

Minutes of the 10:00 am Wednesday, March 22, 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
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
Raj Hayre, Director of Finance
Peter Cornell, Fire Chief
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 March 22, 2023 Regular Council meeting agenda, as amended to add a topic for discussion, immediately preceding the motion to close the meeting, regarding scheduling a special Council meeting to consider the proposed Tree Protection Bylaw.

CARRIED UNANIMOUSLY

ADOPTION OF THE CONSENT AGENDA

Councillor Harrison requested that the items of correspondence regarding the defamation settlement be removed from the consent agenda for discussion.

Notice of Motion (Councillor Harrison)

WHEREAS, page 21 of the Town's insurance policy with the Municipal Insurance Association of BC (MIABC) states that the policy shall not be liable for any payment for loss arising out of, or resulting from, any intentional, criminal, fraudulent, or malicious act; and WHEREAS, the Town's insurance policy with MIABC states that, after a binding arbitration decision, the insured party shall reimburse MIABC for all costs incurred defending the claim; and

WHEREAS previous correspondence from the adjudicator indicated that the costs for MIABC to defend the defamation claim against Mayor Westbroek amounted to \$10,000; THEREFORE, BE IT RESOLVED, THAT written confirmation is received from MIABC confirming that no costs arising from the defamation of Kelland Holdings by Mayor Westbroek shall be directed towards the Town.

Councillor Skipsey requested that two items of correspondence be removed from the consent agenda for consideration:

- Letter received March 2, 2023 from the Ministry of Forests titled “Wildfire Risk Reduction Project”
- Letter received February 24, 2023 titled “Railway Housing Impact on Environment – Concern”.

Wildfire Risk Reduction Project

Councillor Skipsey noted that the Town has received notice about this project, which will remove trees and brush from the Eagle Park health care facility property to mitigate wildfire risk, to take place from April 2023 to March 2024. Councillor Skipsey noted that she will be bringing forward a Notice of Motion to the next Council meeting to request a walkthrough of the site with MLA Walker.

Railway Housing Impact on Environment – Concern

Councillor Skipsey expressed concern about the loss of an environmental microecosystem by the Residences at Qualicum Station (affordable housing project on Railway Street) and questioned if the groundcover that is to be removed prior to construction could be made available for residents to replant on their own property.

Council adopted, by general consent, the consent agenda including the following items:

- (1) **Correspondence Log** – March 22, 2023 – For Information
- (2) **Monthly Building Permit Report** – February 2023 – For Information
- (3) **Monthly Bylaw Report** – February 2023 – For Information

CARRIED UNANIMOUSLY

APPROVAL OF THE MINUTES

Council approved, by unanimous consent, the minutes of the March 1, 2023 Regular Council meeting, as amended, and the March 1, 2023 Special Council meeting.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

- (1) **Recommendations from the January 24, 2023 Select Committee on Environment and Sustainability Meeting**

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT a “right tree right place” concept be referred to the upcoming Development Permit regulation review under the next Official Community Plan review.

CARRIED UNANIMOUSLY

(2) **Recommendations from the February 27, 2023 Select Committee on Beach Day Celebration Meeting**

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT the Select Committee on Beach Day Celebration meetings be held on the third Monday of each month, except September, October, and November, commencing at 10:00 am, as required; AND FURTHER THAT the event date for the annual Beach Day Celebration be Sunday, July 16, 2023.

CARRIED UNANIMOUSLY

DELEGATIONS

- (1) **Julie Sperber, President, Vancouver Island Economic Alliance** – presented the ‘Island Good’ brand.
- (2) **Peter Drummond and Sandi Reed, Qualicum Beach Pickleball Club** – requested a formal partnership with the Town so that the Club can fundraise and construct pickleball courts on Town property.

Mayor Westbroek, on behalf of Council, thanked the delegates for their presentations.

CORRESPONDENCE

- (1) **Document dated February 17, 2023 from Bertrand Girard** – suggesting transportation improvements on Rupert and Laburnum Roads.

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT the correspondence dated February 17, 2023 from Bertrand Girard suggesting transportation improvements on Rupert Road and Laburnum Road be referred to the Town’s traffic consultant, Richard Drdul, for review and potential inclusion in the next Age-Friendly Transportation Plan update.

CARRIED UNANIMOUSLY

- (2) **E-mail dated March 8, 2023 from Colleen Kerr & John Charlton** - regarding a mural for the Memorial Avenue/Highway 19A roundabout.

Councillor Harrison MOVED and Councillor Young SECONDED, THAT the e-mail dated March 8, 2023 from Colleen Kerr & John Charlton regarding a mural for the Memorial Avenue/Highway 19A roundabout be referred to the Advisory Planning Commission; AND FURTHER THAT Councillor Young be invited to attend the Advisory Planning Commission meeting where the mural will be discussed, as the Council member representing the primary interest category of Arts and Culture.

CARRIED UNANIMOUSLY

BYLAWS

- (1) **Zoning Amendment and Development Permit: 230 Second Avenue West**
Councillor Harrison MOVED and Councillor Young 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 introduced and read a first time.

CARRIED

Opposed: Councillor Skipsey; Councillor Vander Valk

In Favour: Mayor Westbroek; Councillor Harrison; Councillor Young

Council discussed the request from the proponent for the second floor of the building to be designated for use as short term rentals. Staff were directed to provide additional information when the bylaw is brought back to Council for further consideration.

- (2) **Zoning Amendment and Development Permit: 365 First Avenue West**
Mayor Westbroek MOVED and Councillor Skipsey 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 read a third time as amended by replacing, in the second clause, “from Residential 14 Zone (R14) to Residential 19 Zone (R19)” with “from Residential 14 Zone (R14) to Residential 12 Zone (R12)”.

CARRIED

Opposed: Councillor Harrison; Councillor Young

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

- (3) **Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023**
Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT first reading of “Tree Protection Bylaw No. 725, 2018” be rescinded.

CARRIED UNANIMOUSLY

Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT “Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023” be read a first time as amended;
AND FURTHER THAT Council directs staff to amend the 2023 Financial Plan to add an additional fulltime equivalent employee to implement the Tree Protection Bylaw and associated inspection and permitting systems, as detailed in the March 22, 2023 Planning memo to Council;

AND FURTHER THAT “Town of Qualicum Beach Municipal Ticket Information Utilization Bylaw No. 626, 2008, Amendment (Tree Protection) Bylaw No. 626.05, 2023” be introduced and read a first time.

Councillor Skipsey MOVED and Mayor Westbroek SECONDED, THAT the motion on the floor be amended to include “AND FURTHER THAT Council directs staff to undertake a comprehensive public engagement process on “Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023” and provide an updated schedule of Strategic Initiatives within a one-year timeframe.”

CARRIED

Opposed: Councillor Harrison

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

Councillor Harrison MOVED, THAT the motion on the floor be amended by adding “AND FURTHER THAT a waiver system is introduced for lower income households who would be adversely impacted by the implementation of Tree Protection Bylaw No. 725, 2023”. Motion did not proceed due to lack of a Seconder.

Councillor Harrison MOVED, THAT the motion on the floor be amended by deleting clause 6.5 the security deposit for Replacement Trees in “Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023”. Motion did not proceed due to lack of a Seconder.

MAIN MOTION AS AMENDED:

THAT “Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023” be read a first time as amended;

AND FURTHER THAT Council directs staff to amend the 2023 Financial Plan to add an additional fulltime equivalent employee to implement the Tree Protection Bylaw and associated inspection and permitting systems, as detailed in the March 22, 2023 Planning memo to Council;

AND FURTHER THAT “Town of Qualicum Beach Municipal Ticket Information Utilization Bylaw No. 626, 2008, Amendment (Tree Protection) Bylaw No. 626.05, 2023” be introduced and read a first time;

AND FURTHER THAT Council directs staff to undertake a comprehensive public engagement process on “Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023” and provide an updated schedule of Strategic Initiatives within a one-year timeframe.

CARRIED UNANIMOUSLY

Councillor Harrison left the meeting at 11:57 am

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT “Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023” be read a second time.

CARRIED

Opposed: Councillor Young

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

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT “Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023” be read a third time.

CARRIED

Opposed: Councillor Young

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

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT a special Council meeting be held on Friday, March 24, 2023 at 9:30 am in the Council Chamber at Town Hall, 660 Primrose Street, Qualicum Beach, BC, for the purpose of considering adoption of Tree Protection Bylaw No. 725, 2023.

CARRIED

Opposed: Councillor Young

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

Mayor Westbroek called for a five-minute recess.

MEETING RECESSED at 11:57 am

MEETING RESUMED at 12:05 pm with all of Council in attendance.

COMMITTEE & LIAISON REPORTS

(1) General Government (Mayor Teunis Westbroek)

Mayor Westbroek commented on the following:

- Attending a friendly curling match against the City of Parksville Council.
- Touring the new Into the Woods child care facility with Mitzi Dean, the Minister of Children and Family Development, and MLA Adam Walker.
- Attending the Qualicum Beach Film Festival on March 12, which featured 10 films from students in the Collaborative Education Alternative Program.

(2) Public Safety (Councillor Scott Harrison)

Councillor Harrison MOVED, THAT Council allocate a Committee of the Whole meeting in the 2nd quarter of 2023, inviting local governments in the region, relevant non-profits and provincial organizations to discuss the requirements for cold weather shelters, and what similar services are of greatest need in the region. Motion did not proceed due to lack of a Secunder.

(3) Parks & Recreation (Councillor Anne Skipsey)

Councillor Skipsey commented on the following:

- Congratulating Chris Stanger, Chief Utility Operator, for his participation in the Wounded Warrior Run.
- Attending the Mount Arrowsmith Biosphere Region Institute (MABRI) meeting on March 10.
- Congratulating Saffron Bisiker on her capstone project, the student film festival held on March 12.

- Attending the Public Open House on March 13, topics discussed: street lights, heat pumps, solar panels, maintenance of town facilities, budget process, trees and branches overhanging communication lines, a Public Square or Gathering Place, the mobility study, traffic study, and a heritage site that may be missing from the heritage registry.
- Attending the FCM Sustainable Communities Conference, noting that a key takeaways document has been posted on town's website.
- Attending the curling game against City of Parksville.
- Noting that 11 trees have been purchased to be planted at the Memorial Golf Course.
- Attending the Oceanside track meeting.
- Looking forward to meeting the students participating in the fire camp with the Qualicum Beach Fire Department.

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

Councillor Harrison commented on the following:

- Attending the Task Force on Homelessness meeting, noting that there is a lack of services and support in the community for individuals facing homelessness.
- Attending the March 21, 2023 meeting regarding the Ballenas Track, discussing funding issues.

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

Councillor Vander Valk commented on the following:

- Attending a meeting with Parksville Qualicum Beach Tourism Association on March 10 to discuss the findings from the Destination Think survey.
- Attending a meeting with the Oceanside Health and Wellness Network on March 16, discussing restructuring the organization, and various aspects of wellbeing, including mental health and social support in the community.
- Attending the March 17 meeting with Qualicum Beach Chamber of Commerce to discuss updates to the website, new members for the board of directors, the Chamber's plan for the year, and the annual report.
- Attending the St. Patrick's Day curling challenge between Qualicum Beach Council and Parksville Council at the Qualicum Beach Curling Club.
- Attending the board meeting for the St. Andrews Lodge Heritage and Cultural Society to discuss fundraising efforts for the lodge restoration and plans for commemorating the 100th anniversary of Elizabeth Little's birth.

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

Councillor Young commented on the following:

- Attending the curling game with the City of Parksville Council.
- Noting that the Qualicum Beach Cinema Society is hosting its annual general meeting on Thursday, March 23, 2023.
- Qualicum Beach Rotary Club is offering a new Canadian flag program for \$50; Rotary will set up and take down a Canadian flag on a flag pole, four times a year.

- The Old School House is hosting "Music on Sundays" at 2:30 PM.
- Recommending residents sign up for the Qualicum Beach Museum Society's newsletter.
- Noting that the Town will be participating in Communities in Bloom this year, and extending thanks to Marlys Diamond for her help with this initiative.

STAFF REPORTS

(1) Chief Administrative Officer

(a) Beach Toy Library

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council authorize the installation of a donated Beach Toy Library at the location identified on the map attached to the March 22, 2023 memo to Council.

CARRIED UNANIMOUSLY

(2) Corporate Administration

(a) Acting Mayor Appointment

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Councillor Young be designated to act in the place of Mayor for the period of May 14 to May 23, 2023.

CARRIED UNANIMOUSLY

(b) 2023 Special Event Approvals

Councillor Harrison MOVED and Councillor Young SECONDED, THAT the following special event applications be approved in principle, subject to event organizers working with Town staff to ensure Town requirements are met:

- Youth Appreciation Lunch, Thursday May 4, 2023 (Town-facilitated event)
- Public Works Day, Thursday May 25, 2023 (Town-facilitated event)
- Oceanside Mother's Day Race, Sunday May 14, 2023 (Oceanside Running Club Association)
- Summer Arts and Music Festival, Saturday June 17, 2023 (St. Andrews Lodge Historical and Cultural Society)
- Street Dance, Saturday June 17, 2023 (Seaside Cruizers)
- Show 'n Shine, Sunday June 18, 2023 (Seaside Cruizers)
- Qualicum Beach Triathlon, Sunday June 25, 2023 (Tri-Athletics Society)

CARRIED UNANIMOUSLY

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council approves the Special Event Requests, as described in the March 22, 2023 memo to Council, for the Oceanside Mother's Day Race on May 14, 2023, the Qualicum Beach Triathlon on June 25, 2023, and the Seaside Cruizers Show 'n Shine weekend on June 17 and 18, 2023.

CARRIED UNANIMOUSLY

(3) **Planning**

(a) **UBCM Emergency Operations Centre Training Grant**

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council authorizes the City of Parksville to submit a joint grant application on behalf of the Town of Qualicum Beach in the amount of \$34,040 to the Union of BC Municipalities Community Emergency Preparedness Fund to provide a joint Emergency Operations Centre Training Program for the City of Parksville and Town of Qualicum Beach (Emergency Management Oceanside);
AND FURTHER THAT the Town authorizes the City of Parksville to apply for, receive and manage the grant funding on behalf of a partnership between the City of Parksville and Town of Qualicum Beach emergency program (Emergency Management Oceanside).
CARRIED UNANIMOUSLY

(b) **Development Variance Permit: 864 Royal Dornoch Drive**

Councillor Harrison MOVED, THAT Council directs staff to issue a Development Variance Permit for 864 Royal Dornoch Drive as described in the March 22, 2023 Planning memo to Council. Motion did not proceed due to lack of a Seconder.

(c) **Bus Garage Site Planning - Phase 1 Request for Proposals**

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council authorizes staff to issue a "Request for Proposals" for the "Bus Garage Planning - Phase 1", including the Uptown Mobility Study Phase 1 as part of the project scope, as detailed in the March 22, 2023 Planning memo to Council.

Mayor Westbroek MOVED and Councillor Young SECONDED, THAT the motion on the floor be amended to include "AND FURTHER THAT the Uptown Mobility Study Phase 1 be expanded to include an exploration of how Second Avenue W could be reconfigured to reduce parking pressure on the "Bus Garage" and enhance the vitality of the uptown area; AND FURTHER THAT the 2023 budget for the Uptown Mobility Study Phase 1 be increased from \$10,000 to \$30,000."

CARRIED UNANIMOUSLY

MAIN MOTION AS AMENDED:

THAT Council authorizes staff to issue a "Request for Proposals" for the "Bus Garage Planning - Phase 1", including the Uptown Mobility Study Phase 1 as part of the project scope, as detailed in the March 22, 2023 Planning memo to Council;

AND FURTHER THAT the Uptown Mobility Study Phase 1 be expanded to include an exploration of how Second Avenue W could be reconfigured to reduce parking pressure on the "Bus Garage" and enhance the vitality of the uptown area;

AND FURTHER THAT the 2023 budget for the Uptown Mobility Study Phase 1 be increased from \$10,000 to \$30,000.

CARRIED UNANIMOUSLY

(d) **Development Variance Permit: 648 Beach Terrace**

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Council directs staff to issue a Development Variance Permit for 648 Beach Terrace as described in the March 22, 2023 Planning memo to Council.

CARRIED UNANIMOUSLY

(e) **Residences at Qualicum Station (Kiwanis Affordable Housing Project on Railway Street) - Verbal Update**

Luke Sales, Director of Planning, noted that site preparation for the affordable housing project on Railway Street will begin shortly, starting with removal of trees identified in the landscaping plan. Mr. Sales noted that a biologist has been engaged to ensure any nesting birds are not disturbed, the site has been fenced off, and that a frequently asked questions document has been posted to the Town's website.

Councillor Skipsey questioned if the groundcover that is to be removed prior to construction could be made available for residents to replant on their own property. The Director of Planning responded that he would relay the request to the contractor.

(4) **Fire Department**

(a) **Fire Department Digital Fire Training System – Supply Award**

Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council of the Town of Qualicum Beach awards the contract for the supply of the Digital Fire Training System using an existing Canoe Procurement contract, to Associated Fire Safety Equipment in the amount of \$91,545.16 (including GST).

CARRIED UNANIMOUSLY

With consent from Council, Mayor Westbroek invited the property owner for 864 Royal Dornoch Drive to address Council regarding their development variance permit application.

The property owner provided an overview of his request for a variance, noting that the intent is to place a small art studio on the property, and a variance is required due to grading challenges on the lot.

Councillor Harrison MOVED, THAT Council directs staff to issue a Development Variance Permit for 864 Royal Dornoch Drive as described in the March 22, 2023 Planning memo to Council. Motion did not proceed due to lack of a Seconder.

REVIEW OF COMMENTS FROM THE PUBLIC

Comments for this regular Council meeting were received by 12:00 pm two business days following the meeting (March 24, 2023). Submissions were distributed to all Council, and a brief summary of the comments are as follows:

- Camille Cuthill, Qualicum Beach, regarding the proposed development for 230 Second Avenue West.

MOTION TO CLOSE

Councillor Skipsey MOVED and Councillor Vander Valk 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;
- 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; and
- c. the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC at 12:54 pm

MEETING REOPENED TO THE PUBLIC at 2:45 pm

ADJOURNMENT

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

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 2:45 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Teunis Westbroek
Mayor