

Minutes of the 10:00 am Wednesday, July 19, 2023, Town of Qualicum Beach Regular Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

PRESENT: **Council:** Mayor Teunis Westbroek
 Councillor Scott Harrison
 Councillor Anne Skipsey
 Councillor Petronella Vander Valk (attended via tele-conference)
 Councillor Jean Young

ALSO PRESENT: **Staff:** Lou Varela, CAO
 Heather Svensen, Corporate Administrator
 Bob Weir, Director of Engineering and Operations
 Luke Sales, Director of Planning
 Peter Cornell, Fire Chief
 Raj Hayre, Director of Finance
 Rob Dickinson, Director of Infrastructure Services
 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.

ADOPTION OF THE AGENDA

Council adopted, by unanimous consent, the July 19, 2023 Regular Council meeting agenda.
CARRIED UNANIMOUSLY

ADOPTION OF THE CONSENT AGENDA

Council adopted, by unanimous consent, the items listed on the July 19, 2023 consent agenda:

- (1) **Correspondence Log** – July 19, 2023 – For Information
- (2) **Announcement of Council Meeting Motions**
- (3) **Monthly Fire Department Report** – June 2023 – For Information
- (4) **Monthly Building Permit Report** – June 2023 – For Information
- (5) **Monthly Bylaw Report** – June 2023 – For Information

CARRIED UNANIMOUSLY

RECOGNITION

- (1) **‘Sharing the Catch’ Statue at the Qualicum Beach Airport**

Mayor Westbroek, on behalf of Council, extended sincere appreciation to Town employees Cayce Smith, Peter Orr, Chris Hillsden, Horacio Eurico, and Dean Phye, for their assistance with the installation of the ‘Sharing the Catch’ statue, donated by Walter and Susan Ilenseer, at the Qualicum Beach Airport.

Walter Ilenseer attended the meeting and provided background information on the statue, noting that it was purchased in Arizona and donated to the Town.

APPROVAL OF THE MINUTES

Council approved, by unanimous consent, the following meeting minutes:

- (1) May 24, 2023 Regular Council Meeting, as amended to reflect the attendance and voting records for Councillor Vander Valk;
- (2) June 14, 2023 Regular Council Meeting
- (3) June 15, 2023 Special Council Meeting
- (4) June 21, 2023 Special Council Meeting

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

- (1) **Notice of Motion from the June 21, 2023 Special Council Meeting**
Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council refers the comprehensive review of options regarding cash-in-lieu of parking to the 2024 Strategic Planning process.

CARRIED UNANIMOUSLY

DELEGATIONS

- (1) **Oceanside Community Action Team**
Sherry Thompson, Co-Chair; Bill Nelles, Peer Mentor; and Jamie Baird, Coordinator, from the Oceanside Community Action Team, appeared before Council to provide information on services provided by the Team, BC's toxic drug supply state of emergency, and upcoming grant opportunities and initiatives.

CORRESPONDENCE

- (1) **Municipal Insurance Association of BC Appointment of Voting Delegate and Alternates** – e-mail received June 13, 2023
Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Mayor Teunis Westbroek be appointed as the Voting Delegate, Councillor Jean Young be appointed as the First Alternate, and CAO Lou Varela be appointed as the Second Alternate for the purposes of voting at the Municipal Insurance Association of BC (MIABC) Annual General Meeting.

CARRIED

Opposed: Councillor Harrison

In Favour: Mayor Westbroek; Councillor Skipsey; Councillor Vander Valk; Councillor Young

BYLAWS

(1) **Zoning Amendment: 365 First Avenue West**

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (365 First Avenue West) Bylaw No. 580.135, 2022" be adopted.

CARRIED

Opposed: Councillor Harrison

In Favour: Mayor Westbroek; Councillor Skipsey; Councillor Vander Valk; Councillor Young

(2) **Zoning Amendment and Development Permit: 230 Second Avenue West**

Councillor Harrison MOVED and Mayor Westbroek SECONDED, THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (230 Second Ave W) Bylaw No. 580.137, 2022" be adopted.

CARRIED

Opposed: Councillor Skipsey

In Favour: Mayor Westbroek; Councillor Harrison; Councillor Vander Valk; Councillor Young

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council authorizes issuance of a Development Permit for 230 Second Avenue West, subject to registration of a S. 219 Restrictive Covenant, as detailed in the July 19, 2023 Planning memo to Council.

CARRIED UNANIMOUSLY

(3) **Housekeeping Bylaw**

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (Housekeeping) Bylaw No. 580.138, 2023" be introduced and read a first time.

CARRIED UNANIMOUSLY

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT staff be directed to include proposed wording for the provision of separate parking requirements for lock-off suites for consideration at second reading of "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (Housekeeping) Bylaw No. 580.138, 2023".

CARRIED UNANIMOUSLY

(4) **Establishment of Reserves for Asset Management and Long-Term Financial Reporting**

Councillor Young MOVED and Councillor Harrison SECONDED,

THAT "Town of Qualicum Beach Asset Replacement Reserve Fund Bylaw No. 780, 2023" be introduced and amended by replacing the word "to" in provision 2(a) with the word "the";

AND FURTHER THAT "Town of Qualicum Beach Asset Replacement Reserve Fund Bylaw No. 780, 2023" be read a first, second, and third time, as amended;

THAT "Town of Qualicum Beach New Asset Investment Reserve Fund Bylaw No. 781, 2023" be introduced and read a first, second, and third time;

THAT "Town of Qualicum Beach Water Infrastructure Reserve Fund Bylaw No. 782, 2023" be introduced and read a first, second, and third time;

THAT "Town of Qualicum Beach Sewer Infrastructure Reserve Fund Bylaw No. 783, 2023" be introduced and amended by replacing the word "\$1,880,000" in provision 2(a) with the word "\$572,000";

AND FURTHER THAT "Town of Qualicum Beach Sewer Infrastructure Reserve Fund Bylaw No. 783, 2023" be read a first, second, and third time, as amended;

THAT "Town of Qualicum Beach Growing Communities Reserve Fund Bylaw No. 784, 2023" be introduced and read a first, second, and third time;

THAT "Town of Qualicum Beach Curling Building Reserve Fund Bylaw No. 785, 2023" be introduced and read a first, second, and third time.

CARRIED UNANIMOUSLY

COMMITTEE & LIAISON REPORTS

(1) **General Government** (Mayor Teunis Westbroek)

Mayor Westbroek commented on the following:

- June 15, 2023: With Councillor Skipsey, met with Ben Leggett from the Kwalikum Senior Secondary School ROAMS program, discussing recent initiatives of the ROAMS students, including litter pickup campaigns throughout town, fundraising for the North Island Wildlife Recovery Centre, and visiting Arrowview Elementary School to raise awareness of climate issues.
- June 17, 2023: Attended and spoke at the Saahtlam Park unveiling and celebration of the 100th anniversary of Elizabeth Little's birth, with Councillors Skipsey, Vander Valk, and Young.
- June 22, 2023: Chaired the Oceanside Services Committee meeting, discussing the Ballenas Track project, noting that the Town has contributed a total of \$150,888 to the project.
- June 23, 2023: Participated in the 'Walk of Tears' with Chief Recalma of Qualicum First Nation, Councillor Skipsey, and Councillor Vander Valk.

- June 28, 2023:
 - Met with a resident on Memorial Avenue, discussing infrastructure impacts from tree roots.
 - Select Committee on Public Safety meeting was not held due to a lack of quorum.
 - Attended the Society of Organized Services Legacy Concert at the Berwick Parksville Retirement Community.
- June 29, 2023:
 - Attended the District 69 Swimming Pool Service Select Committee meeting, discussing adding Electoral Area E (NanOOSE Bay) as a participating area.
 - Attended the commencement ceremony for the Kwalikum Senior Secondary School graduating class of 2023.
 - Planted seeds at the Qualicum Beach Gardens.
 - Attended the Skateboard Park Design Workshop at the Civic Centre.
- July 1, 2023: Spoke at the Canada Day celebration and attended the parade and festivities at the Royal Canadian Legion Branch 76 with Councillors Skipsey, Vander Valk, and Young.
- July 4, 2023: Attended and spoke at the groundbreaking ceremony for the Residences at Qualicum Station affordable housing development, with Councillors Harrison, Skipsey, and Young, expressing gratitude to the dedicated individuals behind its realization.
- July 5 and 6, 2023: Regional District of Nanaimo (RDN) strategic planning sessions with Councillor Skipsey. Expressed appreciation to Teegan Walsh, from the youth environmental awareness group 'Fridays for our Future', who provided insight and information to help address climate issues affecting the RDN now and in the future.
- July 7, 2023: Together with Councillors Skipsey, Vander Valk, and Young, attended the unveiling of a new art piece at the Qualicum Beach Airport. Titled "Sharing the Catch", the bronze eagle statue was graciously donated by Walter and Susan Ilenseer.
- July 9, 2023: Attended the opening of the new Information Booth, a collaborative project with the Town and the Chamber of Commerce, at the Old School House.
- July 13, 2023:
 - Attended the open house for the Qualicum Community Education and Wellness Society's Brain/Body fitness pilot project, with Councillors Skipsey and Vander Valk
 - Attended the Qualicum Beach Museum's Volunteer Lunch with Councillors Skipsey and Young.
 - Attended the Thursday Night Street Market, and commended Councillor Young for her work organizing and running the weekly summer market.
 - Attended a Zoom call with Bowinn Ma, Minister of Emergency Management and Climate Readiness, discussing the drought affecting the province.

- July 14, 2023:
 - With all of Council, spoke with representatives from BC Hydro to clarify information that has been provided to Council and the public via staff reports regarding the LED streetlight conversion project.
 - Directed the flag at the Fire Hall to be lowered to Half Mast in memory of Devyn Gale, a firefighter who lost her life battling a forest fire outside Revelstoke.
- July 15, 2023: Attended the 'Into the Woods' Childcare Centre grand opening with Councillors Skipsey and Young.
- July 16, 2023:
 - Attended Beach Day at the Qualicum Beach waterfront.
 - Met with Diane Moran of 'Artful Awareness' to discuss opportunities for the Town to be involved in Culture Days.
 - July 18, 2023: Met with MLA Walker and Brenda Bailey, Minister of Jobs, Economic Development and Innovation, discussing the building blocks of the economy, housing, day care, and the Island Coastal Economic Trust (ICET).

(2) **Public Safety** (Councillor Scott Harrison)

Councillor Harrison commented on the following:

- As per the *Accessible BC Act*, municipalities are required to have an accessibility plan by September 1 of this year, noting that a survey is available on the Town's website, and hard copies are available at Town Hall
- Attended several Oceanside Health and Wellness meetings, discussing a regional task force on housing
- Attended the Forward House anniversary celebration
- Attended the Qualicum Beach skate park consultation
- Powerhouse exhibit at museum
- Attended the groundbreaking ceremony for The Residences at Qualicum Station, noting that the Town received grant funds to build the Residences, as well as a 60-year operating subsidy
- Attended meetings of the Task Force on Homelessness, noting that the number of people affected by homelessness is escalating
- Attended the Brain/Body fitness pilot project from the Qualicum Community Education and Wellness Society
- Attended the discussion with BC Hydro representatives and Council
- Grant opportunities through the Rural Economic Diversification and Infrastructure fund.

(3) **Parks & Recreation** (Councillor Anne Skipsey)

Councillor Skipsey commented on the following:

- June 17, attended the event at St Andrews Lodge, celebrating the anniversary of Elizabeth Little's birth
- June 20 and July 18, attended Solid Waste Committee meetings at the Regional District of Nanaimo, noting that the waste composition study was conducted

- June 21, attended the unveiling of the new Welcome Poles at Arrowview Elementary School
- June 21, attended the Qualicum Beach Memorial Golf Course Board meeting
- June 22, attended the unveiling of the new exhibit in the Power House at the Qualicum Beach Museum
- July 11, attended the volunteer appreciation luncheon at the Qualicum Beach Museum
- June 23, attended Tears for Hope walk with Chief Recalma and members of Qualicum First Nation
- June 24, attended the community picnic in Qualicum Woods
- June 24, attended the Kwalikum Senior Secondary School grad parade
- June 26 and July 10, hosted Council open houses, discussing pickleball, East Village, the OCP Steering Committee, communications with the Town, and fire mitigation
- June 29, attended the design consultation for the skate park at the Qualicum Beach Civic Centre
- July 1, attended Canada Day festivities and rode bicycles in the parade with Councillor Vander Valk
- July 4, attended the groundbreaking ceremony for The Residences at Qualicum Station
- July 5, attended the strategic planning session for the Regional District of Nanaimo
- July 7, attended the unveiling of the new statue at the Qualicum Beach Airport
- July 10, attended the Select Committee on Environment and Sustainability
- July 13, attended the open house for the Brain/Body Fitness pilot project
- July 15, attended the grand opening of the Into the Woods childcare centre
- July 16, attended Beach Day, expressing thanks to the organizing committee for their work on the event
- July 18, attended a presentation from the Regional District of Nanaimo at the Parks and Recreation Committee meeting.

(4) **Community Development** (Councillor Petronella Vander Valk)

Councillor Vander Valk commented on the following:

- June 15, meeting with Oceanside Health and Wellness Network
- June 16, meeting with Qualicum Beach Chamber of Commerce
- June 17, opening ceremonies for the naming of Saahtl'am Park
- June 21, unveiling of Arrowview Elementary School Welcome Poles
- June 22, unveiling of new Powerhouse museum exhibition
- June 23, attended the Walk of Tears
- June 27, meeting with the Chartwell Residents' Association
- June 28, meeting with the Parksville Qualicum Beach Tourism Association board
- June 29, attended the public consultation for the new skateboard park
- July 1, attended Canada Day and rode in the parade
- July 6, meeting with Oceanside Health and Wellness Network

- July 7, attended the unveiling of the eagle statue at the Qualicum Beach airport
- July 9, attended the ribbon cutting for the new mobile kiosk
- July 10, hosted Council open house with Councillor Skipsey
- July 13, attended the open house for the Brain/Body Fitness pilot project.

(5) **Arts & Culture** (Councillor Jean Young)

Councillor Young commented on the following:

- June 17, former St Andrews waterfront park, unveiling the new name, Saahtl'am
- June 21, unveiling of Welcome Poles at Arrowview Elementary School
- June 21, attended Aldea Maya garden party fundraiser for a Guatemalan village
- June 22, unveiling of the Powerhouse Exhibit at the Qualicum Beach Museum
- June 23, attended the Island Coastal Inter-community Transportation Study
- June 29, attended the public consultation and design workshop for the Qualicum Beach skateboard park
- July 1, attended Canada Day festivities at the Legion
- July 4, attended the groundbreaking ceremony for The Residences at Qualicum Station, noting that the Minister of Housing stated that funding is available for similar housing projects
- July 7, attended the unveiling of the eagle statue donated by Walter and Susan Ilenseer
- July 9, attended the ribbon cutting for the new mobile visitor kiosk located in the parking lot of The Old School House
- July 10, listened to the Environment & Sustainability Committee's meeting
- July 11, introduced to representatives from Arrowsmith Naturalists, for future showcase inclusion with Communities in Bloom
- July 13, attended luncheon celebrating the Qualicum Beach Museum volunteers
- July 14, met with Council and representatives from BC Hydro regarding LED streetlights
- July 15, attended the official opening of the Into the Woods childcare centre
- July 16, attended Beach Day, expressing thanks to Councillor Skipsey and the Select Committee on Beach Day Celebration for their work on the event
- July 16, attended meeting with the Qualicum Beach Multi-Use Cinema Society, noting that the Society is requesting Council host a Committee of the Whole meeting in the evening in September for further discussion
- July 17, met with Mayor Westbroek and Diane Moran, artist, regarding the Town's involvement in upcoming initiatives for BC and World Rivers Day (September 24) and Culture Days (September 22 to October 15)
- July 17, attended Qualicum Beach Rotary meeting, noting that KSS grad Ellen Munroe won the District Rotary Scholarship last year, and now the Global Rotary Scholarship, continuing her second year as a PhD student in economics in London
- Thursday night street markets are running from 6 to 9 pm on Thursday evenings in July and August, extending thanks to the local volunteers

STAFF REPORTS

(1) Corporate Administration

(a) 2023 Council Meeting Schedule Amendment

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT the 2023 Council meeting schedule be amended by:

- cancelling the September 27, 2023 regular Council meeting;
- deleting the October 18, 2023 regular Council meeting and replacing it with a regular Council meeting on October 11, 2023;
- deleting the November 8, 2023 regular Council meeting and replacing it with a regular Council meeting on November 23, 2023; and
- changing the time for the November 15, 2023 Committee of the Whole meeting to 6:00 pm at the Qualicum Beach Civic Centre, for the purpose of reviewing the findings from the Age-Friendly Transportation Plan.

CARRIED UNANIMOUSLY

(2) Financial Administration

(a) Second Quarter Update 2023, Operating Budget, Council & Operating Initiatives, Capital Programs

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the report titled "Second Quarter Update 2023, Operating Budget, Council & Operating Initiatives, Capital Programs" dated July 19, 2023, be received.

CARRIED UNANIMOUSLY

(b) Appointment of External Auditor

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT KPMG LLP be appointed as the external auditors for the Town of Qualicum Beach for the fiscal years ending December 31, 2023 to December 31, 2027.

CARRIED UNANIMOUSLY

Councillor Harrison MOVED and Councillor Young SECONDED, THAT the meeting be recessed for five minutes.

CARRIED UNANIMOUSLY

MEETING RECESSED at 12: 15 pm

MEETING RESUMED at 12:23 pm

(c) Asset Retirement Obligations Policy

Councillor Harrison MOVED and Councillor Young SECONDED, THAT Town of Qualicum Beach Asset Retirement Obligations Policy No. 3000-21 be approved.

CARRIED UNANIMOUSLY

(3) Fire Department

(a) Wildfire Risk Mitigation Update – For Information

(4) **Planning**

(a) **Bus Garage/Mobility Study – Request for Proposals Award**

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council authorizes staff to award the Bus Garage Property Conceptual Design and Mobility Study Requests for Proposals (RFP) to PWL Partnership Landscape Architects Inc., at a total cost of \$64,740.

CARRIED UNANIMOUSLY

(b) **Saahtlam Park Detailed Park Plan – Request for Proposals**

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Council authorizes staff to award the Saahtlam Park Detailed Design Project to Lanarc Consultants at a total cost of \$23,545.

CARRIED UNANIMOUSLY

(c) **Development Variance Permit: 441 Memorial Avenue**

The Chair invited any member of the gallery to provide comment on the proposed Development Variance Permit for 441 Memorial Avenue.

Rachel Hamling, Prism Land Surveying, spoke on behalf of the property owners, providing further detail as to the requested variance and noting that it is likely the existing trees on the property will be able to be retained.

Judy Stuart, Memorial Avenue, spoke on behalf of her neighbours who expressed concerns about an additional driveway on Memorial Avenue, impacts to pedestrians, cyclists, and motorists, and lack of street parking available.

Judy Stuart, Memorial Avenue, commented on the forested property north of the subject property, requesting that Council consider the impacts to the land.

Councillor Harrison MOVED, THAT Council directs staff to issue a Development Variance Permit for 441 Memorial Avenue as described in the July 19, 2023 Planning memo to Council.

MOTION FAILED due to lack of a seconder.

(d) **Grant Application Resolutions**

Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council authorizes the submission of a grant application to the BC Destination Development Fund to fund the Beach Creek Viewing Platform and Walkway Project, as detailed in the July 19, 2023 Planning memo to Council.

CARRIED UNANIMOUSLY

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council authorizes the submission of a grant application to the Infrastructure Planning Grant Program to fund the Town of Qualicum Beach Water System Model, as detailed in the July 19, 2023 Planning memo to Council.

CARRIED UNANIMOUSLY

(5) Engineering & Operations

(a) Pickleball Lines at Tennis Courts – Council Request for Cost Estimate and Timeline

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council directs staff to not proceed with the painting of new pickleball lines on Tennis Court #2.

CARRIED UNANIMOUSLY

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT, pursuant to Council Procedure Bylaw No. 733, 2019, the meeting be extended beyond the 3-hour time limit.
CARRIED UNANIMOUSLY

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT staff be directed to provide a report with cost estimates and site considerations for a new 4-court pickleball facility within the Town.

CARRIED UNANIMOUSLY

(b) Mobi-Mat Removal

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council instruct staff to repair and continue to deploy the existing Mobi-mat at an estimated on-going repair cost of \$500, and a seasonal maintenance cost of \$4,000 per year, until such time as the Mobi-mat can no longer be repaired.

CARRIED

Opposed: Councillor Vander Valk

In Favour: Mayor Westbroek; Councillor Harrison; Councillor Skipsey; Councillor Young

(c) 4 Poles Restoration on the Qualicum Beach Waterfront

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council directs staff to proceed with restoring the fourth pole at the “4 poles” landmark site along the Qualicum Beach waterfront.

CARRIED UNANIMOUSLY

REVIEW OF COMMENTS FROM THE PUBLIC

No comments from the public were received by the 12:00 pm deadline on July 21, 2023.

ADJOURNMENT

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

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 1:34 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Teunis Westbroek
Mayor