

Minutes of the 7:00 pm Monday, December 17, 2018, Town of Qualicum Beach Regular Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

PRESENT: Council: Mayor Brian Wiese
Councillor Robert Filmer
Councillor Scott Harrison
Councillor Adam Walker
Councillor Teunis Westbroek

ALSO PRESENT: Staff: Daniel Sailland, CAO
John Marsh, Director of Finance
Luke Sales, Director of Planning
Dennis Trudeau, Chief Operating Officer
Darryl Kohse, Fire Chief
Heather Svensen, Corporate Administrator
Rebecca Augustyn, Planner

The Mayor called the meeting to order at 7:00 pm.

ADOPTION OF THE AGENDA

Councillor Walker MOVED and Councillor Filmer SECONDED, THAT the agenda be amended by adding an item "Council Procedure Bylaw" under section 7(4) (Committee & Liaison Reports, Councillor Walker) and postponing item 2(1) (Recognition, Bob Weir – 25 Years of Service).

CARRIED

Councillor Harrison MOVED and Councillor Filmer SECONDED, THAT the agenda be amended by adding a motion under item 7(3) (Committee & Liaison Reports, Councillor Harrison) relating to a Local Housing Needs Study.

CARRIED

Council adopted, by unanimous consent, the December 17, 2018 regular Council meeting agenda as amended.

CARRIED

RECOGNITION

(1) Mike Insley, Fire Lieutenant – 25 Years of Service

APPROVAL OF THE MINUTES

Council approved, by unanimous consent, the following meeting minutes:

- September 17, 2018 regular Council meeting;
- October 3, 2018 special Council meeting;
- November 5, 2018 inaugural Council meeting;
- November 21, 2018 special Council meeting;
- November 23, 2018 special Council meeting;
- December 3-5, 2018 special Council meeting.

CARRIED

BUSINESS ARISING FROM THE MINUTES

(1) Recommendation from the November 21, 2018 Committee of the Whole

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Single-Use Item Reduction Bylaw No. 723, 2018" be amended by changing the effective date from January 1, 2019 to March 10, 2019, to allow more time for businesses to adapt their business practices.

CARRIED

(2) Recommendation from the September 6, 2018 Committee of the Whole

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT the contract awarded to Urban Systems for the Development Cost Charges bylaw review by amended to include provisions to assist the Town in identifying community benefits when dealing with rezoning applications.

CARRIED

DELEGATIONS

- (1) **Scott Tanner** appeared before Council to present the 2019 Wilderness Committee Calendar, noting that the Qualicum Beach Environment Committee has been in existence since 1992.

CORRESPONDENCE

(1) Correspondence Log – December 17, 2018 – For Information

Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT Council refers the December 10, 2018 letter from Leaf Compassion to staff to provide further clarity on the licence process for cannabis dispensaries in municipalities.

CARRIED

- (2) **Vancouver Island Regional Library** – October 30, 2018 – Appointment to the 2019 Vancouver Island Regional Library Board

Mayor Wiese MOVED and Councillor Westbroek SECONDED, THAT Councillor Adam Walker be appointed as Trustee and Councillor Scott Harrison be appointed as Alternate to the Vancouver Island Regional Library (VIRL) Board for the term January 1 to December 31, 2019. These appointments will continue until a successor is appointed.
CARRIED

COMMITTEE & LIAISON REPORTS

(1) Mayor Brian Wiese

Mayor Wiese commented on the following:

- Highlighting attendance of the following events/ meetings:
 - October 31 – business walk with the Chamber of Commerce and Gord Johns
 - Halloween Pumpkin walk – recognizing Town staff who organized the events
 - November 5 – Inaugural meeting of Council
 - November meetings with Mayor of Parksville, Ed Mayne
 - Opening night of the “Single Act Plays” – Echo Players Theatre
 - Qualicum Beach Historical and Museum Society Open House
 - Remembrance Day Ceremony marching and attending the day’s events
 - November 13 – Regional District of Nanaimo meeting
 - Town Open House
 - Qualicum Beach Downtown Business Association Moonlight Madness
 - November 21 – Committee of the Whole
 - Salvation Army Kettle Kick-off
 - Red Dress Ceremony
 - Island Coast Economic Trust – Inaugural Meeting in Courtenay
 - Town Council Strategic Planning Session, December 3-5
 - Attending the Victoria Symphony with Teunis and Jennifer Westbroek who were celebrating their 40th wedding anniversary
 - Congratulating Jackson Marshall who recently qualified to attend the Junior Curling Championship December 27 to January 1

(2) Councillor Robert Filmer

Notice of Motions:

Councillor Filmer MOVED and Councillor Walker SECONDED, THAT Council direct staff to research the feasibility, options, implications and costs associated with painting a pride crosswalk in the Town of Qualicum Beach.

CARRIED

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT Council direct staff to look into options and implications for increasing the traffic light signalized pedestrian crossing times at Fern Road and Memorial Avenue.

CARRIED

(3) **Councillor Scott Harrison**

Councillor Harrison commented on the following:

- Representing the Town on November 6 vigil, lighting a candle for each of the 11 victims from the Pittsburg shooting
- Reaching out to the business community including: Western Economic Development; Community Futures; Qualicum Beach Downtown Business Association; Qualicum Beach Chamber of Commerce; Parksville Chamber of Commerce
- Attending the Inaugural Business Expo on November 14
- Attending the First Nations Craft Fair on November 24
- Attending 23 meetings in the past month
- Attending Vancouver Island University, where Douglas White III gave a talk on reconciliation

Notice of Motion:

THAT Council direct staff to prepare a report on partnering with other local governments and regional stakeholders regarding a pamphlet listing service providers, support groups, and non-profits in the community.

Councillor Harrison MOVED and Councillor Westbrook SECONDED, WHEREAS the completion of a Housing Needs Report is a prerequisite to receiving funding from BC Housing for the Community Partnership Initiative and recommended for the Building BC: Community Housing Fund to help finance the creation of affordable rental housing in our community,

WHEREAS the first medium term recommendation of the Town of Qualicum Beach's 2012 Youth and Young Families Retention and Attraction strategy was to "Develop a comprehensive inventory of available housing along with a clear explanation of available entry points to rental and purchase for prospective families," which has yet to be undertaken,

WHEREAS the third objective for properties with residential zoning in the 2018 OCP is "to encourage a sufficient supply of affordable housing, special-needs housing, and rental housing," and the first policy for residential property in the OCP is to "encourage innovative approaches to the provision of housing,"

WHEREAS the 2016 census for Qualicum Beach states that 56.3% of the 595 economic families who rent spend over 30% of their pre-tax income on their rent, and data from both Parksville and the Regional District of Nanaimo state that 23% of renters in each jurisdiction spend more than 50% of their pre-tax income on their rent,

WHEREAS Bill 18 – 2018, which has received royal assent in the provincial legislature and is expected to commence in the spring of 2018, requires municipalities to complete, every five years and at a date no later than three years after the commencement of said bill, a "housing needs report,"

BE IT RESOLVED that Council directs staff to prepare a local Housing Needs Study by April 8th, 2019;

AND FURTHER THAT staff prepare a report on possible locations for a rental housing development on Town-owned land.

CARRIED

(4) Councillor Adam Walker

Councillor Walker commented on the following:

- Attending the Early Learning and Childcare Council and Oceanside meeting
- Attending the December 10 Island Corridor Foundation meeting discussions regarding future rail service on Vancouver Island
- Noting the upcoming new exhibit for the Qualicum Beach Museum - 150 Years and Counting – Fighting for Social Justice on the Coast.

Councillor Walker MOVED and Councillor Filmer SECONDED, THAT Council directs staff to prepare recommendations to the Council Procedure Bylaw to require that Council Open Houses, and that all closed portions of Councils meetings, be digitally recorded in high fidelity audio; AND FURTHER THAT until the Council Procedure Bylaw changes requiring these recordings have been fully enacted, that all Council Open Houses, and all closed portions of Council Meetings, be digitally recorded in high fidelity audio.

MOTION FAILED

Councillor Walker MOVED and Councillor Filmer SECONDED, THAT Council amends the motion on the floor by deleting both references to: “and all closed portions of Council Meetings, be digitally recorded in high fidelity audio.”

MOTION FAILED

Councillor Walker MOVED and Councillor Filmer SECONDED, THAT Council suspends the rules to allow the addition of the following Notices of Motions to the January 14, 2019 Regular Council Agenda for Council consideration:

1. THAT Council directs staff to prepare and present a report on the state of the sidewalks within the Village Neighbourhood, including, but not limited to:
 1. Recent remedial work completed,
 2. Anticipated remedial work for 2019,
 3. A proposal for actions, and estimated costs, which would reduce current and future tripping hazards,
 4. A proposal for actions, and estimated costs, which would reduce the ongoing maintenance,
 5. A capital asset management plan for this infrastructure,
 6. An estimated cost of undergrounding the utilities on Fern Road West between Memorial Avenue (Highway 4) and Primrose Street, and
 7. The anticipated cost of undergrounding the utilities on Primrose Street between Second Avenue West and Primrose Lane.

2. THAT Council directs staff to prepare and make available to Council financial statements for the town-owned asset at 124 Harlech Road (Former Qualicum Beach Volunteer Fire Rescue Department) for each year since the Qualicum Beach Fire Department vacated this property, including, but not limited to:
 - a. Capital improvements, repairs, maintenance, or other expenses,
 - b. Revenues, and
 - c. Future liabilities.AND FURTHER THAT Council directs staff to prepare, and make available to Council, an estimate on the removal of the building improvements at this site.
3. THAT Council directs staff to prepare and present a report breaking down the costs and grants for Phase III of the Memorial Avenue (Highway 4) Upgrades, including but not limited to:
 - a. The current funded and unfunded portions of this project,
 - b. A detailed description with costs of each portion of this project,
 - c. The estimated timelines for approval, construction, and completion, and
 - d. The details, scope, and amount of each grant.AND FURTHER THAT Council directs staff to prepare and present the implications of deferring the outstanding portions of this project for both 12 and 24 months.
4. THAT Council directs staff to prepare and present a report regarding the estimated cost of replacing all of the street lights in town with LED lighting and the anticipated savings once the lighting has been upgraded.
5. THAT Council directs staff to prepare and present a list of all town-owned lands considered for sale relating to the July 9, 2018 Town of Qualicum Beach press release.
6. THAT Council directs staff to prepare and present options, and recommendations, to deal with the encroachment of town-owned lands by private property owners within the town boundary, including, but not limited to:
 - a. Restrictive covenants requiring compliance prior to property transfer,
 - b. Potential revenues available through interim leases,
 - c. Best practices and common practices as seen elsewhere in BC, and
 - d. A list of potential land encroachments.
7. THAT Council directs staff to prepare a report regarding the costs associated with one, or multiple, municipal glass recycling drop-off locations;
AND FURTHER THAT Council directs staff to prepare potential uses for the collected materials.

8. THAT Council directs staff to prepare a report regarding the costs, schedules, staff time, and equipment usage, for the current town-run chipping programme;
AND FURTHER THAT Council directs staff to provide recommendations regarding:
 - a. Fixed year-round drop-off locations,
 - b. Automated green material pick-up,
 - c. Scheduled green material bin drop-off, and
 - d. Variable pick-up schedules via online requests.
9. THAT Council directs staff to prepare estimates on the removal of the cabins from 3319 Island Hwy West;
AND FURTHER THAT Council directs staff to prepare estimates for the complete renovation of the lodge at this same address.
10. THAT Council directs staff to prepare a report with recommendations, and options, for remedial action at 263 Buller Road as granted by Section 74 (Declared nuisances) of the *Community Charter* and other relevant statutes.
11. THAT Council directs staff to prepare a report with recommendations, and options, for remedial action at 673 Fir Street as granted by Section 74 (Declared Nuisances) of the *Community Charter* and other relevant statutes.
12. THAT Council directs staff to provide a Child Care Report at all future Regular Council Meetings to include, among other items, progress on the Union of British Columbia Municipalities (UBCM) Community Child Care Planning Program, and the British Columbia (BC) New Spaces Fund, until otherwise directed by Council.
13. THAT Council directs staff to work with the Qualicum Beach Museum to better formalize a timeline for capital expenditures already listed in the Qualicum Beach Museum Fee for Service Agreement.
14. THAT Council directs staff to make recommendations on how best to proceed regarding the stairs inside the Qualicum Beach Museum Power House building.
15. THAT Council directs staff to provide a report regarding any policies, bylaws, plans, recent or upcoming activity relating to the larger signage around the community.

CARRIED

(5) **Councillor Westbrook**

Councillor Westbrook commented on the following:

- Open House attendees requested an update on the progress of the Retail Gap Analysis and Tree Management Plan
- Attending and speaking at the celebration of life for Fred Evoy
- Update on the Regional District of Nanaimo as follows:
 - The Nanaimo Regional Hospital District (NRHD), made up of the same municipalities as the Regional District of Nanaimo, provides annual capital funding to the health authorities in support of the local healthcare facilities under the *Hospital District Act*.
 - For the NRHD, funding is a combination of minor capital grants for equipment and projects funded through tax requisition, as well as major capital project support, which is funded through borrowing.
 - Hospital Districts are required to approve a provisional budget on or before Dec 31 of each year. NRHD provides 40% funding for these capital projects, and the Province, through Island Health, provides the remaining 60%.
 - 2019 the Nanaimo Regional General Hospital thermal energy plant approved (total project cost, \$18.39 million; NRHD share \$7.36 million).
 - Funding approved for a new/additional MRI Magnetic Resonance Imaging (total project cost, \$5.55 million; NRHD share \$2.22 million), and an intensive care unit (total project cost, \$33.85 million, the Nanaimo Hospital Foundation is contributing \$5 million, NRHD share \$11.54 million).
 - The RDN Board also approved the 2019 proposed budget overview with the following principles:
 - That during the public consultation, feedback be sought on how to best obtain public input on future budgets
 - That the public consultation on the proposed 2019 budget proceed with the results of consultation
 - That the proposed 2019 budget form the basis of public consultation.
 - For the Town of Qualicum Beach, this will result in the Town's share going up by an additional 6.1% to accommodate the planning, design and referendum for the Ravensong Aquatic Centre addition (\$290,000), and other recreational items, such as design and planning for an outdoor sport multi-plex (\$200,000), Oceanside Place Arena Chiller Replacement, District 69 Arena Removal and Site Remediation (\$200,000), and outdoor track design (\$100,000). As well, additional transit costs will increase our share by \$75,000. Overall, the Town's total share for next year in this proposed budget is just over \$4 million dollars.

STAFF REPORTS

(1) Corporate Administrator (Heather Svensen)

(a) Appointments for Mayor

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT the following Council members be designated to act in the place of Mayor for the following terms:

- Councillor Westbroek from November 2018 to October 2019;
- Councillor Walker from November 2019 to October 2020;
- Councillor Harrison from November 2020 to October 2021;
- Councillor Filmer from November 2021 to October 2022.

CARRIED

(b) Committee Appointments

Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT the following Council members be appointed to the following primary interest categories:

- Mayor Wiese, General Government;
- Councillor Filmer, Parks and Recreation;
- Councillor Harrison, Community Development;
- Councillor Walker, Arts and Culture;
- Councillor Westbroek, Protective Services;

AND FURTHER THAT, based upon their primary interest category, Council members be appointed as members at large to council committees and commissions, and as outside liaisons to external agencies, as attached to the memo titled "Committee Appointments" dated December 17, 2018.

Councillor Filmer MOVED and Councillor Westbroek SECONDED, THAT Council amends the motion on the floor by adding: THAT the Committee appointments be rotated annually.

CARRIED

MAIN MOTION AS AMENDED:

THAT the following Council members be appointed to the following primary interest categories:

- Mayor Wiese, General Government;
- Councillor Filmer, Parks and Recreation;
- Councillor Harrison, Community Development;
- Councillor Walker, Arts and Culture;
- Councillor Westbroek, Protective Services;

AND FURTHER THAT, based upon their primary interest category, Council members be appointed as members at large to council committees and commissions, and as outside liaisons to external agencies, as attached to the memo titled "Committee Appointments" dated December 17, 2018;

AND FURTHER THAT the Committee appointments be rotated annually.
CARRIED

(2) **Financial Administration** (John Marsh)

(a) **Monthly Finance Report** – For Information

Mayor Wiese MOVED and Councillor Filmer SECONDED, THAT Council receive the October 31, 2018 Monthly Finance report for information.

CARRIED

(3) **Fire Department** (Darryl Kohse, Fire Chief)

(a) **Fire Department Report (Year in Review)** – For Information

Councillor Filmer MOVED and Councillor Walker SECONDED, THAT Council directs staff to provide a report on the training provided by the Qualicum Beach Volunteer Fire Department;

AND FURTHER THAT staff include in the report clarification on the mutual aid program; number of times the department has responded to mutual aid calls; and the costs associated with the mutual aid program.

CARRIED

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT Council receive the 2018 Fire Department Year in Review report for information.

CARRIED

(4) **Planning** (Luke Sales, Director of Planning)

(a) **Monthly Building Permit Report** – November, 2018 – For Information

Councillor Harrison MOVED and Councillor Filmer SECONDED, THAT Council receive the November monthly building permit report for information.

CARRIED

(b) **Monthly Bylaw Report** – October, 2018 – For Information

(c) **Cannabis Retail and Public Use in the Town of Qualicum Beach** – For Information

Councillor Filmer MOVED and Councillor Westbroek SECONDED, THAT Council instructs staff to defer discussion on Cannabis Retail and Public Use in the Town of Qualicum Beach to a future Committee of the Whole Meeting.

CARRIED

(d) **Investing in Canada Program – Community Park Field Upgrades**

Councillor Filmer MOVED and Councillor Harrison SECONDED, THAT Council directs staff prepare a report on the grant funding application for the Community Park Field Upgrade project through the Investing in Canada Infrastructure Program Community, Culture, and Recreation Program for the January 14, 2019 Council meeting.

Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT Council amends the motion on the floor by replacing “Community Park Field Upgrade” with “Qualicum Beach All Weather Field”.

CARRIED

Main motion as amended:

THAT Council directs staff prepare a report on the grant funding application for the Qualicum Beach All Weather Field project through the Investing in Canada Infrastructure Program Community, Culture, and Recreation Program for the January 14, 2019 Council meeting.

CARRIED

(e) **Development Permit: 1000 Ravensbourne Lane**

Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT Council authorizes staff to issue a Development Permit for 1000 Ravensbourne Lane, as attached to the December 17, 2018 Planning memo to Council.

CARRIED

(f) **Development Permit: 180 First Avenue West**

Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT Council refers the Development Permit for 180 First Avenue West back to staff for further discussion with the owners.

CARRIED

Recorded vote requested

IN FAVOUR: Mayor Wiese, Councillors Filmer, Harrison and Westbroek

OPPOSED: Councillor Walker

(g) **Development Variance Permit: 238 Sunningdale Road East**

Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT Council directs staff to fulfill statutory notification requirements so that Council can consider issuance of a Development Variance Permit for 238 Sunningdale Road East at their meeting on January 14, 2019.

CARRIED

(h) **Development Variance Permit: 177 Hoylake Road West**

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council directs staff to fulfill statutory notification requirements so that Council can consider issuance of a Development Variance Permit for 177 Hoylake Road West at the Council Meeting on January 14, 2019.

CARRIED

(i) **Development Variance Permit: 560/570 Laburnum Road**

Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT Council directs staff to fulfill statutory notification requirements so that Council can consider issuance of a Development Variance Permit for 560/570 Laburnum Road at the Council Meeting on January 14, 2019.

CARRIED

(j) **Development Variance Permit: 921 Bluffs Drive**

Councillor Harrison MOVED and Councillor Filmer SECONDED, THAT Council refuses the Development Variance Permit application for 921 Bluffs Drive, as described in the December 17, 2018 Planning memo to Council.

CARRIED

Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT Council continue the meeting past 10:00 pm.

CARRIED

BYLAWS

(1) **Zoning Amendment: 587 Pine Street**

Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (587 Pine Street) Bylaw No. 580.99, 2018" be introduced and given first reading.

THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (587 Pine Street) Bylaw No. 580.99, 2018" not be given further consideration until a complete set of plans has been submitted to the Town including elevations, cross-sections, floor plans, landscaping, parking, colours and materials.

THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (587 Pine Street) Bylaw No. 580.99, 2018" not be adopted until a S. 219 Restrictive Covenant and housing agreement has been registered requiring that the dwellings remain available for residential rental.

CARRIED

(2) **Town of Qualicum Beach Financial Plan (2019 – 2023) Bylaw No. 728, 2018**

Councillor Walker MOVED and Councillor Filmer SECONDED, THAT Council defer first reading of the bylaw entitled “Town of Qualicum Beach Financial Plan (2019-2023) Bylaw No. 728, 2018”.

MOTION FAILED

Councillor Westbroek MOVED and Councillor Harrison SECONDED, THAT the bylaw entitled “Town of Qualicum Beach Financial Plan (2019-2023) Bylaw No. 728, 2018” be introduced and given first reading.

CARRIED

Councillor Walker MOVED and Councillor Filmer SECONDED, THAT Council suspends the rules to allow Council to go through each line of the Financial Plan.

MOTION FAILED

COMMENTS FROM THE GALLERY

- Doug McKay-Dunn, 2617 Island Highway, congratulated the newly elected Council members and noted concern on the cannabis retail outlet proposed for Qualicum Beach.
- Lance Nater, 996 Royal Dornoch Drive, commented on the RDN decision on December 4 regarding the Growth Containment Boundary and the January 8, 2019 public hearing.
- Charna Macfie, 578 Maple Street, commented on proposed development on 587 Pine Street and the roadway proposed to access the development.
- Kevin Monahan, 586 Alder Street, congratulated the newly elected Council members and commented on the proposed development at 180 First Avenue.
- Jean Young, business operator in Qualicum Beach, spoke in favour of supporting further residential property in the downtown core.
- Zweitse De Wit, Berwick Road, commented on the St. Andrews property relating to accretion and the Official Community Plan.

ADJOURNMENT

Councillor Westbroek MOVED and Councillor Filmer SECONDED, THAT Council adjourns the meeting.

CARRIED

MEETING ADJOURNED: 10:30 pm.

Certified Correct:

Heather Svensen
Corporate Administrator

Brian Wiese
Mayor