

**Minutes of the 10:00 am Wednesday, December 11, 2024, Town of Qualicum Beach
Regular Council Meeting held in the Qualicum Beach Council Chamber, Town Hall, 660
Primrose Street, Qualicum Beach, BC**

PRESENT: Council: Mayor Teunis Westbroek
Councillor Anne Skipsey
Councillor Scott Harrison
Councillor Petronella Vander Valk
Councillor Jean Young

ALSO PRESENT: Staff: Lou Varela, Chief Administrative Officer (CAO)
Heather Svensen, Director of Corporate Services | Deputy CAO
Luke Sales, Director of Planning & Community Development
Raj Hayre, Director of Finance
Rob Dickinson, Director of Infrastructure Services
Peter Cornell, Fire Chief
Oliver Watson, Capital Projects Manager
Kevin Goldfuss, Airport Manager
Jason Froats, Information Systems Analyst
Danielle Leurebourg, Deputy Director of Corporate Services

Mayor Westbroek called the meeting to order in the Council Chamber at 10:00 am acknowledging that the meeting was being held on the traditional lands of the Coast Salish people and, in particular, the Qualicum First Nation.

ADOPTION OF THE AGENDA

Council adopted, by unanimous consent, the December 11, 2024, regular Council meeting agenda as presented and amended to add item 10(4)(c) Director of Planning's Report on Interim Housing Needs Report.

START OF CONSENT AGENDA

Council adopted, by unanimous consent, the recommendations listed for items 2a) to 2i) in the December 11, 2024, Consent Agenda, including corrections to typographical errors in minutes.

- a) THAT the July 10, 2024 Committee of the Whole meeting minutes be approved as presented.
- b) THAT the November 1, 2024 Committee of the Whole meeting minutes be approved as presented.
- c) THAT the November 13, 2024 special Council meeting minutes be approved as presented.
- d) THAT the November 13, 2024 Committee of the Whole meeting minutes be approved as presented.
- e) THAT the November 20, 2024 regular Council meeting minutes be approved as presented.
- f) THAT the November 20, 2024 Committee of the Whole meeting minutes be approved as presented.

- g) THAT the November 27, 2024 special Council meeting minutes be approved as presented.
- h) THAT the November 27, 2024 Committee of the Whole meeting minutes be approved as presented.
- i) THAT the Correspondence Log, dated for reference December 3, 2024, be approved as presented.

CARRIED UNANIMOUSLY | Resolution No. 24-297

Councillor Harrison requested that items iv, v, vi, vii, ix, x, xv, xvi, xviii, xix, xxv, xxvii, xxix in Consent Agenda item 2j) be discussed separately.

- j) Council adopted, by unanimous consent, the recommendations from the October 21, 2024 Committee of the Whole meeting as presented as 2j(i-xxix) in the December 11, 2024 Consent Agenda.

CARRIED UNANIMOUSLY | Resolution No. 24-298

- i. **24-CA-01: Asset Management – Natural Asset Reconsolidation**
THAT the timeline for the Initiative titled Asset Management – Natural Asset Consolidation be shifted from 2025/2026 to 2027; AND FURTHER THAT the cost estimate for the Initiative titled Asset Management - Natural Asset Consolidation be increased by \$10k to \$30k in 2027; AND FURTHER THAT the funding for the Initiative titled Asset Management - Natural Asset Consolidation be adjusted from 100% grant dependent to 2/3 grant dependent.
- ii. **24-EP-02: Pathways to Sustainable Economic Development in Qualicum Beach**
THAT the 2024 budget for the Initiative titled Pathways to Sustainable Economic Development in Qualicum Beach be carried forward to 2025; AND FURTHER THAT a budget provision of \$112,500 be included in fiscal 2025 of the 2025-2029 Financial Plan for the Initiative titled Pathways to Sustainable Economic Development in Qualicum Beach, with \$100,000 of the expenditure being grant funded.
- iii. **24-GG-05: Employer of Choice**
THAT a \$10k budget provision funded from the Strategic Initiatives Reserve be included for the Initiative titled Employer of Choice in each of the years 2025 and 2026 in the 2025-2029 Financial Plan; AND FURTHER THAT commencing in the 2025 quarterly reporting cycle, the Initiative titled Employer of Choice will be reported on in the Human Resources Departmental Operations Area.
- iv. **24-GG-06: Records Management**
THAT the budget provision for the Initiative titled Records Management be increased by \$20k to \$60k and the budget provision be included in fiscal 2025 of the 2025-2029 Financial Plan.

- v. **24-GG-08: Amendment of the Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012**
THAT the scope of the 2024 Strategic Initiative titled Development Cost Reductions/CACs be adjusted to focus on amendment of the “Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012”, with the IAP2 Level of Engagement (Inform); AND FURTHER THAT the Initiative, amendment of the “Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012”, be adjusted from 2028 and rescheduled to the 2025 Financial Year in the 2025-2029 Financial Plan; AND FURTHER THAT the budget provision for amendment of the “Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012”, be reduced from \$45k to \$2k.
- vi. **24-GG-10: Airport Master Plan**
THAT the 2025-2029 Financial Plan include a \$75k budget provision for the Initiative titled Airport Master Plan in fiscal 2026, with expenditure subject to approval of 100% grant funding.
- vii. **24-GG-11: Comprehensive Policy Review**
THAT the timeline for the Initiative titled Comprehensive Policy Review be advanced entirely to 2025; AND FURTHER THAT the \$30k budget provision included in 2026 in the 2024-2028 Financial Plan for the Initiative titled Comprehensive Policy Review be moved to 2025 in the 2025-2029 Financial Plan, for a total project budget of \$60k in 2025.
- viii. **24-GG-12: Visual Identity Refresh**
THAT the budget provision for the Initiative titled “Visual Identity Refresh” included in the 2024-2028 Financial Plan in years 2024 to 2027, be adjusted and included in the 2025-2029 Financial Plan in years 2025 to 2028.
- ix. **24-HS-01: Housing Announcement Implementation – Zoning Update and Legal Fees**
THAT scoping sheet 24-HS-01, previously named Housing Announcement Implementation – November 1, 2023, be renamed Housing Announcement Implementation - Zoning Update and Legal Fees in 2025 Strategic Planning; AND FURTHER THAT the budget provision of \$55k per year included in the 2024-2028 Financial Plan for years 2025, 2026, and 2027 for the Initiative now titled Housing Announcement Implementation - Zoning Update and Legal Fees be replaced with a budget provision of \$10k in 2025 and \$20k in 2026 in the 2025-2029 Financial Plan.
- x. **24-HS-04: Strategy for Ways to Achieve Affordable Market Housing**
THAT the Initiative titled Strategy for Ways to Achieve “Affordable” Market Housing be undertaken in conjunction with “OCP [Option #2] - Housing-focused OCP Review”; AND FURTHER THAT the timeline and budget for the

Initiative titled Strategy for Ways to Achieve “Affordable” Market Housing be advanced from 2027, in the 2024-2028 Financial Plan, to 2025 in the 2025-2029 Financial Plan.

- xi. **24-HW-03: Community Park (Facilities) Site Review**
THAT the 2026 funding source for the Community Park (Facilities) Site Review be changed from the Strategic Initiative Reserve to the Capacity Funding Allocation in fiscal 2026.
- xii. **24-HW-04: OCP (Part 1, 2, 3, and 4)**
THAT the OCP Part 1,2,3,4 Strategic Initiative included in the 2024-2028 Financial Plan in year 2028 not be included in the 2025-2029 Financial Plan; AND FURTHER THAT scoping sheet 24-HW-04 be closed by Council Resolution for record keeping purposes.
- xiii. **24-HW-10: Pollinator Pathways Policy Development**
THAT the Strategic Initiative Pollinator Pathways Policy Development, included in the 2024-2028 Financial Plan in year 2025, not be included in the 2025-2029 Financial Plan; AND FURTHER THAT scoping sheet 24-HW-10 be closed by Council Resolution for record keeping purposes.
- xiv. **24-PI-01: Asset Management Plan Airport**
THAT the Initiative titled Asset Management Plan – QB Airport be included in the 2025-2029 Financial Plan, in year 2029 with a budget provision of \$10k, grant dependent.
- xv. **24-PI-03: Other Effective (area based) Conservation Measures (OECM) Management Plans**
THAT the Mount Arrowsmith Biosphere Region Reserve Initiative (MABRRI) be authorized to undertake study in 2025 into the feasibility and process of identifying Qualicum Beach Community Park and Grandon Creek Corridor, with support for Milner Gardens, as an OECM, subject to Town requirements (insurance, etc.) being met as determined by staff; AND FURTHER THAT \$10,000 be allocated in 2026 for due diligence into the requirements of OECM recognition of additional Town-owned lands; AND FURTHER THAT \$10,000 be allocated in 2027 to support the possible submission of additional Town lands for recognition as OECMs.
- xvi. **24-HS-05: Multi-Generational Housing Best Practices**
THAT the Initiative titled Multi-Generational Housing Best Practices, 24-H5-05 with a budget of \$5,000 in fiscal year 2026 be defined and considered for inclusion within the scope of the Housing Focused OCP scheduled for 2025; AND FURTHER THAT the \$5,000 budget of the Initiative titled Multi-Generational Housing Best Practices, be added to the Housing Focused OCP budget, increasing the budget from \$55,000 to \$60,000 in fiscal year 2025.

xvii. **25-CA-01: Encourage Residents to Transition From Use of Fossil Fueled Outdoor Equipment**

THAT the Initiative titled “Encourage Residents and Businesses to Fossil Free Power Equipment” be advanced to the 2025-2029 Financial Plan allocating \$10,000 in 2027 to launch a public education campaign that informs residents about the environmental and health benefits of switching to electric equipment and include a workshop and demonstration as part of the Public Works Open House.

xviii. **25-CA-03: Implementation of Climate Mitigation Actions Matrix**

THAT a budget provision of \$25,000 be included in fiscal 2027 in the 2025 – 2029 Financial Plan for the Initiative titled Implementation of Climate Mitigation Actions Matrix, with further clarification to be provided in the 2026 Strategic Planning session.

xix. **25-GG-03: Investigation of Viability and Process of Expanding the Qualicum Beach Airport Authority Noise Sensitive Map**

THAT staff begin the investigation and consultation process with Transport Canada, and Nav Canada in 2025 to determine if the Qualicum Beach Airport Authority Noise Sensitive Area Map can be expanded in consideration of the designated flight path and the Noise Abatement Procedure.

xx. **25-GG-06: Qualicum Beach Airport Bylaw Review**

THAT an Airport Bylaw Review be undertaken by staff in 2025; AND FURTHER THAT complaints regarding Airport activities, other than turns to the North which fall under the Noise Abatement Procedure, will not require staff investigation by Closed Circuit TV (CCTV) footage effective upon Council’s endorsement of the Initiative titled Airport Bylaw Review.

24-GG-10: Airport Master Plan/Business Plan

THAT the Initiative titled Airport Master Plan (24-GG-10) be retitled “Airport Master/Business Plan which would include consideration of the 2016 Draft Airport Business Plan; AND FURTHER THAT it be referred to 2026 Strategic Planning for Council’s consideration.

xxi. **25-GG-07: Reduce Tax Funded Portion of Qualicum Beach Airport Costs**

THAT the Initiative titled Reduce Tax Funded Portion of Qualicum Beach Airport Costs not be included in the 2025-2029 Financial Plan and the Scoping Sheet closed for record keeping purposes.

xxii. **25-HS-01: Option 1 of 2: Multi-topic OCP Review**

THAT Option 1 of 2, the Initiative titled “Multi-topic Official Community Plan (OCP) Review” not be advanced to the 2025-2029 Financial Plan; AND FURTHER THAT a Housing-focused OCP Review (Option 2 of 2: 25-HS-02)

with a budget provision of \$55k be advanced to the 2025-2029 Financial Plan for implementation in 2025.

xxiii. **25-HW-01: Community Pianos Project**

THAT the Qualicum Beach Collective be requested to work with individual businesses for placement of community pianos.

xxiv. **25-HW-02: Seniors' Activity Centre Expansion – Needs Assessment**

THAT a Needs Assessment report be undertaken by a qualified third-party consultant regarding the Initiative titled Seniors Activity Centre Expansion Needs Assessment with a budget allocation of \$30k in fiscal 2027, in the 2025-2029 Financial Plan; AND FURTHER THAT subsequent to completion of the Needs Assessment in 2027, Council further consider the financial and resourcing implications of undertaking an Initiative titled Seniors Activity Centre Expansion in a future year's Strategic Planning process.

xxv. **25-HW-04: Traffic Bylaw Review – 40km/h municipality wide and/or site-specific locations**

THAT the Initiative titled Traffic Bylaw Review 25-HW-04 not be advanced to the 2025-2029 Financial Plan; AND FURTHER THAT this matter and the "neighbourhood pilot project" be referred to the Community Transportation Plan Review in September 2025 for Council's consideration and comment by the Transportation Engineer and Public.

xxvi. **25-EP-01: Wayfinding Signage Phases 1 and 2**

THAT the Initiative titled Wayfinding Signage Phases 1 and 2 be advanced to the 2025-2029 Financial Plan; AND FURTHER THAT a budget provision of \$3,100 be included in fiscal 2025 of the 2025-2029 Financial Plan for Wayfinding Signage Phase 1; AND FURTHER THAT a budget provision of \$50k be included in fiscal 2028 of the 2025-2029 Financial Plan for Wayfinding Signage Phase 2.

xxvii. **25-HW-06: Develop an Accessibility Action Plan**

THAT the Strategic Initiative titled Develop an Accessibility Action Plan be included in fiscal 2028 of the 2025-2029 Financial Plan; AND FURTHER THAT commencing in 2029 additional resources equivalent to a 0.5 FTE, funded from property taxation, be included in the 2025-2029 Financial Plan for the ongoing purpose of staff capacity to advance accessibility projects.

xxviii. **25-PI-01: Implement and Operationalize Asset Management Strategy & Plan**

THAT a \$27,000 budget provision to Implement and Operationalize the Asset Management Strategy presented to Council on October 2, 2024, be included in fiscal 2025 of the 2025 – 2029 Financial Plan.

xxix. **25-PI-03: Reconfiguration of Rail Crossing Traffic Controls - Advance Motion to AVICC & UBCM**

THAT a motion be advanced to AVICC and UBCM to lobby for reconfiguration of rail crossing traffic controls to stop rail maintenance traffic on the rail at roadway intersections and remove stop signs for vehicular traffic at these locations.

Councillor Harrison requested that items (i) Tree Protection Bylaw Update and (iv) Improved Soccer Facilities in Consent Agenda item 2k) be discussed separately.

- k) Council adopted by unanimous consent, the November 1, 2024 Committee of the Whole recommendations as presented in item 2k)(i-x) in the December 11, 2024 Consent Agenda.

CARRIED UNANIMOUSLY | Resolution No. 24-299

i. **24-CA-06: Tree Protection Bylaw Update**

THAT a 3rd party consultant be retained to undertake public engagement, research and update of the "Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023" with a budget allocation of \$40k in fiscal 2025 of the 2025-2029 Financial Plan.

ii. **25-HW-05: Chamber of Commerce Additional Fee for Service - Healthcare Worker Recruitment**

THAT the Initiative titled Chamber of Commerce Additional Fee for Service – Healthcare Worker Recruitment, not be advanced to the 2025-2029 Financial Plan; AND FURTHER THAT an initial meeting with Island Health and representatives from the Flowerstone Society and Division of Family Practice be held to better understand recruitment needs prior to selecting a service provider.

iii. **25-EP-01: Wayfinding Signage Phases 1 & 2**

THAT Phase 2 of the Wayfinding Signage Initiative be referred to the fall 2025 Strategic Planning process for consideration of advancement from 2028 to 2026.

iv. **25-CAP-HW-01: Improved Soccer Facilities**

THAT staff be authorized to work with the Oceanside Football Club to permit the installation of a shipping container at the Qualicum Beach Community Park, subject to Council's final review of location and configuration; AND FURTHER THAT a comprehensive Needs Assessment be carried out in fiscal 2026 of the 2025-2029 Financial Plan, with a budget of \$50k funded from the Strategic Initiatives Reserve.

- v. **25-CAP-HW-02: Path Through Clock Square to Link Downtown to the East Village Uptown**
THAT the Initiative titled Path Through Clock Square to Link Downtown to the East Village not be included in the 2025-2029 Financial Plan.
- vi. **25-CAP-HW-05-Pump Track at Christleton Park**
THAT staff extend an invitation to the proponents from the “Residents of Qualicum Woods Neighbourhood” to submit a more detailed proposal for a pump track at Christleton Park for Council’s consideration after confirmation that the proponents have established themselves as a registered Society for this purpose; AND FURTHER THAT the CoTW recommends to Council that the Initiative titled Pump Track at Christleton Park 25-CAP-HW-05 not be advanced to the 2025-2029 Financial Plan and that Scoping Sheet 25-CAP-HW-05 be closed by Council resolution.
- vii. **25-CAP-PI-01: Installation of Permanent Bicycle Racks Along Waterfronts**
THAT the Initiative titled “Installation of Permanent Bicycle Racks Along Waterfront” be referred to the Select Committee on Parks and Recreation for recommendation on potential locations for bike racks, for Council’s consideration; AND FURTHER THAT Chief Recalma’s gift of knowledge and insight be requested for recommendation on potential locations for installation of bike racks; AND FURTHER THAT a budget provision of \$15k, funded from the Asset Investment Reserve, be included in the 2025 -2029 Financial Plan in fiscal 2026 for purchase of bicycle racks to be installed along the waterfront.
- viii. **25-CAP-PI-02: Miscellaneous Parking Improvements**
THAT the Harlech Road Parking Design (\$8,000) be budgeted in 2025, to be funded from deferred revenue for off-street parking.
- ix. **25-CAP-PI-03: Construct Elevated Concrete Walkway at Saahtlam Park**
THAT 25-CAP-PI-03 Construct Elevated Concrete Walkway at Saahtlam Park not be advanced and the associated scoping sheet closed.
- x. **25-CAP-PI-04 Cenotaph – Memorial Avenue at Railway Street**
THAT the 2025-2029 Financial Plan include a \$40k budget provision in fiscal 2025 for the installation of a Cenotaph at the south-west corner of the intersection of Memorial Avenue and Railway Street, to be completed through a design-build contract with a maximum upset price of \$40,000, excluding GST.
- l) **November 13, 2024, Committee of the Whole Meeting Recommendations 3rd Quarter Update 2024: Council’s Strategic Initiatives, Capital Program & Operating Budget**
 - i. Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT the report titled “Third Quarter Update 2024 - Council’s Strategic Initiatives,

Capital Program and Operations Update” dated November 13, 2024, be received for information.

CARRIED UNANIMOUSLY

- ii. Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT a capital expenditure budget provision of \$40k be transferred from the Bay Street Slope Stabilization Project to the Seacrest Road Replacement Engineering and Design Project within the Approved 2024-2028 Financial Plan.
CARRIED UNANIMOUSLY | Resolution No. 24-300

END OF CONSENT AGENDA

BUSINESS ARISING FROM THE MINUTES

(1) October 21, 2024 Committee of the Whole Meeting

(a) 24-HS-06: Ravensbourne Affordable Housing – Phase 1 and 2

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the timeline and budget for the Initiative titled Ravensbourne Affordable Housing Phases 1 & 2 be shifted from 2025 to 2027 in the 2025-2029 Financial Plan, after consideration of land use designations during the 2025 Official Community Plan review.

Opposed: Councillors Harrison and Young

CARRIED | Resolution No. 24-301

(b) 25-HW-03: Requests for Increased Service from the Parks Department

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council postpones discussion on the Initiative titled Requests for Increased Service from the Parks Department to later in the meeting following the presentation of item 10(3)(a).

CARRIED UNANIMOUSLY

(2) November 1, 2024 Committee of the Whole Meeting

(a) 25-CAP-HW-04: Memorial Avenue Interim Intersection Improvements

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Scoping Sheet 25-CAP-HW-04 be amended to increase the budget for the pedestrian crossing at Village Way/Veteran’s Way and Memorial Avenue from \$85k in fiscal 2026 to \$94,500 in fiscal 2026, in order to install a decorative crosswalk to commemorate veterans; AND FURTHER THAT, Council amend the November 1, 2024 Committee of the Whole recommendation for Scoping Sheet 25-CAP-HW-04 to read THAT the installation of Rectangular Rapid Flashing Beacons at Harlech Road and Memorial Avenue and the implementation of a pedestrian crossing at Village Way/Veterans Way and Memorial Avenue be prioritized projects within the fiscal 2026 Community Transportation Projects budget provision in 2025-2029 and 2026-2030 Financial Plans at an estimated cost of \$124,500.

CARRIED UNANIMOUSLY | Resolution No. 24-302

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council directs staff to send a letter to the Legion requesting input on the appropriate location and design of the crosswalk to commemorate veterans.
CARRIED UNANIMOUSLY | Resolution No. 24-303

(3) November 27, 2024 Committee of the Whole Meeting

(a) 24-PI-02: Parking Management Strategy Including Review of Off-Street Parking and Reserve Fund Bylaw No. 500.02 & Paid Permitted Parking Plan for Uptown Businesses

Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT Strategic Initiative Scoping Sheets 25-PI-02: Paid Permitted Parking Plan for Uptown Businesses and 24-GG-13: Develop a “Cash-in-lieu of Parking” Bylaw be closed by Council resolution; AND FURTHER THAT Scoping Sheet 24-PI-02 be renamed “Parking Management Strategy Including Review of Off-Street Parking and Reserve Fund Bylaw No. 500.02 & Paid Permitted Parking Plan for Uptown Businesses”; AND FURTHER THAT a total budget provision of \$42,000 be included in fiscal 2026 of the 2025-2029 Financial Plan for the Initiative titled Parking Management Strategy Including Review of Off-Street Parking and Reserve Fund Bylaw No. 500.02 & Paid Permitted Parking Plan for Uptown Businesses; AND FURTHER THAT \$12,000 be funded from Capacity Funding and \$30,000 be funded from the Strategic Initiatives Reserve for the Strategic Initiative titled Parking Management Strategy Including Review of Off-Street Parking and Reserve Fund Bylaw No. 500.02 & Paid Permitted Parking Plan for Uptown Businesses.

CARRIED UNANIMOUSLY | Resolution No. 24-304

Summary of Strategic Planning Outcomes Report

(a) 25-HW-09: Establishment of an Arts & Culture Committee

Councillor Young MOVED and Councillor Skipsey SECONDED, WHEREAS in accordance with Section 141 and 142 of the *Community Charter*, Council may establish Committees for specific purposes, which require Town staff support and financial resources; AND WHEREAS the intent of the request for the establishment of an Arts & Culture Committee was not to require any staff support, or dedication of financial resources from the 2025-2029 Financial Plan; AND WHEREAS the formation of a Society does not require Council endorsement, Town staff support or financial resources, and does not fulfill a role as a select or standing committee of Council; THEREFORE BE IT RESOLVED, THAT the request for establishment of an Arts & Culture Committee not be advanced to the 2025-2029 Financial Plan; AND FURTHER, THAT the Scoping Sheet titled 25-HW-09: Establishment of an Arts & Culture Committee be closed by Council resolution for record keeping purposes.

CARRIED UNANIMOUSLY | Resolution No. 24-305

- (b) 25-CA-02: Urban Forest Master Plan – Update**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Staff be directed to bring forward a report in Q1 2025 addressing projects accomplished to date that fit within the scope of the Urban Forest Master Plan.
CARRIED UNANIMOUSLY | Resolution No. 24-306
- (c) 25-HS-01: Option 1 of 2: Multi-topic OCP Review**
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Scoping Sheet titled 25-HS-01: Multi-Topic OCP Review (Option 1 of 2) be closed by Council resolution for record keeping purposes.
CARRIED UNANIMOUSLY | Resolution No. 24-307
- (d) 25-HW-01: Community Pianos Project**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Scoping Sheet titled 25-HW-01: Community Pianos Project be closed by Council resolution for record keeping purposes.
CARRIED UNANIMOUSLY | Resolution No. 24-308
- (e) 25-HW-04: Traffic Bylaw Review – 40km/h municipality wide and/or site-specific locations**
Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT the Scoping Sheet titled 25-HW-04: Traffic Bylaw Review be closed by Council resolution for record keeping purposes.
CARRIED UNANIMOUSLY | Resolution No. 24-309
- (f) 25-HW-05: Chamber of Commerce Additional Fee for Service - Healthcare Worker Recruitment**
Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT the Scoping Sheet titled 25-HW-04: Chamber of Commerce Additional Fee for Service – Healthcare Worker Recruitment be closed by Council resolution for record keeping purposes.
CARRIED UNANIMOUSLY | Resolution No. 24-310
- (g) 24-GG-05: Employer of Choice**
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT the Scoping Sheet titled 24-GG-05: Employer of Choice be closed by Council resolution for record keeping purposes.
CARRIED UNANIMOUSLY | Resolution No. 24-311
- (h) 24-GG-07: Reduce Tax Funded Portion of Qualicum Beach Airport Costs**
Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT the Scoping Sheet 25-GG-07: Reduce Tax Funded Portion of Qualicum Beach Airport Costs be closed for record keeping purposes.
CARRIED UNANIMOUSLY | Resolution No. 24-312

- (i) **25-CAP-HW-02: Path Through Clock Square to Link Downtown to the East Village Uptown**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Scoping Sheet 25-CAP-HW-02: Path Through Clock Square to Link Downtown to the East Village Uptown be closed for record keeping purposes.
CARRIED UNANIMOUSLY | Resolution No. 24-313
- (j) **24-CA-04: Building Facilities Green House Gas (GHG) Audit – Community Hall, Civic Centre and Town Hall**
Councillor Skipsey MOVED and Councillor Harrison SECONDED, WHEREAS the Federation of Canadian Municipalities has awarded a \$148K grant for the Building Facilities Green House Gas Audit – Community Hall, Civic Centre and Town Hall; BE IT RESOLVED, THAT the expenditure budget for Strategic Initiative 24-CA-04: Building Facilities Green House Gas Audit – Community Hall, Civic Centre and Town Hall be reduced from \$245K to \$195k to reflect awarded grant funding.
CARRIED UNANIMOUSLY | Resolution No. 24-314
- (4) **Mayor’s Recommendation Arising from the November 20, 2024 Delegation**
Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT Council endorses sending the draft letter dated December 2024, in the December 11, 2024 Council meeting agenda, to the Minister of Health seeking support from the Ministry of Health regarding immigrant physicians and physician shortage in the Town of Qualicum Beach.
CARRIED UNANIMOUSLY | Resolution No. 24-315
- (5) **Mayor’s Recommendation re: Milner Gardens Achieving Communities in Bloom Five-Bloom Rating**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council endorses sending the draft letter dated December 2024, in the December 11, 2024 Council meeting agenda, to Geoff Ball, Executive Director Milner Gardens & Woodland, Vancouver Island University extending congratulations on achieving Communities in Bloom five-bloom rating at the 2024 National Symposium and Awards Ceremonies.
CARRIED UNANIMOUSLY | Resolution No. 24-316

DELEGATIONS

- (1) **Zoning Amendment Application Fees – J. Toews**
Jeff Toews presented on Bill 44, Bylaw 900, and housing hurdles, and proposed changes to enable 4-unit stratification Town wide, permit the same number of titles, and revisit Zoning Amendment Application fees, for Council’s consideration.

(2) Tree Bylaw Recommendations – K. Monahan and P. Jacobson

Kevin Monahan presented on behalf of the Friends of the Qualicum Beach Forest highlighting fairness issues in the Tree Bylaw, and proposed changes to the Tree Protection Bylaw and policies.

BYLAWS

(1) Bylaw No. 903

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Bylaw entitled “Town of Qualicum Beach Building Bylaw No. 903, 2024” be read a second and third time.

Opposed: Councillor Harrison

CARRIED | Resolution No. 24-317

(2) Bylaw No. 626.07

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Bylaw entitled “Town of Qualicum Beach Municipal Ticket Information Utilization Bylaw No. 626, 2008, Amendment (Building & Zoning) Bylaw No. 626.07, 2024” be read a second and third time.

CARRIED UNANIMOUSLY | Resolution No. 24-318

(3) Bylaw No. 638.03

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Bylaw entitled “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Building Fees) Bylaw No. 638.03, 2024” be read a second and third time.

CARRIED UNANIMOUSLY | Resolution No. 24-319

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council recesses the meeting to reconvene at 12:30 pm.

CARRIED UNANIMOUSLY

MEETING RECESSED: 11:40 am

MEETING RECONVENED: 12:30 pm with all of Council in attendance.

COMMITTEE & LIAISON REPORTS

(1) General Government (Mayor Teunis Westbroek)

Mayor Westbroek commented on his portfolio of activities.

Mayor Westbroek MOVED and Councillor Harrison SECONDED, WHEREAS the Town of Qualicum Beach is committed to maintaining an efficient, transparent and accountable governance structure supported by effective public engagement; AND WHEREAS structured and recorded meetings offer greater opportunities for systematic oversight, collaborative public engagement and dissemination of factual information; AND WHEREAS Committee of the Whole meetings create the opportunity to streamline operations, enhance governance and provide a forum for

Committee members [Council] to consider multiple community concerns and consolidate issues in a single, organized setting supported by staff; THEREFORE BE IT RESOLVED, THAT commencing in February 2025 and every quarter thereafter, the Town of Qualicum Beach will replace Public Open Houses with quarterly Committee of the Whole [CoTW] meetings [Town Hall style] on a trial basis for 2025 for the purpose of fostering open communication between the public and Committee members to ensure effective information dissemination and to manage staff time and Town resources efficiently; AND FURTHER THAT Council directs staff to amend the 2025 Council Meeting Schedule by striking Public Open Houses throughout the 2025 calendar year with the exception of the month of January; AND FURTHER THAT the 2025 Council Meeting Schedule be further amended by inserting the words 'Town Hall' after 'CoTW' February 26, May 21, and July 23 and scheduling a CoTW Town Hall on October 6, 2025.

CARRIED UNANIMOUSLY | Resolution No. 320

(2) Public Safety (Councillor Scott Harrison)

Councillor Harrison commented on his portfolio of activities.

(3) Parks & Recreation (Councillor Anne Skipsey)

Councillor Skipsey commented on her written report included on the agenda.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council approves an Earth Day tree planting with KSS and Ballenas students on April 22, 2025, on municipal land adjacent to Grandon Creek with Parks Department staff onsite from 9:00 am – 12 noon.

CARRIED UNANIMOUSLY | Resolution No. 24-321

(4) Community Development (Councillor Petronella Vander Valk)

Councillor Vander Valk commented on her written report included on the agenda.

(5) Arts & Culture (Councillor Jean Young)

Councillor Young commented on her written report included on the agenda.

Mayor Westbroek MOVED and Councillor Harrison SECONDED, THAT the request for a plastics recycling bin to be located next to the cardboard recycling bin off Berwick Road South for accessible plastics recycling to benefit the community and to respect the environment be advanced to fall 2025 Strategic Planning sessions for discussion for 2026.

CARRIED UNANIMOUSLY | Resolution No. 24-322

STAFF REPORTS

(1) Chief Administrative Officer

(a) Occupational Health and Safety Policy No. 5001-5

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council adopts Policy No. 5001-5 "Occupational Health and Safety".

CARRIED UNANIMOUSLY | Resolution No. 24-323

(2) Corporate Services

(a) Rescheduling January 2025 Committee of the Whole Meeting

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT the Wednesday, January 29, 2025 Committee of the Whole meeting at 10:00 am be rescheduled to Wednesday, January 8, 2025 at 10:00 am.

CARRIED UNANIMOUSLY | Resolution No. 24-324

(b) 2024-2025 Communications Strategy – The Director of Corporate Services gave a presentation on the Town’s 2024-2025 Communications Strategy.

(c) Bench Review – Dedication of Amenities Policy No. 4002-11 & Level of Service 1002 – Benches and Picnic Tables

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council postpones discussion on recommendations 1, 2, 4 and 5 as outlined in the staff report titled Bench Review - Dedication of Amenities Policy No. 4002-11 & Level of Service 1002 - Benches and Picnic Tables to a future Committee of the Whole Meeting.

CARRIED UNANIMOUSLY | Resolution No. 24-325

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council refers to the Operations Department the request by Berwick Qualicum Beach to sponsor the installation of a pad with a new bench near the Hydro boxes across from 579 Memorial Avenue, for staff to provide a recommendation to Council.

CARRIED UNANIMOUSLY | Resolution No. 24-326

MEETING RECESSED: 1:45 pm

MEETING RECONVENED: 1:51 pm with all of Council in attendance.

(3) Financial Administration

(a) 2025-2029 Draft Financial Plan – Council Direction

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT staff be directed to prepare the 2025-2029 Financial Plan Bylaw, incorporating a targeted maximum increase of 6.6% in additional taxation revenue compared to the prior year.

CARRIED UNANIMOUSLY | Resolution No. 24-327

(b) East Village Local Service Area – Security Issuing Resolution

Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council approves borrowing from the Municipal Finance Authority of British Columbia, as part of the 2025 Spring Borrowing Session, \$540,000, as authorized through the “Town of Qualicum Beach Loan Authorization Bylaw (East Village Loan Authorization) No. 769, 2022”; AND FURTHER THAT the Regional District of

Nanaimo (RDN) be requested to consent to the Town of Qualicum Beach borrowing over a 30-year period and include the borrowing in the RDN Security Issuing Bylaw.

CARRIED UNANIMOUSLY | Resolution No. 24-328

(4) Planning, Community Development & Emergency Planning

(a) Operations Workplace Modernization – Needs Assessment RFP

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

CARRIED UNANIMOUSLY

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council directs staff to issue a Request for Proposals for the project entitled “Town of Qualicum Beach Operations Workplace Modernization – Needs Assessment”, as detailed in the December 11, 2024, Planning memo to Council.

CARRIED UNANIMOUSLY | Resolution No. 24-329

(b) Requests for Reconsideration – Tree Permit Appeal Policy

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council defers consideration of Policy 3008-14 “Planning – Appeals to Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023” until after, or in conjunction with, a review of Tree Protection Bylaw No. 725, 2023.

Opposed: Councillor Harrison

CARRIED | Resolution No. 24-330

(5) Postponed item 4(1)(b): 25-HW-03: Requests for Increased Service from the Parks Department

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council postpones decision on the Initiative titled “Requests for Increased Service from the Parks Department” to a future Council meeting:

“THAT the Initiative titled Requests for Increased Service from the Parks Department be implemented with the addition of 0.8 FTE in the Parks Department beginning in fiscal 2025, to facilitate provision of additional service requests; AND FURTHER THAT a budget provision of \$100k be included annually starting in fiscal 2025 in the 2025-2029 Financial Plan to incorporate the additional parks services into the regular work plan as detailed on page 11 of the report titled “Town of Qualicum Beach Service Level Review 2024 – Parks Department, dated November 20, 2024.”

CARRIED UNANIMOUSLY | Resolution No. 24-331

(4) Planning, Community Development & Emergency Planning Contd.

(c) Interim Housing Needs Report – Director of Planning, Community

Development & Emergency Planning advised Council that the Town has received the Interim Housing Needs Report from the consultant (Deloitte) hired by the Regional District of Nanaimo (RDN) to complete the report required per Bill 44,

for the Town of Qualicum Beach, City of Parksville, District of Lantzville and RDN, noting the report will be posted on the Town's website.

MOTION TO CLOSE

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the special meeting of Council be closed to the public, pursuant to sections 90 (1)(e) of the *Community Charter*, for the purpose of considering 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 @ 2:24 pm

MEETING REOPENED TO THE PUBLIC @ 3:08 pm with all of Council in attendance.

ADJOURNMENT

Councillor Young MOVED and Councillor Harrison SECONDED, THAT Council adjourns the December 11, 2024, regular Council meeting.

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 3:08 pm

Certified Correct:

ORIGINAL SIGNED

Heather Svensen, Director of Corporate Services

Confirmed this 22nd day of January, 2025.

ORIGINAL SIGNED

Teunis Westbroek, Mayor

REVIEW OF COMMENTS FROM THE PUBLIC

A comment about business at this regular Council meeting was received in accordance with the Council Procedure Bylaw No. 733, 2019, section 16(3), by 12:00 pm, two business days following the meeting (December 13, 2024). The submission was distributed to Council members, and a brief summary of the comment follows:

- P. McDonald, regarding Strategic Initiative 25-PI-03 Reconfiguration of Rail Crossing Traffic Controls – Advance Motion to AVICC & UBCM and pedestrian safety.