

Minutes of the 10:00am Wednesday, March 13, 2024, Town of Qualicum Beach Regular Council Meeting held in the Council Chambers, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

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

ABSENT: Councillor Jean Young

ALSO PRESENT: Staff: Lou Varela, CAO
Heather Svensen, Deputy CAO/Corporate Administrator
Luke Sales, Director of Planning
Peter Cornell, Fire Chief
Raj Hayre, Director of Finance
Rebecca Augustyn, Senior Planner

The Mayor called the meeting to order at 10:00am acknowledging that the meeting is being held on the traditional lands of the Coast Salish people.

ADOPTION OF THE AGENDA

Council adopted by unanimous consent, the March 13, 2024 Regular Council meeting agenda, as amended by:

- Adding a late item, Item 9. (2)(c), Staff Reports, Corporate Administrator, Council Meeting Schedule;
- Adding a late item, Item 9. (4)(a) Staff Reports, Planning, Indigenous Engagement for Emergency Management;
- Supplementary Item, Item 10, Review of Comments from the Public.

CARRIED UNANIMOUSLY

ADOPTION OF THE CONSENT AGENDA

Council adopted, by general consent, the following item from the March 13, 2024 consent agenda:

(1) **Correspondence Log** – March 13, 2024 – For Information

CARRIED UNANIMOUSLY

APPROVAL OF THE MINUTES

Council approved, by unanimous consent, the February 28, 2024, Regular Council meeting minutes.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

- (1) **Amend Minutes of the November 10, 2023, Committee of the Whole meeting**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council amend the Minutes of the November 10, 2023, Committee of the Whole meeting by striking: “2026” and inserting “2027” on page 4 (as noted below).

- *Page 4 - "The Committee directed that the Review Form and Character Guidelines to Advance Climate Change Adaptation and Mitigation Strategic Initiative be amended to note that the Town will consider advancing the initiative prior to the stated 2026 workplan as opportunities arise." Should read 'prior to the stated 2027 workplan' (not 2026).*

CARRIED UNANIMOUSLY

(2) Notice of Motion (February 28, 2024) (Councillor Harrison)

THAT Council instructs staff to request the Regional District of Nanaimo to provide a detailed analysis of increased costs for construction, and final selling price, should the Town pursue the Zero-Carbon Performance Level (EL-4) of the "Zero Carbon Step Code" and other Step Code related improvements.

Staff Recommendation:

By unanimous consent, Council deferred the following Notice of Motion:

THAT Council instructs staff to request the Regional District of Nanaimo to provide a detailed analysis of increased costs for construction, and final selling price, should the Town pursue the Zero-Carbon Performance Level (EL-4) of the "Zero Carbon Step Code" and other Step Code related improvements.

until after the June 30, 2024, deadline for the provincial housing legislation; AND FURTHER THAT Mayor Westbroek, acting as a Director of the Regional District of Nanaimo (RDN) Board, will deliver an oral briefing to the RDN Board, incorporating any written documents submitted by Councillor Harrison on the topic of Zero Carbon Step Code.

CARRIED UNANIMOUSLY

DELEGATIONS

(1) Echo Players Theater Society

Colin Lloyd, Presenter, Echo Players Theater Society, and Ian Morton, appeared before Council seeking support on the following items:

- Attendance by the Mayor to participate in the official 50th Anniversary Opening Night
- Letter or proclamation by Council
- Support for the gala celebration event at the Civic Centre
- Permission to hang a banner on the outer wall of the Theatre
- Recognition on the lampstand banners hung in the Town Centre
- Marketing/Communication Liaison for Town website

Council acknowledged the work done by the Echo Players over the past 50 years and committed to having a staff report at a future meeting with recommendations on supporting the 50th celebration. Accessibility of the seating arrangements in the theatre was discussed and the delegation confirmed that some of the new seating would be accessible.

(2) Multiple Myeloma Awareness Month

Elizabeth Kalbfleisch, resident of Qualicum Beach, appeared before Council to raise awareness to Multiple Myeloma, an incurable blood cancer.

CORRESPONDENCE

(1) Women's Institute World Mini Conference 2025

The South Vancouver Island Women's Institute has received 30 Town of Qualicum Beach pins and is requesting up to 70 additional pins to be given to the attendees of the World Mini Conference 2025.

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council directs staff to provide an additional 70 Town pins for attendees of the World Mini Conference 2025 to the Vancouver Island Women's Institute.

CARRIED UNANIMOUSLY

(2) BC Farmer's Market, February 22, 2024, correspondence – Nutrition Coupon Program

Councillor Vander Valk MOVED and Councillor Harrison SECONDED, THAT staff be instructed to send a letter of gratitude and support to the BC Minister of Health, the Honourable Adrian Dix on behalf of the BC Association of Farmers' Markets in support of the BC Farmers' Market Nutrition Coupon Program.

CARRIED UNANIMOUSLY

BYLAWS

(1) Adoption: Town of Qualicum Beach Financial Plan 2024-2028 Bylaw No. 789, 2024

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT "Town of Qualicum Beach Financial Plan 2024-2028 Bylaw No. 789, 2024" be adopted.

CARRIED UNANIMOUSLY

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Town of Qualicum Beach 2024-2028 Financial Plan Budget Book as presented at the March 13, 2024, Regular Council meeting be adopted.

CARRIED UNANIMOUSLY

(2) Adoption: Asset Replacement Reserve Fund Bylaw No. 780

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT "Town of Qualicum Beach asset Replacement Reserve Fund Bylaw No. 780, 2023" be adopted.

CARRIED UNANIMOUSLY

(3) Adoption: Asset Investment Reserve Fund Bylaw No. 781

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT "Town of Qualicum Beach Asset Investment Reserve Bylaw No. 781, 2023" be adopted.

CARRIED UNANIMOUSLY

(4) Adoption: Water Infrastructure Reserve Fund Bylaw No. 782

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT “Town of Qualicum Beach Water Infrastructure Reserve Fund Bylaw No. 782, 2023” be adopted.
CARRIED UNANIMOUSLY

(5) Adoption: Sanitary Sewer Infrastructure Reserve Fund Bylaw No. 783

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT “Town of Qualicum Beach Sanitary Sewer Infrastructure Reserve Bylaw No. 783, 2023” be adopted.
CARRIED UNANIMOUSLY

(6) Adoption: Growing Communities Reserve Fund Bylaw No. 784

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT “Town of Qualicum Growing Communities Reserve Bylaw No. 784, 2023” be adopted.
CARRIED UNANIMOUSLY

(7) Adoption: Qualicum Beach Curling Building Reserve Fund Bylaw No. 785.

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT “Town of Qualicum Beach Curling Building Reserve Bylaw No. 785, 2023” be adopted.
CARRIED UNANIMOUSLY

(8) Zoning Amendment: 630 Hemlock Street

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (630 Hemlock Street) Bylaw No. 580.140, 2023” be read a third time.
CARRIED UNANIMOUSLY

Luke Sales, Director of Planning confirmed that the solid waste collection would be conducted from the primary streets rather than through the laneway access. In addition, Luke Sales noted that the matter before Council today was for the zoning amendment and discussion on the street trees; infiltration; tree removal/retention would be through the subdivision process.

COMMITTEE & LIAISON REPORTS

(1) General Government (Mayor Teunis Westbroek)

Mayor Westbroek commented on the following:

- Regional District of Nanaimo will be conducting a referendum for the expansion of the Ravensong Aquatic Centre.
- RDN tax increase imposed on Qualicum beach will be approximately 5%.
- Extending an invitation to the public on March 21, 2024, at 11am to recognize Patrick Weber for his contributions to the community.

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

Councillor Harrison commented on the following:

- Costing for the pool expansion and the funding needed
- Attending the Task Force on Homelessness and a meeting regarding the property gifted by the Town to Island Health behind Eagle Park for additional health care services.
- Task Force on Homelessness providing additional funding to Risebridge in the sum of \$4,200 for the food spent at MacDonald's during the Cold Weather Event.

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

Notice of Motion:

THAT Council approve the updates to the Heritage Forest Management Plan as provided by the Heritage Forest Commission.

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT the Notice of Motion be deferred until September 2024, to better allow staff to meet the deadlines for the Provincial Housing Legislation, and to develop draft Fuel Management Prescriptions which may include the Heritage Forest as a possible treatment area.

CARRIED UNANIMOUSLY

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council approve an Earth Day tree planting on April 22, 2024, on municipal land adjacent to Grandon Creek subject to confirmation of insurance; allocation of municipal staff time; adequate supervision of participants by organizers; any permits that are required for tree planting within a riparian area, if applicable.

CARRIED UNANIMOUSLY

Councillor Skipsey commented on the following:

- Plans are underway for the Brant Festival to run April 5-8, 2024, with many activities planned to include tours through Heritage Forest.
- Receiving a response from the Province endorsing Control of Scotch Broom across BC.

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

Councillor Vander Valk noted that her written report was included in the agenda package and further information coming out of the March 11, 2024, Open House would be included in the next Regular agenda.

STAFF REPORTS

(1) **Chief Administrative Officer - Quarterly Reporting**

Lou Varela delivered information on the quarterly reporting schedule. Financial reporting is slated for July and November following the Council's approval of the Financial Plan Bylaw. Updates regarding Airport, Fire Rescue, and Building/Bylaw will be provided quarterly in April, July, and November. End-of-year departmental

reports will synchronize with the annual Strategic Planning/Budget processes, supplemented by additional updates as milestones are achieved or capacity permits. This schedule remains flexible, and any alterations will be communicated to Council well in advance.

(2) **Corporate Administration**

(a) **Quality Foods Festival of Light 2024**

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council grants permission to Quality Foods (QF) to hold a special Festival of Lights Fireworks show from a barge on the water in front of the Qualicum Beach Visitor Centre on Sunday, May 26, 2024, starting at dusk.

AND FURTHER THAT the applicant arrange for traffic control through contracted services;

AND FURTHER THAT the Town provide barricades, extra garbage cans, and in-kind services of staff on site, subject to the applicant working with staff to ensure Town requirements are met, including emergency services notification, insurance, and special event notifications, and to finalize:

- Special Event Sign permit(s)
- Noise Control permit, and
- Special Permit for Exploding Fireworks.

CARRIED UNANIMOUSLY

Council adopted, by general consent, THAT staff be directed to send a letter to Quality Foods (QF) requesting a meeting to be scheduled following the conclusion of the 2024 Festival of Lights to address any concerns regarding the environmental impact of hosting fireworks over the water, as well as explore alternative options such as drone displays.

CARRIED UNANIMOUSLY

(b) **Qualicum Beach Triathlon – Sunday June 23, 2024**

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council grants permission for the Qualicum Beach Triathlon to be held in Town on June 23, 2024, subject to Town requirements including road closures and in-kind support as described in the March 13, 2024, report titled “Qualicum Beach Triathlon – Sunday, June 23, 2024”.

CARRIED UNANIMOUSLY

(c) **Council Meeting Schedule**

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT the 2024 Council meeting schedule be amended by rescheduling the March 20, 2024, Committee of the Whole meeting to Wednesday, March 27, 2024 commencing at 10:00 am in the Council Chamber, 660 Primrose Street, Qualicum Beach, BC; AND FURTHER THAT the 2024 Council meeting schedule be amended by rescheduling the June 19, 2024, Committee of the Whole meeting to commence at 4:00 pm in the

Council Chamber, 660 Primrose Street, Qualicum Beach, BC; AND FURTHER THAT the 2024 Council meeting schedule be amended by rescheduling the September 25, 2024, Committee of the Whole meeting to commence at 4:00 pm in the Council Chamber, 660 Primrose Street, Qualicum Beach, BC.
CARRIED UNANIMOUSLY

(3) **Fire Department**

Automatic Response Agreement 2023-2028

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT the Town of Qualicum Beach renew the Automatic Response Agreement 2023-2028 with the City of Parksville, Regional District of Nanaimo (Coombs-Hilliers & Nanoose Bay Volunteer Fire Departments), Errington and District Fire Department, Dashwood Volunteer Fire Department, Bow Horn Bay Volunteer Fire Department and Deep Bay Improvement District, as described in the Automatic Response Agreement 2023-2028.

CARRIED UNANIMOUSLY

(4) **Planning**

Indigenous Engagement for Emergency Management

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT Council receive the report titled "Indigenous Engagement for Emergency Management" dated March 13, 2024; AND FURTHER THAT Council authorizes staff to accept \$40,000 in funding from the Emergency and Disaster Management Act (EDMA) Indigenous Engagement Program to support relationship building with Indigenous Governing Bodies and facilitate incorporation of Indigenous knowledge and cultural safety across emergency management practices.

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 (March 15, 2024). Submissions were distributed to all Council, and a brief summary of the comments are as follows:

- Marlys Diamond, regarding fireworks on Family Day hosted by Quality Foods.

ADJOURNMENT

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

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 11:26 am

Certified Correct:

Heather Svensen
Corporate Administrator

Teunis Westbroek
Mayor