

**From:** [Anne Skipsey](#)  
**To:** [Heather Svensen](#)  
**Cc:** [Daniel Sailland](#); [Brian Wiese](#); [communications](#)  
**Subject:** Fw: Council Meeting Comments  
**Date:** June 26, 2020 10:32:14 AM

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Further to my last email, please find below a link to the BC Ombudsperson's Open Meetings Best Practices Guide for Local Governments which contains information on Council meetings and Council "workshops". I hope you will find this a useful reference.

<https://bcombudsperson.ca/assets/media/Special-Report-No-34-Open-Meetings-Best-Practices-Guide-for-Local-Governments.pdf>

Thanks,  
Anne Skipsey

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**From:** Anne Skipsey  
**Sent:** June 26, 2020 9:12 AM  
**To:** [Communications@qualicumbeach.com](mailto:Communications@qualicumbeach.com) <[Communications@qualicumbeach.com](mailto:Communications@qualicumbeach.com)>  
**Cc:** [Brian Weise](mailto:mayor@qualicumbeach.com) <[mayor@qualicumbeach.com](mailto:mayor@qualicumbeach.com)>; [rfilmer@qualicumbeach.com](mailto:rfilmer@qualicumbeach.com) <[rfilmer@qualicumbeach.com](mailto:rfilmer@qualicumbeach.com)>; [sharrison@qualicumbeach.com](mailto:sharrison@qualicumbeach.com) <[sharrison@qualicumbeach.com](mailto:sharrison@qualicumbeach.com)>; [Adam Walker](mailto:awalker@qualicumbeach.com) <[awalker@qualicumbeach.com](mailto:awalker@qualicumbeach.com)>; [twestbroek@qualicumbeach.com](mailto:twestbroek@qualicumbeach.com) <[twestbroek@qualicumbeach.com](mailto:twestbroek@qualicumbeach.com)>; [Heather Svensen](mailto:hsvensen@qualicumbeach.com) <[hsvensen@qualicumbeach.com](mailto:hsvensen@qualicumbeach.com)>  
**Subject:** Council Meeting Comments

Dear Mayor & Council,

I wanted to provide comment on the discussion which took place near the end of the second Council Meeting regarding Council's Procedure Bylaw and specifically Councillor Walker's position that he would not attend a "Workshop" to discuss amendments to this bylaw. Having been a deputy city clerk for 10 years and an acting city clerk for one year, **I concur with Councillor Walker's position that this type of "workshop" must be a public Council meeting.** Unless it falls within the definitions for closed meetings (Section 90 of the Community Charter), it should be open to the public. And, just because "the RDN does it", doesn't make it the right thing to do. Perhaps the RDN is posting notice of the meeting somewhere? Also, I'm pretty confident that whichever parliamentarian you choose to assist in this process would also concur with Councillor Walker's position.

Therefore, as a public Council meeting, it must be scheduled and conducted as such with an Agenda, public attendance (as observers is fine) and minutes.

For convenience, let me provide this excerpt from the Provincial Government's website:  
["All meetings of local government elected and appointed bodies \(such as committees,](#)

commissions and other subsidiary bodies) must be open to the public as a general rule. This requirement is intended to be applied broadly, in keeping with the principle of openness, transparency and accountability.

Court decisions have been made about the types of gatherings considered to constitute a meeting. In general, gatherings where elected members could be seen to be making decisions, or moving towards making decisions, could constitute a meeting. All such gatherings must be held in accordance with the *Community Charter's* open meeting provisions."

I hope you will embrace the principles you all referenced in your election brochures - openness, transparency and accountability.

Thank you for this opportunity to provide my comments.

Sincerely,

Anne Skipsey

[REDACTED]

Qualicum Beach, BC [REDACTED]

**From:** [DEBMCKINLEY](#)  
**To:** [communications](#)  
**Subject:** Questions for Council from Deborah McKinley  
**Date:** June 23, 2020 2:34:14 PM

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Dear Mayor & Council;

Once again I have a few questions I hope you all will consider in your upcoming Council Meeting:

- Why would the Town ask the VIU students to come up with a plan to develop the Qualicum Commons and Bus Garage Report when it neither owns nor leases the Commons land?
- Isn't it kinda odd to see under the Rye Road Application a ***Tree & Vegetation Management Plan*** when QB has yet to develop one?
- Is the Town totally ignoring the dozen or more neighbors' complaints about the single 217 Higson Cres. property Zoning Amendment & Development Permits?
- Well it appears that the St. Andrew's Lodge is going to cost more than many of Qualicum Beach residential homes, which begs the question, didn't anyone look into that before promising to preserve this piece of Qualicum History?
- Now that it's "Business as Usual" with Council matters, could you please permit the viewing of the Town's Correspondence Log, while seated on a chair inside the Office area that is situated 6' (2 meters) away from everyone else in the office?

Thank you for considering my questions,

Sincerely

Deborah McKinley

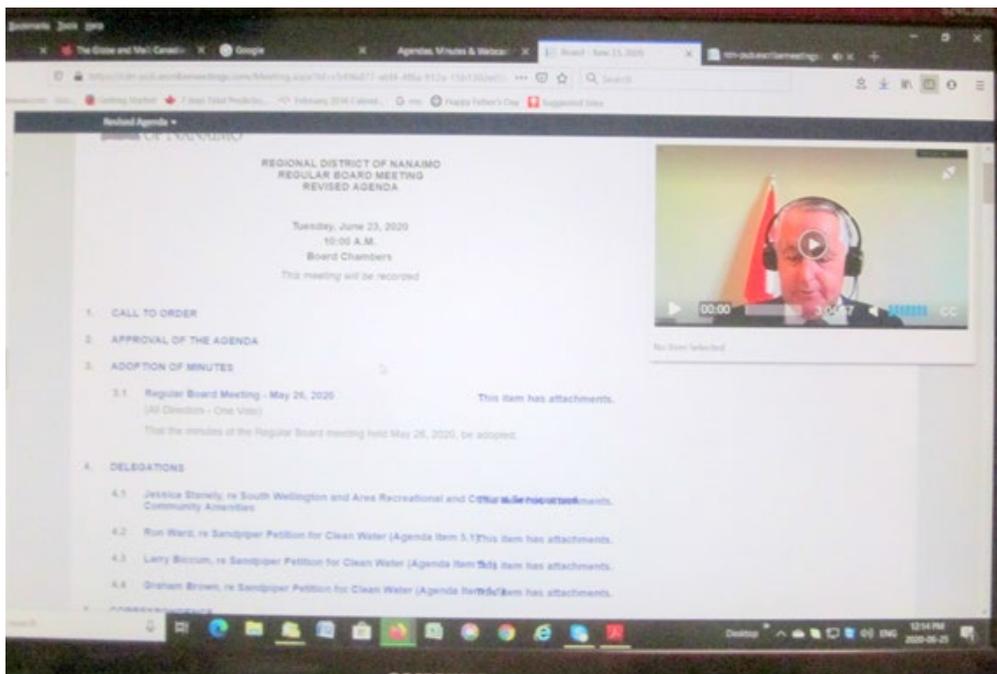
, Qualicum Beach

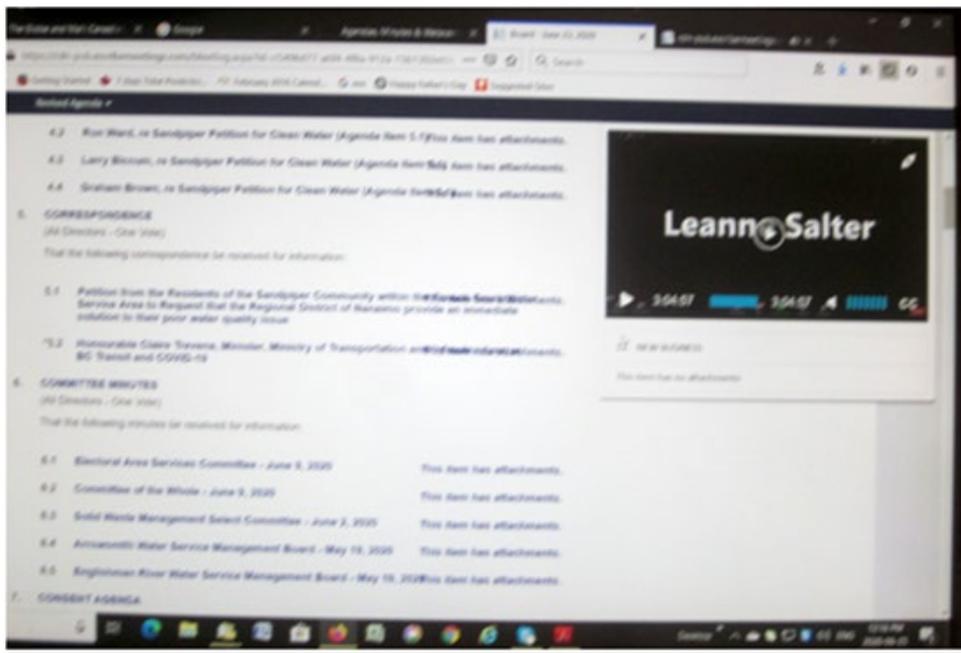
**From:** [Tim](#)  
**To:** [communications](#)  
**Cc:** [Haylee Gould](#)  
**Subject:** Council Mtg. - Gallery Comments - June 24, 2020  
**Date:** June 25, 2020 3:58:41 PM  
**Attachments:** [image\[2\].png](#)  
[image\[8\].png](#)

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Mayor & Council - I would like to comment on a several items addressed in yesterday's Council meeting which extended into today:

- **Correspondence Log** - in the last 6 to 9 months, Council has decided to flag specific correspondence in the log to be discussed during the meeting. To my knowledge, this practice seldom happened with prior Councils. This practice is taking a considerable amount of meeting time, extending some meetings well beyond 3 hours and putting time pressures on addressing important business items. In the June 24th portion of the meeting, there were 40 items on the Correspondence Log and 14 of these or more than 1/3rd were identified for discussion. Were these the most important matters in the whole Correspondence Log? In a number of these cases, the reason that the correspondence was flagged was because a considerable time had elapsed and the author of the correspondence had not received a response. This would seem to be an administrative matter and it's questionable if this needs to be brought forward at a Council meeting. Council and Staff should reassess this practice and determine whether it is adding value or detracting from other more important matters.
- **Council & Committee Meeting Formats** - Council and Staff have been wrestling with how best to conduct Council and Committee meetings. The primary issue seems to be how the agenda and video components of the meeting can simultaneously be accessed while members of the public are listening to the meeting audio. I'd suggest that the answer is right before you. Just look at the RDN June 23rd Board meeting where the meeting agenda is shown on the screen, agenda attachments can be accessed by scrolling down on the agenda or they come up on the screen, the audio can be heard **and** the video of the Board Chair and other Board members as they speak is projected in the top right corner while agenda can still be viewed. Also, if Board members or staff do not wish their face to be shown, then there is a black screen with their name showing. It's a neat package. Why can't Qualicum Beach do the same and communicate with the RDN and determine how they are doing this?





- **Length of Council Meetings** - it seems that the length of meetings and the size of agenda packages is continually increasing and being seen as a problem. I note that this matter was discussed at the RDN's June 23rd meeting where the agenda package was almost 900 pages and the meeting ran over 3 hours and this was before the Board went in-camera to discuss additional matters. The Board requested Staff to review the situation and make recommendations as to how this situation could be addressed. None of the Board members considered this situation to be acceptable or sustainable. The Qualicum Beach Council seems to be in much the same situation and we only have 5 Council + 4 or 5 Staff members involved in meetings whereas the RDN has 17 or 18 Board members and innumerable Staff involved at various points in the meeting. Some creative thinking is needed. I note that the RDN has Consent Agenda items that move certain straight forward matters basically on a fast track basis which avoids taking extended meeting time. Is this something that the Qualicum Beach Council could consider? I note that the two parts of the Qualicum Beach Council meeting ran for a total of 4 hr. and 16 min. and that the item which would probably take the longest was deferred to avoid a 5 hour plus marathon. Something to think about.
- **Housing Issues** - the RDN has released its long awaited Housing Needs Study (98 pages) which can be found in the RDN agenda package (item 7.2.5) of the June 23rd Board meeting. The Town has been waiting for this RDN report before undertaking the Housing Task Force which was recommended in the 2018 OCP report. So the question is now:

- What does the RDN report say about the overall regions housing situation and Qualicum Beach in particular? Does the RDN report provide the accurate and sufficient information to support a Qualicum Beach Housing Task Force study proceeding?

- When will Qualicum Beach commence its Housing Task Force; how will the Task Force be structured; what will be the defined goals and objectives? And how long will the study take before any action can be taken to address the Town's current housing situation?

- **Gallery Comments** - currently Council's practice is to only accept Gallery Comments until noon of the day following the meeting. With a meeting that starts at 3:30 pm and runs almost 3 1/2 hrs. and then is not posted immediately, this means that a person who is not watching the meeting live can not start watching the meeting until 7:00 pm at the earliest. Then if a reasonable person goes to bed by say 10:00 pm they cannot watch the whole meeting before they retire. If they're up by 7:00 am and start watching by 8:00 am they have only 4 hours to either watch the whole 3+ hr. meeting or the balance not viewed the night before **and** prepare and submit Gallery Comments by noon. This is a pretty short even unreasonable timeframe. I would suggest that this is very restrictive and a disincentive for many of the public to even consider providing feedback through Gallery

Comments. It is suggested that the deadline for submitting Gallery Comments be extended by 24 hours. It is recognized that Ms. Svensen likes to do draft meeting minutes as quickly as possible. That said, draft minutes are usually not posted for several days after a meeting, therefore the majority of the minutes could be prepared the next day and the Gallery Comments inserted as they are received and cut-off by noon the next day. This would be more user friendly for the public. What happens in recessing Wednesday's meeting makes this situation even more murky and highlights the need for a change.

Regards, Tim Pritchard

██████████, QB.

PS – to this point the YouTube program shows 50 views of Part 1 of the meeting and 21 on Part 2 to this point.

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