

Minutes of the 10:00 am Wednesday, September 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 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
Oliver Watson, Capital Projects Manager
Rebecca Augustyn, Senior Planner
Kate Usher, Planning and Infrastructure Assistant
Trudy Coates, Corporate Services Support
Twyla Slonski, Corporate Services Support

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 particularly the Qualicum First Nation.

ADOPTION OF THE AGENDA

Council adopted, by unanimous consent, the September 11, 2024, regular Council meeting agenda, as distributed.

START OF CONSENT AGENDA

Council adopted, by unanimous consent, the recommendations listed for items 2a) to 2e) in the September 11, 2024, Consent Agenda.

- a) THAT the April 9, 2024, 9:30 am special Council meeting minutes be approved as presented.
CARRIED BY CONSENT
- b) THAT the July 10, 2024, 10:00 am special Council meeting minutes be approved as presented.
CARRIED BY CONSENT
- c) THAT the July 17, 2024, 10:00 am regular Council meeting minutes be approved as presented.
CARRIED BY CONSENT
- d) THAT the July 24, 2024, 9:00 am special Council meeting minutes be approved as presented.
CARRIED BY CONSENT
- e) THAT the Correspondence Log, dated for reference August 30, 2024, be approved, as presented.
CARRIED BY CONSENT

CARRIED UNANIMOUSLY | Resolution No. 24-222

END OF CONSENT AGENDA

RECOGNITION - Nil

BUSINESS ARISING FROM THE MINUTES - Nil

DELEGATIONS

1. **Peter Drummond, Qualicum Beach Pickleball Club**, gave a PowerPoint presentation on the popularity and demand for dedicated pickleball courts in the Community and specifically, the Club's request that Council dedicate four [4] outdoor pickleball courts on the existing third tennis court located at Veterans Way.
2. **Graham Sakaki, Mount Arrowsmith Biosphere Regional Research Institute**, gave a PowerPoint presentation requesting Council's support for MABRRI and BC Nature to conduct case studies and site analyses on five sites within the Town of Qualicum Beach. (DL10, Berwick wellfield, Grandon Creek Ravine, Community Park and Milner Gardens and Woodlands) including providing minimal in-kind Town staff support to access data. Acknowledging funding from Environment and Climate Change Canada, MABRRI and BC Nature are working together to determine alignment with the assessment screening criteria, helping to determine eligibility for Other Effective Area-Based Conservations Measures (OECM) and/or Protected Area (PA) designation.

CORRESPONDENCE

1. **Ministry of Transportation and Infrastructure | Motor Vehicle Act**
Council acknowledged for information, receipt of the July 17, 2024 letter from K. Krishna, Deputy Minister, Ministry of Transportation and Infrastructure regarding the Town's request to amend the *Motor Vehicle Act* that would allow municipalities to implement blanket speed limits.
2. **S. Luck, Qualicum Beach Collective | Community Pianos Project**
Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT the request from the Qualicum Beach Collective to implement a Community Pianos project which will see donated pianos refurbished for placement at various locations throughout the Town of Qualicum Beach be referred to Council's Strategic Planning process for consideration in 2025.

CARRIED UNANIMOUSLY | Resolution No. 24-223

PUBLIC AND STATUTORY HEARINGS - Nil

BYLAWS - Nil

COMMITTEE & LIAISON REPORTS

1. **General Government** (Mayor Teunis Westbroek)
Mayor Westbroek commented on his portfolio activities and requested Council's consideration of acknowledging Ken Neden, a volunteer with Arrowsmith Search and Rescue who has dedicated 50 years to the organization.

Mayor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council directs staff to prepare a letter of congratulations to Ken Neden and family for his 50 years of voluntary service with Arrowsmith Search and Rescue.

CARRIED UNANIMOUSLY | Resolution No. 24-224

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

Councillor Harrison commented on his portfolio activities.

Councillor Harrison MOVED and Mayor Westbroek SECONDED, THAT Council directs staff to provide a letter of support to Oceanside Integrated Fitness Society to supplement their funding request to Disability Alliance BC for their Without Limits program.

CARRIED UNANIMOUSLY | Resolution No. 24-225

The Director of Infrastructure Services left the meeting at 10:45 am.

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

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

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

(a) **Notice of Motion Late Item | MABR Letter of Support**

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council of the Town of Qualicum Beach supports the request of Mount Arrowsmith Biosphere Region [MABR] and directs staff to provide MABR with a letter of support for inclusion in MABR's submission package to UNESCO that the Heritage Forest be included as a core area in the MABR's zonation.

CARRIED UNANIMOUSLY | Resolution No. 24-226

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

Councillor Young commented on her portfolio activities.

(a) **Notice of Motion | BC Housing**

Councillor Young MOVED and Councillor Harrison SECONDED, THAT Council lobby BC Housing to provide financial support to non-profit organizations who wish to provide their land for development of non-market housing [e.g., Kiwanis and other similar groups].

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT the motion on the floor be postponed to a future meeting of Council once Council has had the opportunity to speak with non-market housing providers to learn more about what specific challenges they experience when building non-market housing.
Opposed: Councillor Young

CARRIED | Resolution No. 24-227

STAFF REPORTS

1. Corporate Services

(1) 2024 Council Meeting Schedule | Committee of the Whole Meetings

- (a) Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council directs staff to amend the 2024 Council meeting schedule by cancelling the 4:00 pm September 25, 2024 Committee of the Whole meeting.
CARRIED UNANIMOUSLY | Resolution No. 24-228

- (b) Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council directs staff to amend the 2024 Council meeting schedule by adding the tentatively scheduled 4:00 pm, December 4, 2024 Airport Open House Committee of the Whole meeting.

Opposed: Councillor Harrison

CARRIED | Resolution No. 24-229

(2) 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 authorizes the Chamber of Commerce to locate the 5' x 8' visitor kiosk in Clocktower Square until the end of September 2024.
- THAT Council approves the one-year Fee for Service Agreement between the Town of Qualicum Beach and the Qualicum Beach Chamber of Commerce with a term ending December 31, 2024; AND FURTHER THAT Council authorizes the Mayor and the Corporate Administrator to execute the Agreement on behalf of the Town.

2. Planning, Community Development & Emergency Planning

(1) Development Variance Permit | 119 Fern Road East

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council directs staff to issue a Development Variance Permit for 119 Fern Road East, as described in the September 11, 2024 Planning report to Council.

CARRIED UNANIMOUSLY | Resolution No. 24-230

(2) Development Variance Permit | 1025 Qualicum Road [Pheasant Glen]

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council directs staff to issue a Development Variance Permit for 1025 Qualicum Road, as described in the September 11, 2024 Planning report to Council.

CARRIED UNANIMOUSLY | Resolution No. 24-231

- (3) **Development Permit & Development Variance Permit | 3022 Island Highway West**
Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT the Development Variance Permit Application for 3022 Island Hwy West be refused, as detailed in the September 11, 2024, Planning report to Council.
Opposed: Councillor Harrison
CARRIED | Resolution No. 24-232
- (4) **Development Variance Permit | 361 Poplar Avenue**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council directs staff to fulfill statutory notification requirements to allow the Development Variance Permit application for 361 Poplar Avenue to be considered by Council at a future regular meeting.
CARRIED UNANIMOUSLY | Resolution No. 24-233
- (5) **Qualicum Beach Skatepark Redevelopment | Request for Proposals for Design-Build Contract**
Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council authorizes staff to issue a Request for Proposals for qualified contractors to complete design and construction ("Design-Build") of the Qualicum Beach Skatepark, based on the January 2024 "Qualicum Beach Skatepark Redevelopment Feasibility Study and Final Concept Report", as detailed in the September 11, 2024 Planning report to Council.
CARRIED UNANIMOUSLY | Resolution No. 24-234
- (6) **Quality of Life Survey | Request for Proposals**
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council instructs staff to reallocate a budget provision of \$10,000 from the Housing Announcement Implementation Strategic Initiative to the OCP - Quality of Life Survey, thereby increasing the 2024 fiscal year budget provision for the OCP - Quality of Life Survey to \$30,000 and reducing the 2024 fiscal year budget provision for the Housing Announcement Implementation - November 1, 2023 budget provision to \$45,000; AND FURTHER THAT, Council authorizes staff to re-issue the Request for Proposals (RFP) for the 2024 Quality of Life Survey (QLS), as attached to the September 11, 2024 staff report to Council.
CARRIED UNANIMOUSLY | Resolution No. 24-235
- (7) **Qualicum Beach Accessibility Plan | Recommendations**
(a) Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council endorses the Qualicum Beach Accessibility Plan dated September 2024 in order to comply with provincial legislation and to position the Town to apply for any available grant funding.
CARRIED UNANIMOUSLY | Resolution No. 24-236

- (b) Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT the following recommendation from the Accessibility Advisory Team (AAT) be referred to 2025 Strategic Planning Process: "THAT the Accessibility Advisory Team recommends to Council THAT Council allocate budget for the development of an Accessibility Action Plan."
CARRIED UNANIMOUSLY | Resolution No. 24-237

The Director of Infrastructure Services returned to the meeting at 11:30 am.

- (8) **Request for Reconsideration Tree Removal Permit | 537 Chester Road**
 - (a) Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council withdraws the motion on the floor from the February 28, 2024, regular Council meeting: THAT the security deposit be waived for 537 Chester Road; AND FURTHER THAT all future fees for security deposits in relation to the "Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023" be waived.
CARRIED UNANIMOUSLY | Resolution No. 24-238
 - (b) Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Council confirms the Director's decision to issue a tree removal permit with conditions (security deposit/no interest reimbursed) under the Tree Protection Bylaw subject to payment of the security deposit in the amount of \$1,400.00 for property located at 537 Chester Road.
Opposed: Councillor Harrison
CARRIED | Resolution No. 24-239
- (9) **Request for Reconsideration Tree Removal Permit | 481 Dogleg Close**
Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council amends the Director's decision to issue a tree removal permit with conditions (security deposit) for 481 Dogleg Close by refunding (due to the proximity to the building footprint) the \$14,000 security deposit paid by the applicant.
CARRIED UNANIMOUSLY | Resolution No. 24-240
- (10) **Tree Removal Application | Town Controlled Land**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council confirms the Director's decision to deny the applicant's request to remove trees located on the Town-controlled land south of 363 Hoylake Road.
CARRIED UNANIMOUSLY | Resolution No. 24-241

3. **Municipal Operations**

(1) **Island Highway AC Watermain Deactivation | Contract & Amendment to 2024 – 2028 Financial Plan**

- (a) Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council directs staff to include an additional budget provision of \$264,000 for the Island Highway AC Watermain Deactivation project thereby increasing the total budget provision to \$339,000 for the 2024 fiscal year.

CARRIED UNANIMOUSLY | Resolution No. 24-242

- (b) Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT the additional budget provision of \$264,000 be funded from the Water Infrastructure Reserve for the Island Highway AC Watermain Deactivation project and be included in the fall amendment of the “Town of Qualicum Beach Financial Plan 2024-2028 Bylaw No. 789, 2024”.

CARRIED UNANIMOUSLY | Resolution No. 24-243

- (c) Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council awards the Island Highway AC (Asbestos Cement) Watermain Deactivation project to Leuco Contracting Inc. in the amount of \$223,240 excluding GST.

CARRIED UNANIMOUSLY | Resolution No. 24-244

(2) **Design of the Little Qualicum River Riverbank Stabilization Project Early Budget Approval**

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT Council authorizes early budget approval of \$125,000 in the 2025-2029 Financial Plan to complete the design of the Little Qualicum River Riverbank Stabilization project, in anticipation of a successful grant application through the UBCM Community Emergency Preparedness Fund.

CARRIED UNANIMOUSLY | Resolution No. 24-245

The Director of Infrastructure Services left the meeting at 11:57 am.

4. **Fire Rescue**

(1) **UBCM Community Resiliency Investment (CRI) Program - 2024 FireSmart Community Funding & Support Program**

Councillor Vander Valk MOVED and Councillor Harrison SECONDED, THAT Council authorizes the submission of an application to the UBCM Community Resiliency Investment Program (CRI) for a total of \$151,492.76; AND FURTHER THAT the funding can be used to partially fund a FireSmart and Wildfire Resiliency Coordinator and FireSmart public events, outreach, educational materials, and assessments for the years 2025 and 2026.

CARRIED UNANIMOUSLY | Resolution No. 24-246

MOTION TO CLOSE – Nil

ADJOURNMENT

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council adjourns the September 11, 2024, regular Council meeting.

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 12:01 pm

Certified Correct:

ORIGINAL SIGNED

Luke Sales, Deputy Corporate Administrator

Confirmed this 2nd day of October, 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 (September 13, 2024). Submissions were distributed to all Council members, and a brief summary of the comments are as follows:

- Charna Macfie, MABRs presentation to Council, DVP application for 3022 Island Highway West, and reconsideration of tree removal permits.
- Tom Whitfield, DVP application for 3022 Island Highway West.