

**Minutes of the 10:00 am Wednesday, November 20, 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 Petronella Vander Valk

ABSENT: Councillor Scott Harrison
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
Oliver Watson, Capital Projects 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 November 20, 2024, regular Council meeting agenda as amended:

THAT the closed portion of the meeting (item 12) be amended to be closed to the public pursuant to Section a) and e) of the *Community Charter* for the purpose of considering:

- a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and
- e) 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.

START OF CONSENT AGENDA

Councillor Skipsey requested that the November 12, 2024, Correspondence Log and the Third Quarter Fire Rescue Services Report be removed from the consent agenda for discussion.

Councillor Skipsey noted:

- Correspondence Log item 501: RDN Waste Diversion Bylaw Webinar being held November 20, 2024, at 12:00 pm.

- Correspondence Log item 507: Noise Camera pilot project resolution at UBCM. The delegates endorsed the resolution.
- Correspondence Log item 510: Environmental hazard washed up on shoreline
- Correspondence Log item 548: examples provided of what has been done in other communities for crosswalks recognizing veterans. Would like to see Town consider something similar with upgrades to crosswalks at Veterans Way and Memorial Avenue.

Council then adopted, by unanimous consent, the recommendations listed for items 2a) to 2i) in the November 20, 2024, Consent Agenda.

- a) THAT the October 23, 2024, 10:00 am regular Council meeting minutes be approved as presented.
CARRIED BY CONSENT
- b) THAT the October 22, 2024, 9:00 am special Council meeting minutes be approved as presented.
CARRIED BY CONSENT
- c) THAT the October 30, 2024, 9:30 am special Council meeting minutes be approved as presented.
CARRIED BY CONSENT
- d) THAT the November 6, 2024, 10:00 am special Council meeting minutes be approved as presented.
CARRIED BY CONSENT
- e) THAT the Correspondence Log, dated for reference November 12, 2024, be approved as presented.
CARRIED BY CONSENT
- f) THAT the Third Quarter Update for Fire Rescue Services be received for information.
CARRIED BY CONSENT
- g) THAT the Third Quarter Update for Construction and Building Permits be received for information.
CARRIED BY CONSENT
- h) THAT the Third Quarter Update for Bylaw be received for information.
CARRIED BY CONSENT
- i) THAT Council approves Council's 2025 Strategic Plan attached to the agenda.
CARRIED BY CONSENT

CARRIED UNANIMOUSLY | Resolution No. 24-277

END OF CONSENT AGENDA

RECOGNITION - Nil

BUSINESS ARISING FROM THE MINUTES - Nil

DELEGATIONS

1. **Dawne Williams and Dr. Javier Cabrera**, presented on healthcare in Qualicum Beach and provided information on unlicensed medical professionals living in Qualicum Beach and the challenges they face in getting licensed in Canada.

CORRESPONDENCE

1. **Vancouver Island Regional Library Board**
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED,
THAT Councillor Young be appointed as Trustee and Councillor Harrison be appointed as Alternate to the Vancouver Island Regional Library (VIRL) Board for the term January 1 to December 31, 2025.
CARRIED UNANIMOUSLY | Resolution 24-278

PUBLIC AND STATUTORY HEARINGS - Nil

BYLAWS

1. **Bylaw No. 903, 2024**
(a) Councillor Skipsey MOVED and Councillor Vander Valk SECONDED,
THAT the Bylaw entitled "Town of Qualicum Beach Building Bylaw No.903, 2024" be introduced and read a first time.
CARRIED UNANIMOUSLY | Resolution No. 24-279
2. **Bylaw No. 626.07, 2024**
(a) Councillor Skipsey MOVED and Councillor Vander Valk SECONDED,
THAT the Bylaw entitled "Town of Qualicum Beach Municipal Ticket Utilization Bylaw No. 626, 2008, Amendment (Building & Zoning) Bylaw No. 626.07, 2024" be introduced and read a first time.
CARRIED UNANIMOUSLY | Resolution No. 24-280
3. **Bylaw No. 638.03, 2024**
(a) 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 introduced and read a first time.
CARRIED UNANIMOUSLY | Resolution No. 24-281

COMMITTEE & LIAISON REPORTS

1. **General Government** (Mayor Teunis Westbroek)
 - Mayor Westbroek commented on his written report included in the agenda.
 - Presentation at Qualicum First Nation – Truth and Reconciliation

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT staff prepare a letter of appreciation to Qualicum First Nation acknowledging the presentation and National Day for Truth and Reconciliation event.

CARRIED UNANIMOUSLY | Resolution No. 24-282

2. **Parks & Recreation** (Councillor Anne Skipsey)

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council instructs staff to include a \$15K capital budget provision in the 2025-2029 Financial Plan for a project to construct approximately 220 feet of split cedar rail fencing to be located on the northeast (loop trail) side and the southwest side (Sunningdale) of Beach Creek Ravine in the Heritage Forest;

AND FURTHER THAT commencement of works on this project is contingent upon obtaining approval from the Qualicum First Nation, and further that if sufficient funds are received from an anticipated private contribution to the Heritage Forest Reserve, the Capital Budget will be reimbursed for the cost of the fence up to \$15,000, subject to confirmation from the Director of Finance that the budget is available. (see minute 26-28:30 on recording).

CARRIED UNANIMOUSLY | Resolution No. 24-283

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council direct staff to reach out to Qualicum Beach Streamkeepers and MABR directly to discuss the project scope including, but not necessarily limited to, rationale, sampling methodology, quality control, and how results would be used, to explore potential opportunities for a joint water testing initiative for community benefit.

CARRIED UNANIMOUSLY | Resolution No. 24-284

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council approves the request from the Mount Arrowsmith Biosphere Regional Research institute to hang cedar and hemlock boughs at the East Crescent gate and the 500-year kiosk in the Heritage Forest for the month of December 2024 in order to celebrate the Amazing Places initiative and encourage people to visit, subject to MABRRI providing Town of Qualicum Beach staff with the two prepared bundles to be hung and removed by Town Parks staff.

CARRIED UNANIMOUSLY | Resolution No. 24-285

3. **Community Development** (Councillor Petronella Vander Valk)

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

- Councillor Vander Valk commented that Saint Andrews Lodge is proceeding with the restoration of Lodge and are still campaigning for donations.

STAFF REPORTS

1. Corporate Services

(a) Special Events – St. Andrews Concert & Qualicum Beach Triathlon

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council grants permission for the following special events, subject to Town requirements, including road closures and in-kind support as described in the November 20, 2024, report titled “2025 Special Event Approvals”:

i) Twilight Concert Series, Saturdays, June 28, July 12, August 2, 16, 30, 2025 (St. Andrews Lodge Historical & Cultural Society)

ii) Qualicum Beach Triathlon, Sunday, June 22, 2025.

CARRIED UNANIMOUSLY | Resolution No. 24-286

2. Finance - Nil

3. Planning, Community Development & Emergency Planning

(a) Qualicum Beach Quality of Life Survey

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council authorizes staff to award the Qualicum Beach Quality of Life Survey project to Deloitte LLP, as outlined in their proposal dated October 2024 for a total estimated cost of \$29,800, excluding GST.

CARRIED UNANIMOUSLY | Resolution No. 24-287

(b) Pathways to Sustainable Development in Qualicum Beach – Economic Development Strategy - Request for Proposals for Consultant Selection

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council authorizes staff to issue a Request for Proposals (RFP) for the purpose of engaging a consultant to assist the Town in the Initiative titled Pathways to Sustainable Development in Qualicum Beach – Economic Development Strategy project.

CARRIED UNANIMOUSLY | Resolution No. 24-288

(c) Launch of Development Tracker Webtool – For information

(d) Reconsideration Tree Removal – 630 Belyea Road

Mayor Westbroek MOVED and Councillor Vander Valk SECONDED, WHEREAS the Director of Planning has the authority to issue Tree Removal Permits but does not have the delegated authority to modify the conditions linked to such permits.

BE IT RESOLVED THAT the Council modifies the Director's decision to issue a Tree Removal Permit for 630 Belyea Road by waiving the requirement for the tree replacement security deposit (\$1,400), given the tree's close proximity

to the building footprint, with the replacement condition of tree planting still applicable.

CARRIED UNANIMOUSLY | Resolution No. 24- 289

(e) **Qualicum Beach Skate Park Redevelopment Tender Award**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council authorizes staff to award the Qualicum Beach Skatepark design-build project to New Line Skateparks, as described in this November 20, 2024, report to Council at an estimated total cost of \$1,300,000 excluding GST;

THAT Council authorizes early budget approval of \$1,500,000 in the 2025-2029 Financial Plan for the Qualicum Beach Skate Park Project in fiscal 2025 funded from Community Amenity Contributions (\$500k), Province of BC's Growing Communities Fund (\$700k) and User Group Contribution (\$300k).

CARRIED UNANIMOUSLY | Resolution No. 24- 290

(f) **SPARC Grant Application for Flashing Crosswalk and Accessibility Improvements at Harlech & Memorial**

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council authorizes staff to apply for a grant from Sparc BC in the amount of \$25,000 to fully fund a flashing crosswalk at the intersection of Harlech Road and Memorial Avenue, as detailed in the November 20, 2024, Planning memo to Council.

CARRIED UNANIMOUSLY | Resolution No. 24- 291

4. **Municipal Operations**

(a) **Recommendations from the 2024 Parks Department Service Level Review**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council defer until after budget discussions the allocation within the Parks Department's budget to fund the equivalent of 2.0 FTE Utility positions to meet the existing and new service level demands as detailed in the report attached to the Staff memo dated November 20, 2024, titled Town of Qualicum Beach Service Level Review, 2024.

CARRIED UNANIMOUSLY | Resolution No. 24-292

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council reallocate the budget approved in the 2024-2029 Financial Plan for an Engineering Technician to fund 1.0 FTE of Administrative Support for the Infrastructure Services Department, without impact to budget in the 2025-2029 Financial Plan.

THAT Council approves Policy 3000-22 Requests for New or Increased Service for service level management.

THAT staff be directed to review and report back on the status of the Parks Department's capacity during the 2026 budget processes.

CARRIED UNANIMOUSLY | Resolution No. 24-293

(b) Design and construction cost estimate of the Little Qualicum River Riverbank Stabilization Project RFP Award

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council awards the contract for design and preparation of construction cost estimates, for a future project titled "Little Qualicum River Riverbank Stabilization Project", to Northwest Hydraulic Consultants Ltd. in the amount of \$91,881, excluding GST.

CARRIED UNANIMOUSLY | Resolution No. 24-294

(c) Waterfront Expansion Phase 2 Ditch Infill Parking Project Tender Award

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council approves the award of the Waterfront Expansion Phase 2 Ditch Infill Parking project to Knappett Industries in the amount of \$523,900 excluding GST.

CARRIED UNANIMOUSLY | Resolution No. 24-295

5. Fire Rescue Services

(a) UBCM Community Emergency Preparedness Fund – Fire Training Props

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council authorizes the submission of a regional grant application to the Union of BC Municipalities (UBCM) 2024 Community Emergency Preparedness Fund: Volunteer & Composite Fire Departments Equipment and Training, for a total of \$120,000; AND FURTHER THAT Council authorizes the Regional District of Nanaimo to handle the application process, receipt, and management of the 2024 Community Emergency Preparedness Fund: Volunteer and Composite Fire Departments, on behalf of the Town of Qualicum Beach.

CARRIED UNANIMOUSLY | Resolution No. 24-296

MOTION TO CLOSE @11:35 am.

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

- a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- e) 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

ADJOURNMENT

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council adjourns the November 20, 2024, regular Council meeting.

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 12:55 pm

Certified Correct:

ORIGINAL SIGNED

Heather Svensen, Director of Corporate Services

Confirmed this 11th day of December 2024.

ORIGINAL SIGNED

Teunis Westbroek, Mayor

REVIEW OF COMMENTS FROM THE PUBLIC

There were no comments about business at this regular Council meeting received in accordance with the Council Procedure Bylaw No, 733, 2019, section 16(3), by 12:00 pm, two business days following the meeting (November 22, 2024).