

Minutes of the 10:00 am Wednesday, September 6, 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
Peter Cornell, Fire Chief
Raj Hayre, Director of Finance
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 September 6, 2023 Regular Council meeting agenda.

CARRIED UNANIMOUSLY

ADOPTION OF THE CONSENT AGENDA

Council requested that the Monthly Bylaw Report and the Correspondence Log be removed from the consent agenda for consideration.

Council adopted, by general consent, the September 6, 2023 consent agenda:

- (1) **Correspondence Log** – September 6, 2023 – For Information
- (2) **Monthly Fire Department Report** – July 2023 – For Information
- (3) **Monthly Building Permit Report** – July 2023 – For Information
- (4) **Monthly Bylaw Report** – July 2023 – For Information

CARRIED UNANIMOUSLY

APPROVAL OF THE MINUTES

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

- June 16, 2023 special Council meeting;
- June 29, 2023 special Council meeting;
- July 19, 2023 regular Council meeting; and
- July 19, 2023 special Council meeting.

CARRIED UNANIMOUSLY

DELEGATIONS

(1) **Salmon Friendly Lawns – Yellow Fish Program and Art Display**

Barb Riordan, President of the Mid Vancouver Island Habitat Enhancement Society (MVIHES), and Diane Moran, Visual Artist, appeared before Council to provide information on MVIHES's Salmon Friendly Lawns program and to request approval to exhibit the yellow fish art display during Culture Days at Town Hall from September 26 to October 3, 2023.

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council approves the request from the Mid Vancouver Island Habitat Enhancement Society to exhibit a yellow fish art display to promote their Salmon Friendly Lawns program at Town Hall during Culture Days, from September 26 to October 3, 2023.

CARRIED UNANIMOUSLY

(2) **Municipal Regional District Tax (MRDT) 5-Year Renewal**

Blain Sepos, Executive Director, Parksville Qualicum Beach Tourism Association (PQBTA), appeared before Council to request support from Council to renew the 2% MRDT agreement.

Councillor Vander Valk MOVED and Councillor Harrison SECONDED, THAT Council supports Parksville Qualicum Beach Tourism Association's renewal of the 2% Municipal Regional District Tax (MRDT) for the Town of Qualicum Beach; and

THAT Council supports MRDT amounts collected by accommodation providers within Town limits (per Town bylaw) to be provided directly to Parksville Qualicum Beach Tourism Assoc. by the Province; and

THAT Council supports the use of MRDT collected by Online Accommodation Platforms (OAP) toward local affordable housing initiatives aligned with:

- Affordability assistance for accommodation sector workers;
- Supporting local governments in short-term vacation rental research and potential regulation; and,
- Supporting affordable housing capital construction projects.

CARRIED UNANIMOUSLY

CORRESPONDENCE

(1) **Christleton Park Improvements**, e-mail received July 12, 2023

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the e-mail regarding improvements to Christleton Park received July 12, 2023 be referred to the Select Committee on Parks and Recreation for their consideration of their support in principle.

CARRIED UNANIMOUSLY

- (2) **Misting Stations**, e-mail received July 24, 2023
Councillor Skipsey MOVED and Councillor Young SECONDED, THAT staff provide a report during the 2024 budget process for Council consideration of installing public 'misting stations' for extreme heat events, as described in the e-mail received July 24, 2023.
CARRIED UNANIMOUSLY
- (3) **TrailRider Mobility Device Proposal**, e-mail received July 31, 2023
Councillor Vander Valk, as Council liaison, noted that the Qualicum Beach Community Education and Wellness Society (QBCEWS) have been in contact with the e-mail author and are in collaboration to provide the TrailRider mobility device for the community.
- (4) **Streetlights**, e-mail received August 5, 2023
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council instructs staff to retain the light with the lower wattage and colour temperature for the streetlight on Valdez Road identified by the e-mail received August 5, 2023.
CARRIED
Opposed: Councillor Harrison
In Favour: Mayor Westbroek; Councillor Skipsey; Councillor Young; Councillor Vander Valk
- (5) **Celebrating National Tree Day**, e-mail received August 29, 2023
Mayor Westbroek MOVED and Councillor Harrison SECONDED, THAT staff be directed to respond to the e-mail received August 29, 2023 regarding National Tree Day, indicating that Council has encouraged residents to plant a tree in recognition of National Tree Day on their property.
- Mayor Westbroek MOVED and Councillor Harrison SECONDED, THAT the motion on the floor be deferred to the next regular Council meeting to allow staff an opportunity to review the request to plant a tree for National Tree Day, to identify potential locations on Town land, and to consider maintenance and infrastructure impacts.
CARRIED UNANIMOUSLY

BYLAWS

- (1) **Zoning Amendment and Development Permit: 172 Fern Road West**
Councillor Harrison MOVED and Councillor Young SECONDED, THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (172 Fern Road W) Bylaw No. 580.125, 2021" be adopted.
CARRIED UNANIMOUSLY
- Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council authorizes issuance of a Development Permit for 172 Fern Road West, as detailed in the September 6, 2023, Planning memo to Council.
CARRIED UNANIMOUSLY

Councillor Harrison MOVED and Councillor Young SECONDED, THAT the following motion from the Regular Council meeting on February 1, 2021 be rescinded:

THAT prior to the bylaw entitled "Town of Qualicum beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (172 Fern Road W) Bylaw No. 580.125, 2021" being adopted, that the developer makes a contribution to the Village Neighbourhood Sidewalk Reserve Account equivalent to the value of constructing a sidewalk for this property.

CARRIED UNANIMOUSLY

(2) **Housekeeping Bylaw**

Councillor Vander Valk 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 read a second time as amended.

CARRIED UNANIMOUSLY

Mayor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council hold a Public Hearing on October 11, 2023, at 5:30 pm at the Qualicum Beach Town Hall, 660 Primrose Street, Qualicum Beach in regard to "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (Housekeeping) Bylaw No. 580.138, 2023".

CARRIED UNANIMOUSLY

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

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT "Town of Qualicum Beach 2024 Taxation Exemption Bylaw No. 786, 2023" be introduced and read a first, second, and third time.

CARRIED UNANIMOUSLY

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT "Town of Qualicum Beach 2024 Taxation Exemption (Places of Worship) Bylaw No. 787, 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:

- Attending the Regional District of Nanaimo District 69 Swimming Pool Service Select Committee meeting, discussing options for funding Ravensong Aquatic Centre, noting that the Select Committee must come to a unanimous decision to change the current funding model.

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

Councillor Harrison commented on the following:

- August 2, attended an open house in Parksville for the new drug treatment centre, noting that Oceanside currently has no treatment beds.
- Attending several meetings of the Accessibility Committee, providing an update on the Accessibility Plan, and discussing accessibility funding in the Town's budgets.
- The removal of the Mobi-Mat and potential alternatives.
- Attending an event held by Mosaic Forest Management for elected officials to tour the Arrowsmith Dam and the Englishman River water service treatment plant.

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

Councillor Skipsey commented on the following:

- Attending the public open house in July with Councillor Young, discussing the intersection of Memorial Avenue and First Avenue and future plans for the railway.
- Attending the Mount Arrowsmith Biosphere Region Round Table, discussing "Other Effective Area-based Conservation Measures" (OECMs), and the federal government's biodiversity initiatives.
- Commenting that school is back in session and school zones are in effect.

Recommendation from the June 12, 2023 Select Committee on Family Day Celebration

Councillor Skipsey MOVED and Mayor Westbroek SECONDED, THAT the terms of reference for the Select Committee on Family Day Celebration be amended by changing the regular meeting schedule to meet at 3:00 pm on the third Tuesday in November, second Tuesday of January, February, and March, and second and fourth Tuesday of April, May and June.

CARRIED UNANIMOUSLY

Notice of Motion – Mount Arrowsmith Biosphere Region

Councillor Skipsey MOVED and Mayor Westbroek SECONDED, THAT staff be directed to include the consideration of a five-year fee-for-service agreement with the Mount Arrowsmith Biosphere Region (MABR) for the annual Brant Wildlife Festival during the 2024 budget process.

CARRIED UNANIMOUSLY

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

Councillor Vander Valk commented on the following:

- August 4, meeting with members of the Chartwell Residents' Association for a tour of their green spaces and discussing maintenance problems.
- August 17, attending the Saahtlam Park design plan stakeholders meeting.
- August 21, attending the St. Andrews Lodge Heritage & Cultural Society meeting.
- August 31, attending a review of the airport with Council and staff.
- September 2, attending 'Chartwell Day', a community event organized by the Chartwell Residents Association.

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

Councillor Young commented on the following:

- Attending the biweekly Oceanside Regional Housing Task Force meetings with Councillor Harrison.
- Four new benches have been installed around Town: by the Memorial Avenue rain garden, on Eaglecrest Road, on Rye Road, and at the entrance to Grandon Trail.
- Expressing appreciation to Marlys Diamond and Wendy Maurer for their mentorship and enthusiasm for the Town's participation in Communities in Bloom, to Ray Woroniak for showcasing the Brant Wildlife Children's Festival, to Mason Lewis, a student at Kwalikum Senior Secondary for their Global Roams project, to Diane Moran for their annual 'Mindfulness in May' youth art & literary exhibition, to Lorraine Bell at the Qualicum Beach Museum for mentoring our children, to Geoff Ball for sharing their evolving Shoots for Roots program which originated in 2003 at Milner Gardens, and to Bernadette Ritter, Town employee, for her assistance with editing and formatting this year's presentation for Communities in Bloom.
- Meeting with Toni Wheeler, Executive Director of Oceanside Hospice, working on their 2023-25 strategic plan with the focus on community awareness and sustainability. Oceanside Hospice is preparing for their first training session since the pandemic and they are looking for volunteers for their January intake.
- August 24, attending the ribbon cutting celebrating the opening of Second Avenue East & the completion of Phase 2 of the East Village revitalization.
- Noting that the Qualicum Beach Thursday Night Market ran every Thursday night in July & August, but will need some new volunteers going forward.
- September 2, attending "Chartwell Day", with over 100 local attendees.
- Shared images from a resident expressing concern about dry brush and litter.

STAFF REPORTS

(1) **Chief Administrative Officer**

(a) **Referral of Inquiries to Established Municipal Initiatives**

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT for the remainder of 2023, Council directs staff to refer relevant inquiries and requests for service to ongoing municipal processes, including but not necessarily limited to those below, to streamline public communication and optimize staff resources:

- Airport Consultation Plan;
- Committee and Commission Review;
- Age Friendly Transportation Plan Review;
- Service Level review for parks and green spaces;

AND FURTHER THAT, Council directs staff to refer projects of significant scope, not currently included in the 2023 Strategic Plan and Budget, to the 2024 Strategic Planning and Budget processes as appropriate;

AND FURTHER THAT, Council directs staff to refer requests for service, not currently included in the 2023 Budget, to the 2024 Budget process.

CARRIED UNANIMOUSLY

(2) **Corporate Administration**

(a) **2024 Council Meeting Schedule**

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT the 2024 Regular Council Meeting Schedule be approved, as attached to the September 6, 2023 regular council meeting agenda.

Councillor Skipsey MOVED and Mayor Westbroek SECONDED, THAT the motion on the floor be amended to include:

AND FURTHER THAT Council will consider, on a case-by-case basis, scheduling some public open house meetings in the evening.

CARRIED UNANIMOUSLY

MAIN MOTION AS AMENDED:

THAT the 2024 Regular Council Meeting Schedule be approved, as attached to the September 6, 2023 regular council meeting agenda;

AND FURTHER THAT Council will consider, on a case-by-case basis, scheduling some public open house meetings in the evening.

CARRIED UNANIMOUSLY

(b) **Privacy Management Program – Privacy Policy No. 3015-1**

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Town of Qualicum Beach Privacy Policy No. 3015-1 be approved.

CARRIED UNANIMOUSLY

(3) **Financial Administration**

(a) **Grant Application – Town of Qualicum Beach Asset Replacement Plan**

Councillor Skipsey 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 Financial Strategy;

AND FURTHER THAT the Town of Qualicum Beach supports a willingness to provide overall grant management.

CARRIED UNANIMOUSLY

(b) **Equipment Financing for Fire Truck**

Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council of the Town of Qualicum Beach authorizes up to \$2,000,000 be borrowed, under Section 175 of the *Community Charter*, from the Municipal Finance Authority, for the purpose of financing the purchase of a new fire truck.

CARRIED UNANIMOUSLY

(4) **Planning**

(a) **Development Permit: 1000 Ravensbourne Lane**

Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council authorizes staff to issue a Development Permit for 1000 Ravensbourne Lane, as detailed in the September 6, 2023 Planning memo to Council.

CARRIED UNANIMOUSLY

(b) **Development Permit: Lot A, 1025 Qualicum Road (Pheasant Glen the “Villas”)**

Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council refers the Development Permit application for Lot A, 1025 Qualicum Road (“Villas”) to the Advisory Planning Commission, with a request for commentary on compliance with the following Development Permit Area Guidelines, as detailed in the September 6, 2023 Planning memo to Council:

- Architectural Form & Character – Buildings: Recommended roofing materials include textured steel, asphalt, composite, and fire retardant treated wood shingles on sloping roofs with standing seam metal accents on minor elements”;
- Accessibility;
- Energy Conservation and GHG Emissions – “All buildings shall be designed and engineered to be solar ready”; and,
- Water Conservation - “Development should minimize impervious areas and incorporate on-site integrated stormwater management solutions that maintain pre-development infiltration rates and site hydrology”.

CARRIED UNANIMOUSLY

(c) **Development Permit: 1025 Qualicum Road (Pheasant Glen Lodge, Brew Pub, and Clubhouse)**

Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council refers the Development Permit application for Lot 1, 1025 Qualicum Road to the Advisory Planning Commission, with a request for commentary on compliance with the following Development Permit Area Guidelines, as detailed in the September 6, 2023, memo to Council:

- Architectural Form & Character – Buildings;
- Accessibility; and
- Water Conservation: “Development should minimize impervious areas and incorporate on-site integrated stormwater management solutions that maintain pre-development infiltration rates and site hydrology”.

CARRIED UNANIMOUSLY

(d) **2023-2026 OCP Review/Qualicum Beach 2024 Quality of Life Survey – Request for Proposals Award**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council authorizes staff to award the Qualicum Beach 2024 Quality of Life Survey Request for Proposals (RFP) to Forum Research Inc. at a total cost of \$29,913.

CARRIED UNANIMOUSLY

Councillor Vander Valk MOVED and Councillor Harrison SECONDED, THAT Council confirms the following key issues to be explored as part of the 2024 Quality of Life Survey in preparation for the upcoming OCP Review:

- Climate Change Mitigation and Adaptation;
- Environmental Development Permit Areas; and
- Housing.

Councillor Harrison MOVED and Councillor Young SECONDED, THAT the motion on the floor be amended to include “Areas where the Town wants to encourage economic development” as a key issue to be explored.

CARRIED

Opposed: Councillor Vander Valk

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

MAIN MOTION AS AMENDED:

THAT Council confirms the following key issues to be explored as part of the 2024 Quality of Life Survey in preparation for the upcoming OCP Review:

- Climate Change Mitigation and Adaptation;
- Environmental Development Permit Areas;
- Housing; and
- Areas where the Town wants to encourage economic development.

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 (September 8, 2023). Submissions were distributed to all Council, and a brief summary of the comments are as follows:

- Kevin Monahan, Qualicum Beach, regarding National Tree Day and replacement of trees on Town land.
- John Wood, Qualicum Beach, regarding the Official Community Plan review and the 2024 Quality of Life survey.
- Tim Pritchard, Qualicum Beach, regarding the Official Community Plan review and the 2024 Quality of Life survey.
- Joyce Daman, Qualicum Beach, regarding the request for improvements to Christleton Park and the 2024 Quality of Life survey.

MOTION TO CLOSE

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT the meeting be closed to the public for the purposes of considering 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.

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 12:42 pm

MEETING REOPENED TO THE PUBLIC: 2:51 pm

ADJOURNMENT

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

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 2:51 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Teunis Westbroek
Mayor