

Minutes of the 10:00 am Wednesday, July 17, 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 Scott Harrison
Councillor Anne Skipsey
Councillor Petronella Vander Valk
Councillor Jean Young

ALSO PRESENT: Staff: Lou Varela, Chief Administrative Officer (CAO)
Luke Sales, Director of Planning | Deputy Corporate Administrator
Raj Hayre, Director of Finance
Peter Cornell, Fire Chief
Rob Dickinson, Director of Infrastructure Services
Kevin Goldfuss, Airport Manager
Agnieszka Warzybok, Director of Human Resources
Rebecca Augustyn, Senior Planner
Jason Froats, Information Systems Analyst
Trudy Coates, Corporate Services Support
Twyla Slonski, Corporate Services Support
Paul Murray, Brentwood Advisory Group [virtual @ 11:06 am]

Mayor Westbroek called the meeting to order in the Council Chambers 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 July 17, 2024, regular Council meeting agenda, as distributed, with amended pages 9-14, June 26, 2024, 10:00 am regular Council meeting minutes to add Resolution No. 24-185 and renumber resolutions.

START OF CONSENT AGENDA

Councillor Skipsey MOVED, and Councillor Vander Valk SECONDED, THAT the recommendations listed for items 2a) to 2c) in the July 17, 2024, Consent Agenda be adopted.

a) THAT the June 19, 2024, 10:00 am special Council meeting minutes be approved as presented.

CARRIED BY CONSENT

b) THAT the June 26, 2024, 10:00 am regular Council meeting minutes be approved as amended.

CARRIED BY CONSENT

c) THAT the Correspondence Log, dated for reference July 10, 2024, be approved, as presented.

CARRIED BY CONSENT

CARRIED UNANIMOUSLY | Resolution No. 24-200

END OF CONSENT AGENDA

RECOGNITION - Nil

BUSINESS ARISING FROM THE MINUTES - Nil

DELEGATIONS - Nil

CORRESPONDENCE

1. **2024-2034 Canada Community-Building Fund Agreement [Community Works Fund]**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council authorizes the Mayor and the Corporate Officer to execute the 2024-2034 Community Works Fund Agreement between the Town of Qualicum Beach and the Union of BC Municipalities.
CARRIED UNANIMOUSLY | Resolution No. 24-201

PUBLIC AND STATUTORY HEARINGS - Nil

BYLAWS - Nil

COMMITTEE & LIAISON REPORTS

1. **General Government** (Mayor Teunis Westbroek)
Mayor Westbroek commented on his portfolio activities.
2. **Public Safety** (Councillor Scott Harrison)
Councillor Harrison commented on his portfolio activities.
3. **Parks & Recreation** (Councillor Anne Skipsey)
 - (a) **Notice of Motions | QB Airport**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, WHEREAS Qualicum Woods is located within the extended flight path of the Qualicum Beach Airport Runway 29; BE IT RESOLVED, THAT Council directs staff to investigate the viability, process and estimated budget for consideration during the 2024 Strategic Planning process, in order to identify if Qualicum Woods, The Evergreens, Aldous Road, Cottonwood Drive, and Hemsworth Road areas could become a Noise Sensitive Area.
CARRIED UNANIMOUSLY | Resolution No. 24-202
 - (b) Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council directs staff to send a letter to Transport Canada and Environment Canada expressing the Town's support for approval of an alternative to leaded aviation fuel.
CARRIED UNANIMOUSLY | Resolution No. 24-203
4. **Community Development** (Councillor Petronella Vander Valk)
Councillor Vander Valk commented on her written report included in the agenda.
5. **Arts & Culture** (Councillor Jean Young)
 - (a) **Notice of Motions | Flowerstone Health Society**
Councillor Young MOVED and Councillor Harrison SECONDED, WHEREAS Flowerstone Family Health Clinic is a community owned clinic operated by the

Flowerstone Health Society that provides services to approximately 4,000 residents in the Oceanside area who find themselves without a family doctor; AND WHEREAS the Flowerstone Family Health Clinic has the capacity to increase the number of nurse practitioners from 5 to 9, who could provide much needed health care services to an increased number of residents, up to 7,500 if additional funding were available; BE IT RESOLVED, THAT Council approves the funding request of the Flowerstone Health Society by providing them with a one-time financial contribution in the amount of \$10,000 with monies being funded from Council's Strategic Initiative Reserve fund for the purpose of Flowerstone Family Health Clinic Nurse Practitioner recruitment.

CARRIED UNANIMOUSLY | Resolution No. 24-204

Councillor Young MOVED and Councillor Skipsey SECONDED, THAT Council directs staff to inform Flowerstone Health Society of the opportunity to apply for future funding requests through the Regional District of Nanaimo Community Grants Program noting that this clinic serves residents in the entire Oceanside area.

CARRIED UNANIMOUSLY | Resolution No. 24-205

6. Committee of the Whole July 10, 2024 | Airport & Public Safety Discussion Forum

The Director of Finance, the Director of Infrastructure Services and the Airport Manager verbally provided additional comment/clarity to some of the comments/concerns raised by members of the public at the July 10th Committee of the Whole meeting.

Councillor Harrison left the meeting at 10:56 am

Councillor Harrison returned to the meeting at 10:57 am

STAFF REPORTS

(1) Chief Administrative Officer

(a) Service Review Update

The Town's consultant, Paul Murray, Brentwood Advisory Group participated virtually and gave a PowerPoint presentation updating Council on the Town's ongoing Service Review.

Paul Murray left the meeting at 11:29 am

(2) Financial Services

(a) First & Second Quarter Organizational Update | 2024

The Director of Finance gave a PowerPoint presentation on the Town's First and Second Quarter in 2024.

Councillor Harrison left the meeting at 11:54 am

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the Report titled "First & Second Quarter Organizational Update - 2024" dated July 17, 2024 be received for information.

CARRIED UNANIMOUSLY

Councillor Vander Valk MOVED and Councillor Young SECONDED, THAT Council directs staff to postpone the timeline for completion of the Committee/Commission Review Phase 2 Strategic Initiative included in the 2024-2028 Financial Plan to the 2025 budget year.

CARRIED UNANIMOUSLY | Resolution No. 24-206

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Council directs staff to postpone the timeline for completion of the Comprehensive Policy Review Strategic Initiative included in the 2024-2028 Financial Plan to the 2025 budget year.

CARRIED UNANIMOUSLY | Resolution No. 24-207

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council directs staff as follows: that the 2024 budget provision of \$10,000 for the Corporate and Community Emissions Report Strategic Initiative and the 2024 budget provision of \$20,000 for the Corporate Emission Inventory Strategic Initiative included in the 2024-2028 Financial Plan be combined and that these two Initiatives be renamed as the Corporate and Community Emissions Inventory and Report with a combined 2024 budget provision of \$30,000 with the project delivery anticipated for 2025.

CARRIED UNANIMOUSLY | Resolution No. 24-208

Councillor Vander Valk MOVED and Councillor Young SECONDED, THAT Council directs staff to reallocate the 2024 budget provision of \$100,000 for the Berwick 5 Well Connection included in the 2024-2028 Financial Plan to provide for the replacement of pumps, motors and drop pipes in the Berwick Wells 2 and 3 in 2024 and that the Berwick 5 Well Connection project budget be reconsidered in the 2025-2029 Financial Planning process.

CARRIED UNANIMOUSLY | Resolution No. 24-209

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council authorizes staff to reallocate the 2024 budget provision of \$40,000 included in the 2024-2028 Financial Plan for a spare standby pump for water wells to increase the 2024 budget provision for the Pump House Electronics Hardware Upgrade project thereby increasing the 2024 budget provision for this project from \$100,000 to \$140,000.

CARRIED UNANIMOUSLY | Resolution No. 24-210

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

CARRIED UNANIMOUSLY

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council directs staff to postpone the timeline for completion of the Official Community Plan Quality of Life Survey Strategic Initiative included in the 2024-2028 Financial Plan to the 2025 budget year.

CARRIED UNANIMOUSLY | Resolution No. 24-211

T. Coates left the meeting at 12:37 pm

T. Coates returned to the meeting at 12:42 pm

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Council recess the meeting for five minutes.

CARRIED UNANIMOUSLY

MEETING RECESSED: 12:48 pm

MEETING RESUMED: 12:53 pm in the Council Chamber, with Mayor Westbroek and Councillors Skipsey, Vander Valk and Young in attendance. Also in attendance, L. Varela, Chief Administrative Officer, L. Sales, Director of Planning/Deputy Corporate Administrator, R. Hayre, Director of Finance, R. Dickinson, Director of Infrastructure Services, P. Cornell, Fire Chief, R. Augustyn, Senior Planner, J. Froats, Information Systems Analyst, and T. Coates and T. Slonski, Corporate Services Support.

(3) Corporate Services

(a) Announcement of Closed Council Meeting Motions

The following motions previously passed by Council during a Closed meeting, were released to the public, pursuant to Section 117 of the *Community Charter*:

- THAT Council appoints Councillor Jean Young as the Council liaison to the Flowerstone Family Health Society.
- THAT Council appoints Luke Sales as the Deputy Corporate Administrator for the Town of Qualicum Beach for an approximate six-month term ending September 15, 2024.
- THAT Council appoints Rob Dickinson as the Deputy Director of Planning for the Town of Qualicum Beach for an approximate six-month term ending September 15, 2024.
- THAT Council appoints Linda Feil to the Accessibility Advisory Team for an approximate 9-month term ending December 31, 2024.
- THAT Council authorizes staff to approve MKM to enter a sub lease at 124 Harlech Road to permit sewing; packaging and shipment of marine clothing.

(b) Special Event Approval | Chartwell Day

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the following special event be approved in principle, subject to event organizers working with Town staff to ensure Town requirements are met: "Chartwell Day, Saturday, September 7, 2024 at Miraloma Park".

CARRIED UNANIMOUSLY | Resolution No. 24-212

(4) Planning, Community Development & Emergency Planning

(a) Development Variance Permit | 119 Fern Road East

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council directs staff to fulfill statutory notification requirements for Council consideration of issuance of a Development Variance Permit for 119 Fern Road East at a future meeting of Council.

CARRIED UNANIMOUSLY | Resolution No. 24-213

(b) 1085 Ravensbourne Lane | OCP & Zoning Amendments

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Council directs staff to refer the OCP amendment application for 1085 Ravensbourne Lane to the 2025 Official Community Plan (OCP) Review for discussion, as detailed in the July 17, 2024 Planning report to Council.

CARRIED UNANIMOUSLY | Resolution No. 24-214

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council directs staff to postpone consideration of the zoning amendment application for 1085 Ravensbourne Lane following the conclusion of the 2025 Official Community Plan (OCP) Review.

CARRIED UNANIMOUSLY | Resolution No. 24-215

(c) Bus Garage Final Report

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council receives the report titled "Bus Garage Final Report" dated May 1, 2024.

CARRIED UNANIMOUSLY

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council directs staff to prepare a report outlining next steps in the implementation of the Bus Garage Conceptual Design for consideration during the 2025-2029 budget process.

Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT the motion on the floor be postponed until such time as Council is provided with the following:

- Detailed development plans from Naked Natural
- SD69 Qualicum Commons future plans; and
- Discussions held with Qualicum First Nations regarding the design of the plaza

CARRIED UNANIMOUSLY | Resolution No. 24-216

(d) **Saahtlam Park Plan**

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Council endorses the report titled “Saahtlam Park Detailed Plan” dated April 19, 2024.

CARRIED UNANIMOUSLY | 24-217

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Council directs staff to prepare a report outlining next steps in the implementation of the Saahtlam Park Detailed Plan for consideration during the 2025-2029 budget process.

CARRIED UNANIMOUSLY | Resolution No. 24-218

(e) **Extreme Weather Response**

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council receives, for information, the staff report attached to the July 17, 2024 agenda outlining the Town’s response to extreme heat events when thresholds for temperature are exceeded.

CARRIED UNANIMOUSLY

(5) **Municipal Operations**

(a) **Bay Street Slope Stabilization | RFQ Award**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council approves the award of the Bay Street Slope Stabilization project to David Stalker Excavating in the amount of \$599,147.00 excluding GST.

CARRIED UNANIMOUSLY | Resolution No. 24-219

(6) **Fire Rescue**

(a) **Fire Training Facility | Licence of Use Agreement**

Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT Council authorizes staff to enter into a Licence of Use Agreement for the Fire Training Facility located at 130 Rupert Road, Qualicum Beach between the Town of Qualicum Beach, the Regional District of Nanaimo and the Dashwood Volunteer Fire Department for a five-year term.

CARRIED UNANIMOUSLY | Resolution No. 24-220

(b) **Fire Rescue | 2024 Quarter 2 Departmental Report**

Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT the Report titled “Fire Rescue Department Report for Quarter 2 2024” dated July 17, 2024 be received for information.

CARRIED UNANIMOUSLY

MOTION TO CLOSE – Nil

ADJOURNMENT

Councillor Vander Valk MOVED and Councillor Young SECONDED, THAT Council adjourns the July 17, 2024, regular Council meeting.

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 1:52 pm

Certified Correct:

ORIGINAL SIGNED

Luke Sales, Deputy Corporate Administrator

Confirmed this 11th day of September, 2024.

ORIGINAL SIGNED

Teunis Westbroek, Mayor

REVIEW OF COMMENTS FROM THE PUBLIC

Comments for this regular Council meeting were received by 12:00 pm two business days following the meeting (July 19, 2024). Submissions were distributed to all Council members, and a brief summary of the comments are as follows:

- John Wood, funding contribution to the Flowerstone Health Society, Airport operations and Service Review Update.
- Joyce Daman, Town projects, public inquiry system, meeting structure, health care and funding contribution to the Flowerstone Health Society.