

**Minutes of the 10:00 am Wednesday, May 3, 2023, Town of Qualicum Beach Regular Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC**

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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 May 3, 2023 Regular Council meeting agenda as amended to replace the Finance memo titled 'Grant Application - Town of Qualicum Beach Asset Replacement Plan'.

**CARRIED UNANIMOUSLY**

**ADOPTION OF THE CONSENT AGENDA**

Councillor Skipsey requested that the following items of correspondence be added to the next regular council meeting for consideration:

- Correspondence received April 24, 2023 regarding outdoor cat monitoring;
- Correspondence received April 11, 2023 regarding pollinator pathways.

Council adopted, by unanimous consent, the following items on the consent agenda:

- (1) **Correspondence Log** - May 3, 2023 - For Information

**CARRIED UNANIMOUSLY**

**RECOGNITION**

- (1) **Coronation of His Majesty King Charles III** - May 6, 2023 - Verbal Update from Mayor Westbroek

Mayor Westbroek noted that the Royal Canadian Legion Branch 76 will be hosting an event to commemorate the coronation of His Majesty King Charles III. The event will be held at the Legion on Saturday, May 6 starting at 2:00 pm.

## **APPROVAL OF THE MINUTES**

Council approved, by unanimous consent, the April 12, 2023 regular council meeting minutes and the April 19, 2023 special council meeting minutes.

**CARRIED UNANIMOUSLY**

## **BUSINESS ARISING FROM THE MINUTES**

(1) **Recommendation from the March 29, 2023 Select Committee on Environment and Sustainability Meeting**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Select Committee on Environment and Sustainability undertake a half day facilitated workshop to prioritize climate change actions, and the workshop be resourced for a cost of up to \$1,000.

**CARRIED UNANIMOUSLY**

(2) **Recommendation from the April 17, 2023 Select Committee on Beach Day Celebration Meeting**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Mike Garland be appointed to the Select Committee on Beach Day Celebration as the Chamber of Commerce Representative.

**CARRIED UNANIMOUSLY**

(3) **BC Hydro Streetlight Conversion – April 19, 2023 Special Council Meeting**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council instructs staff to notify BC Hydro on the replacement of lights numbered 508, 511, 514, 515, and 516, as identified on Figure 18 attached to the April 19, 2023 memo to Council.

**CARRIED**

Opposed: Councillor Harrison

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

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the topic of regulating light trespass be referred to the next strategic planning session in the fall for further discussion and consideration.

**CARRIED UNANIMOUSLY**

## **DELEGATIONS**

(1) **Career Centre**

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT, as per the Council Procedure Bylaw, the Career Centre delegation be permitted an additional 7 minutes to present for a total of 12 minutes.

**CARRIED UNANIMOUSLY**

Cheryl Dill, Executive Director, and Lorrie Mohl, Employment Services Coordinator, provided an overview of the purpose, services and expertise provided by the Career Centre, an initiative of the Central Vancouver Island Job Opportunities Building Society.

- Services provided to job seekers include job readiness preparations, employment consulting and plans, training support, self-employment support, and wage subsidy.
- Employers are supported through free job postings with recruitment coaching, an annual hiring fair, educational workshops, employment-related advice, an employer newsletter and "Pulse Check" poll, and a wage subsidy program.
- As of March 2023, the unemployment rate is 4.5% for British Columbia and 3.6% for Vancouver Island.
- Local employment opportunities (gaps) include healthcare occupations (all levels), Class 1 and 3 Drivers, Early Childhood Educators, Community/Mental Health Support Workers, Bookkeepers, and Personal/Residential Care and Maintenance.
- Training is available for identified skill gaps in areas such as Early Childhood Education, Forestry/Natural Resource Worker, Mental Health Support Worker, Dental Receptionist, Adaptive Trail Building, and Website Design.

## **CORRESPONDENCE**

- (1) **Reducing Community Cancer Risks from Radon** – March 22, 2023

## **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 read a second time as amended.

### **CARRIED**

Opposed: Councillor Skipsey; Councillor Vander Valk

In Favour: Mayor Westbroek; Councillor Harrison; Councillor Young

Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council hold a Public Hearing on May 24, 2023, at 10:00 am at the Qualicum Beach Town Hall, 660 Primrose Street, Qualicum Beach regarding "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (230 Second Ave W) Bylaw No. 580.137, 2022".

### **CARRIED**

Opposed: Councillor Skipsey; Councillor Vander Valk

In Favour: Mayor Westbroek; Councillor Harrison; Councillor Young

Discussion ensued, with the following comments and concerns noted:

- Parking requirements, and the number of required charging stations;
- Implementation of Step Code 3;
- Building height and whether a height variance is necessary;
- Concerns about regulating short-term rentals, fire inspections, and taxation.

(2) **Alternative Municipal Tax Collection Scheme Bylaw**

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT “Town of Qualicum Beach Alternative Municipal Tax Collection Scheme Bylaw No. 587, 2001, Amendment Bylaw No. 587.04, 2023” be read a second time.

**CARRIED UNANIMOUSLY**

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT “Town of Qualicum Beach Alternative Municipal Tax Collection Scheme Bylaw No. 587, 2001, Amendment Bylaw No. 587.04, 2023” be read a third time.

**CARRIED UNANIMOUSLY**

(3) **Town of Qualicum Beach Five-Year Financial Plan (2023-2027) Bylaw No. 778, 2023**

Councillor Vander Valk MOVED and Councillor Harrison SECONDED, THAT the “Town of Qualicum Beach Five Year Financial Plan (2023-2027) Bylaw No. 778, 2023” be read a second time.

**CARRIED UNANIMOUSLY**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the “Town of Qualicum Beach Five Year Financial Plan (2023-2027) Bylaw No. 778, 2023” be read a third time.

**CARRIED UNANIMOUSLY**

(4) **2023 Property Tax Rates Bylaw**

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT “Town of Qualicum Beach Tax Rates (2023) Bylaw No. 779, 2023” be read a second time.

**CARRIED UNANIMOUSLY**

Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT “Town of Qualicum Beach Tax Rates (2023) Bylaw No. 779, 2023” be read a third time.

**CARRIED UNANIMOUSLY**

**COMMITTEE & LIAISON REPORTS**

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

Mayor Westbroek commented on the following:

- Noting that May 5 marks ‘Red Dress Day’ to honour the memory of the murdered and missing Indigenous women and girls.

- Attending the Association of Vancouver Island and Coastal Communities (AVICC) convention in April, noting that the Town's resolution in support of Broom Busters was passed unanimously.
- The Regional District of Nanaimo recently re-established a Select Committee to consider adding Electoral Area E as a participating area, review options and models for the District 69 Swimming Pool Service, as well as an additional aquatic facility in Oceanside.

### **Notice of Motion - Food Security**

Mayor Westbroek MOVED and Councillor Vander Valk SECONDED, THAT staff be directed to refer the following matters of Food Security, including but not necessarily limited to:

- The role of local government and the community to safeguard and enhance local food security.
- Impacts of climate change, post-pandemic adjustments, war, poverty, inflation, food prices, and disrupted food supply chains on food security.
- Growing, processing, and eating food as the largest contributor to greenhouse gas emissions of any human activity.
- The importance of addressing food security sooner than later.
- The "Five A's of Food Security": Availability, Access, Adequacy, Acceptability and Agency.

to the Food Action Plan strategic initiative, scheduled for 2026.

AND FURTHER THAT the Terms of Reference for the Select Committee on Environment & Sustainability be amended to include Food Security.

Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT the motion on the floor regarding Food Security be deferred to the next regular council meeting to allow the Select Committee on Environment and Sustainability time to review the proposed motion.

**CARRIED UNANIMOUSLY**

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

Councillor Harrison commented on the following:

- Housing affordability, lack of rental stock, and the impact on our most vulnerable residents, noting the steep increase in fentanyl overdose rates in seniors.
- Attending the Day of Mourning event; 181 B.C. workers lost their lives to workplace injuries and illness in 2022. Discussing resources available, including the 'Tailgate Toolkit' to increase access to harm reduction services and ideas for those in the construction industry.
- Impacts to local businesses from the inability to find workers due to the housing crisis.

**Notice of Motion – Nanaimo Rent Bank**

Councillor Harrison MOVED and Councillor Skipsey SECONDED,  
WHEREAS 52.2% of renters in Qualicum Beach spend over 30% of their income on shelter costs, compared to the provincial average of 37.8%;  
WHEREAS the CMHC rental market data indicates a vacancy rate of 0%;  
THEREFORE, BE IT RESOLVED, THAT the Town of Qualicum Beach provide Connective Support Society, who operate the Nanaimo Rent Bank, \$10,000 as part of the 2023 budget.

Council, by unanimous consent, agreed to recess the meeting for five minutes.

**MEETING RECESSED** at 11:35 am

**MEETING RESUMED** at 11:40 am

Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT the motion on the floor regarding funding for the Nanaimo Rent Bank be deferred to an upcoming meeting of Council.

**CARRIED**

Opposed: Councillor Harrison

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

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

Councillor Skipsey commented on the following:

- April 13, attended the Youth Climate Action Symposium hosted by MP Gord Johns.
- Attended the AVICC convention with Mayor Westbroek, noting that the Town's motion regarding Scotch Broom will be advanced to the annual UBCM convention.
- April 17, attended the Qualicum Beach Memorial Golf Course board meeting.
- April 17, attended the Select Committee on Beach Day Celebration meeting.
- May 2, gave a tour of the Council Chamber to grade 2 students from Qualicum Beach Elementary School.
- April 19, attended the RDN Solid Waste Committee meeting, noting that pop-up recycling events will be hosted at the industrial park in Parksville starting May 20 and twice monthly from June to September.
- Celebrated Earth Day on April 22 with Councillor Vander Valk by picking up garbage along Highway 19A.
- Attended the April 24 Public Open House with Mayor Westbroek.
- April 29, St. Stephens Church hosted a film viewing in honour of Earth Month.

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT staff be directed to post information on the dates, times, and locations of any pop-up recycling events taking place in Oceanside on the Town's website and social media platforms.

**CARRIED UNANIMOUSLY**

**Notice of Motion – Wildfire Risk Reduction Program (Ministry of Forests and BC Wildfire Service)**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, WHEREAS the Ministry of Forests and the BC Wildlife Service have provided notice of a new Wildfire Risk Reduction program to mitigate fire hazards in the 1.94-hectare project area surrounding the Eagle Park Care Facility and the BC Ambulance Station; WHEREAS the Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023 is not applicable to project area, as provincial and federal lands are exempted from this municipal bylaw; WHEREAS a fuel management plan has been developed by a Registered Professional Forester (RPF) team for the project area; THEREFORE, BE IT RESOLVED, THAT Council sends a letter to the Ministry of Forests and the BC Wildfire Service, copied to MLA Adam Walker, formally requesting a discussion regarding the fuel management plan with the RPF team and provincial representatives, in conjunction with a Council walkthrough of the forest around Eagle Park Care Facility and the BC Ambulance Station where fire hazard mitigation work is to take place.

**CARRIED UNANIMOUSLY**

**Notice of Motion – Evening Committee of the Whole Meetings**

Councillor Skipsey MOVED and Mayor Westbroek SECONDED, THAT a number of upcoming Committee of the Whole meetings of significant interest to the community, including the review of the Age Friendly Transportation Plan, be scheduled in the evening to provide enhanced opportunity for community engagement.

**CARRIED UNANIMOUSLY**

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

Councillor Vander Valk commented on the following:

- April 17, update from the St. Andrews Lodge Historical and Cultural Society board meeting; the board expects the heritage building review by the end of May, and they have applied for several grants.
- April 20, attended a tour of Town facilities to meet staff and better understand their work.
- April 26, attended a meeting of the Parksville Qualicum Beach Tourism Association where short-term rentals affecting long-term rentals for employees was discussed.
- April 28, attended a meeting of the Chamber of Commerce.
- May 2, helped with a tour for grade two students in the town hall.

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

Councillor Young commented on the following:

- National Volunteer Week was from April 16 to 22, noting several volunteer committees and organizations in the community:
  - An appreciation luncheon was held for the Society of Organized Services

- The Old School House, run by volunteers, is celebrating 35 years of community-supported artistic expression
- Oceanside Hospice, noting that Tim Horton's has chosen Oceanside Hospice as their charity of choice for this year's smile cookie campaign
- The KSS Fine Arts Society hosted their annual Premier performance
- Broom Busters, spearheading efforts to take care of fire hazards
- ELCCO (Early Learning Child Care Council for Oceanside)
- Qualicum Beach Rotary held a cleanup on Earth Day in collaboration with the Town of Qualicum Beach

**Notice of Motion – Tree Protection Bylaw Committee of the Whole Meeting**

Councillor Young MOVED and Mayor Westbroek SECONDED, THAT Council defers the Notice of Motion from Councillor Young regarding scheduling a Committee of the Whole meeting to discuss 'Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023' until fall 2023.

**CARRIED UNANIMOUSLY**

**STAFF REPORTS**

**(1) Corporate Administration**

**(a) 2023 Special Event Approvals**

Councillor Skipsey MOVED and Councillor Vander Valk 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:

- Movie Night, Friday, June 16, 2023 (Qualicum Beach Collective), including road closure of Berwick Avenue and Second Avenue E
- Kwalikum Senior Secondary Grad Parade, Saturday, June 24, 2023 (KSS Grad Parent Committee), including road closures necessary to facilitate the parade
- Art & Fashion Event in Glassford Square, Saturday, June 24, 2023
- Uptown Street Market, Thursday evenings in July and August (Qualicum Beach Uptown Street Market Society), including road closure of Second Avenue West from Memorial Avenue to Primrose Street to facilitate the market
- Grand Prix d'Art, Friday afternoons in July and August, 2023 (The Old School House Arts Centre)
- Twilight Concert Series, July 8, August 5, August 19, September 9, 2023 (St. Andrews Lodge Historical & Cultural Society)
- St. Mark's Community Fair, Saturday, July 22, 2023 (Anglican Church of St. Mark)
- Cross on the Commons, Sunday, October 1, 2023 (Arrowsmith Cycling Club)
- Moonlight Madness, Thursday, November 23, 2023 (Qualicum Beach Chamber of Commerce)

**CARRIED UNANIMOUSLY**



(2) **Financial Administration**

(a) **Asset Management Grant Application**

Councillor Harrison MOVED and Councillor Young SECONDED, THAT the Town of Qualicum Beach supports staff applying for \$12,500 in grant funding from the UBCM Asset Management Planning Program to be used for development of an Asset Replacement Financing Strategy;  
AND FURTHER THAT the Town of Qualicum Beach supports a willingness to provide overall grant management.

**CARRIED UNANIMOUSLY**

(3) **Fire/Rescue Services**

(a) **UBCM Community Resiliency Investment Program - 2023 FireSmart Community Funding & Support Program**

Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council authorizes the submission of an application to the Union of BC Municipalities (UBCM) Community Resiliency Investment Program for a total of \$68,980;  
AND FURTHER THAT the funding be used to complete a Community Wildfire Resiliency Plan (CWRP), fuel management prescriptions and FireSmart education.

**CARRIED UNANIMOUSLY**

(4) **Planning**

(a) **Saahtlam Park Detailed Park Plan - Request for Proposals**

Councillor Vander Valk MOVED and Councillor Harrison SECONDED, THAT Council authorizes staff to select a consultant to undertake a detailed plan for Saahtlam Park, utilizing the Request for Proposals process described in the May 3, 2023 Planning memo to Council.

**CARRIED UNANIMOUSLY**

Councillor Vander Valk MOVED and Mayor Westbroek SECONDED, THAT Council directs staff to require the inclusion of one universal accessible washroom in the St. Andrews Lodge building and one universal accessible washroom outside the St. Andrews Lodge building as one of the assumptions in the development of a detailed park plan for Saahtlam Park.

**CARRIED**

Opposed: Councillor Harrison

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

(b) **Development Variance Permit: 307 Crescent Road West**

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Council directs staff to fulfill statutory notification requirements for Council consideration of issuance of a Development Variance Permit for 307 Crescent Road West at a future meeting of Council.

**CARRIED UNANIMOUSLY**

(c) **Skate Park Feasibility Study Tender Award – Verbal Update**

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council authorizes staff to proceed with the April 3, 2023 proposal from New Line Skateparks entitled “Skateboard Park Feasibility Study”, in the amount of \$15,500 + GST.

**CARRIED UNANIMOUSLY**

**REVIEW OF COMMENTS FROM THE PUBLIC**

*Comments for this regular Council meeting were received by 12:00 pm two business days following the meeting (May 5, 2023). Submissions were distributed to all Council, and a brief summary of the comments are as follows:*

- Tim Pritchard, Qualicum Beach, regarding the zoning amendment and development permit application for 230 Second Avenue West.

**MOTION TO CLOSE**

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT the meeting be closed to the public for the purposes of considering:

- a. negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;
- b. discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*];
- c. 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.

**CARRIED UNANIMOUSLY**

**MEETING CLOSED TO THE PUBLIC:** 12:37 pm

**MEETING REOPENED TO THE PUBLIC:** 9:57 am on Wednesday, May 10, 2023 in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC. In attendance: Mayor Westbroek; Councillor Harrison; Councillor Skipsey; Councillor Vander Valk; Councillor Young. Also in attendance: L. Varela, Chief Administrative Officer; H. Svensen, Corporate Administrator; L. Sales, Director of Planning

**ADJOURNMENT**

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

**CARRIED UNANIMOUSLY**

**MEETING ADJOURNED:** 9:57 am

Certified Correct:

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Heather Svensen  
Corporate Administrator

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Teunis Westbroek  
Mayor