: 12:39 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Brian Wiese
Mayor