

Minutes of the 7:00 pm Monday, June 18, 2018 Town of Qualicum Beach Regular Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

PRESENT: Council: Mayor Teunis Westbroek
Councillor Barry Avis
Councillor Neil Horner
Councillor Bill Luchtmeijer
Councillor Anne Skipsey

ALSO PRESENT: Staff: Daniel Sailland, CAO
John Marsh,
Bob Weir, Director of Engineering and Operations
Luke Sales, Director of Planning
Darryl Kohse, Fire Chief
Heather Svensen, Corporate Administrator
Haylee Gould, Deputy Corporate Administrator

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

ADOPTION OF THE AGENDA

Council adopted, by unanimous consent, the June 18, 2018 regular Council meeting agenda.
CARRIED

APPROVAL OF THE MINUTES

Council approved, by unanimous consent, the April 24, 2018 special Council meeting minutes, the May 28, 2018 regular Council meeting minutes, the June 6, 2018 special Council meeting minutes and the June 6, 2018 special Council meeting minutes (for the purposes of going into a Closed meeting).

CARRIED

DELEGATIONS

- (1) **Jeannie Shaver**, Market Manager for the Qualicum Beach Farmers' Market, and Arlene Bird appeared before Council regarding an incident at the June 9, 2018 market where a Mrs. Bird stepped on a used needle. Council expressed their sincere apologies to Mrs. Bird for having to go through the terrible incident.

Council suggested a public forum be set through a Committee of the Whole meeting and directed staff to provide a recommendation to Council.

CORRESPONDENCE

- (1) **Correspondence Log** – June 18, 2018 – For Information

COMMITTEE & LIAISON REPORTS

- (1) **General Government** (Mayor Teunis Westbroek)
Mayor Westbroek commented on the following:

- Attending the Show and Shine, and on behalf of the Town, presenting the Town sponsored "People's Choice" Award. Expressing appreciation to Haylee Gould and our Town staff for coordinating this amazing event and thanking Kevin Varey and David Field from Seaside Cruisers. Mayor Westbrook noted that some people may experience inconveniences with traffic during these events, and apologized for it in advance.
- Attending the annual convention of the Federation of Canadian Municipalities (FCM) with Councillors Horner and Skipsey the first weekend in June. Noting mention of Qualicum Beach several times in the hallways of parliament, by MP Gord John and his marine litter resolution:

THAT the Federation of Canadian Municipalities urge the federal government to develop a national strategy to mitigate and manage marine litter.

This resolution includes about 7 components, two of them being Global Leadership and Measurable Targets. For the convention, the Councillors and the Mayor split up as much as possible to take part in the workshops. Mayor Westbrook noted attending the following workshops: (a) preparing for technological changes, noting that the Town is well in hand with the Town's asset management; GPS, and other technological advances including engagement with our youth and the need to always strive to do better; (b) the legalization of cannabis and how to roll out this new law consistently across our nation.

- Mayor Westbrook noted other important aspect of the FCM convention was being part of an inclusive community including where the Town welcomed refugees, and all the community events the Town assists with throughout the year. The Town also prepares for the millennials including providing workspace for virtual reality with Cloudhead Games at the former Fire Hall; providing public access to the digital arts studio, and the planning of East Village. Nova Scotia had a good example of a streetscape that may resemble what the Town could see on the extension of Second Avenue, including wide sidewalks, fairly narrow traffic lanes that were built with pavers, not pavement or concrete, that give the impression that you need to go slow.
- Qualicum Beach has the oldest population in Canada. In the next generation, the number of 85+ year olds will triple from 770,000 to 2 million. Mayor Westbrook suggested the importance of community engagement through not only in our Committee of the Whole meetings and Open Houses, but also going for an "accessibility walk" to experience and learn what it's like to navigate our streets, trails, sidewalks, and to enter into our buildings.
- There was a booth at FCM for grants; including sustainability grants, but the one that got Mayor Westbrook's attention was the disaster adaptation and mitigation fund. He spoke with Chair Veenhof from the RDN, as they are also considering this fund to see how it might help protect Hamilton Marsh. As far as Transit, the Town is looking to provide a promotion to encourage people to use our local shuttle service, maybe work with the business community and the Town itself to provide free or \$1 ride to get on these shuttles.

- Attending a meeting with the Downtown Business Association to discuss the needle issue; free bus service for the summer; meeting with RCMP.
- Attending the transit meeting as chair of the Transit Select Committee for the RDN, where we were told about impairment detection under the heading of “fit for duty”.
- Presenting Chief Kohse with his 25-year service award from the province and expressing his appreciation for the work done by Chief Kohse over the past 25 years.

(2) **Arts & Culture** (Councillor Barry Avis)

Councillor Avis commented on the following:

- Attending the Seaside Cruisers Show and Shine car show.
- Noting the upcoming special events: Grand Prix of Art; St. Marks’ Fair; and Beach Day.
- Attending a drum making demonstration in Sooke on behalf of the Vancouver Island Regional Library where First Nation Elders in all areas are hosting events to advance a better understanding of our First Nations and the elders.

(3) **Parks & Recreation** (Councillor Neil Horner)

Councillor Horner submitted three reports from his experiences at the Federation of Canadian Municipalities Annual Conference and Trade Show:

- Local Tools for National Climate Outcomes
- Technology and the Future of Public Engagement
- What Local Governments Bring to the Global Table

The above three presentations are available on the Town’s website.

Councillor Horner commented on the following:

- Noted the problem with the needles in Qualicum Beach

Notice of Motion: THAT Council instructs staff to investigate options for a paid return system for used needles in Qualicum Beach; AND FURTHER THAT, staff be instructed to lobby VIHA to only distribute retractable needles.

Councillor Horner MOVED and Councillor Skipsey SECONDED, THAT staff be directed to investigate options for banning the provision of single-use plastic straws within Qualicum Beach and provide a report to Council with recommendations.

CARRIED

RECORDED VOTE REQUESTED:

IN FAVOUR: Mayor Westbroek; Councillors Avis; Horner; Luchtmeijer; Skipsey

(4) **Protective Services** (Councillor Bill Luchtmeijer)

Councillor Luchtmeijer commented on the following:

- Attending the public open house noting the following issues brought forward: (1) roadways throughout Town that have “stop” painted on the ground that are now faded. Bob Weir confirmed that the “stop” lettering would no longer be repainted

as they aren't required. Mr. Weir noted that lines on collectors and arterial roads would be painted on the roadways; (2) residents expressed concern with the lack of communication for the work being done on Yambury Road and suggested in future an email be sent to the Resident Association to distribute to its members; (3) public speaking in favour of the roundabout proceeding on Memorial Avenue and expressing appreciation for Mr. Sailland's briefing.

- In closing, Councillor Luchtmeijer reminded the public that Council holds an Open House every 2nd Wednesday of the month at 10am in the Committee Room.

(5) **Community Development** (Councillor Anne Skipsey)

Councillor Skipsey commented on the following:

Attending Federation of Canadian Municipalities Conference and highlighting the following:

- Service through accessibility – new initiatives for Halifax transit.
- New Halifax Central Library, which hosts 4,000 to 6,000 visitors each day and includes a 300 seat theatre; free healthy snacks; two recording studios; first nation circle; free meeting rooms. Built to Leed Gold certification standard, and it uses rain water for the toilet system.
- Address to the delegates is available on the FCM Facebook account where 4 videos are available to view.
- Closing plenary focused on: Shaping Tomorrows Canada Vision for 2040; demographics; immigration and technology; gender equity.
- Attending the Regional District of Nanaimo meeting as the alternate on behalf of Mayor Westbroek, noting that all motions contained in the agenda were carried by the Board.

STAFF REPORTS

(1) **Chief Administrative Officer** (Daniel Sailland)

- (a) **Draft Town of Qualicum Beach 2017 Annual Report** – For Information
Daniel Sailland provided an overview of the draft 2017 Annual Report and a progress update on the Town's Strategic Plan.

(2) **Corporate Administrator** (Heather Svensen)

(a) **Announcement of Council Meeting Motions**

Pursuant to Section 117 of the *Community Charter*, the following resolutions were released to the public on June 6, 2018:

- THAT Council instructs staff to issue a Request for Proposals (RFP) from food service businesses that wish to lease the building located at 2831 Island Highway West.
- THAT Council instructs staff to notify Island Soda Works that the current terms of the lease still stand as offered; AND FURTHER THAT, staff be instructed to review the other applicants should Island Soda Works not commit to the terms proposed in the new lease agreement.

- THAT Council directs staff to prepare a road closure bylaw for the 562.4 m² portion of the undeveloped Ravine Road Right of Way as detailed in the June 6th, 2018 Planning memo to Council.
- THAT Council directs staff to proceed with the Belyea Road Land Exchange as detailed in the June 6th, 2018 Planning memo to Council.

(3) **Financial Administration** (John Marsh)

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

(b) **2017 Financial Information Report**

The Director of Finance provided an overview of the 2017 Financial Information report.

Councillor Avis MOVED and Councillor Horner SECONDED, THAT the Town of Qualicum Beach 2017 Financial Information Report be received and approved by Council.

CARRIED

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

(a) **Fire Department Monthly Report** - For Information

(b) **Automatic Response Agreement**

The Fire Chief provided an overview of the Automatic Response Agreement, which serves to renew the mutual aid agreement between local Fire Departments in the area.

Councillor Luchtmeijer MOVED and Councillor Skipsey SECONDED, THAT Council approves the Automatic Response Agreement between the Town of Qualicum Beach, the City of Parksville, the Regional District of Nanaimo, Errington Fire Department, Coombs/Hilliers Fire Department, Dashwood Fire Department, Nanoose Bay Fire Department and Bow-Horn Bay Fire Department; AND FURTHER THAT the Mayor and Chief Administrative Officer be authorized to sign the agreement on the Town's behalf.

CARRIED

Councillor Skipsey noted a friendly amendment to the agreement on page 99 of the agenda package noting correction needed to "QBMS".

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

(a) **Monthly Building Permit Report** - For Information

(b) **Bylaw Complaint Policy**

The Director of Planning introduced the policy entitled "3000-19 Bylaw Complaint Procedure" for Council's consideration.

Councillor Horner MOVED and Councillor Skipsey SECONDED, THAT the policy entitled "3000-19 Bylaw Complaint Procedure" be adopted.

CARRIED

(c) **Development Variance Permit: 575 Arbutus Street**

The Director of Planning provided an overview of the application to vary the maximum building height and floor area of an accessory building for the property located on Lot 6 of 575 Arbutus Street.

Councillor Luchtmeijer MOVED and Councilor Skipsey SECONDED, THAT Council directs staff to fulfill statutory notification requirements so that Council can consider issuance of a Development Variance Permit for 575 Arbutus Street at the Council Meeting on July 16, 2018.

CARRIED

(d) **Development Variance Permit: 823 Hampton Place**

The Director of Planning provided an overview of the application to reduce the aggregate total of the interior side lot line setback from 4.5m to 4.0m for the property located at 823 Hampton Place.

Councillor Avis MOVED and Councillor Skipsey SECONDED, THAT Council directs staff to fulfill statutory notification requirements so that Council can consider issuance of a Development Variance Permit for 823 Hampton Place at the Council Meeting on July 16, 2018.

CARRIED

(e) **Town of Qualicum Beach Road Closure Bylaw (Portion of Ravine Road) Bylaw No. 685, 2018**

The Director of Planning provided an overview of the proposed lane closure and highway dedication cancellation to close a portion of Ravine Road for the purposes of allowing a future land exchange agreement to secure greater riparian protection for Grandon Creek.

Councillor Luchtmeijer MOVED and Councillor Skipsey SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Road Closure Bylaw (Portion of Ravine Road) Bylaw No. 685, 2018" be introduced and read a first time.

CARRIED

Councillor Avis MOVED and Councillor Horner SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Road Closure Bylaw (Portion of Ravine Road) Bylaw No. 685, 2018" be read a second time.

CARRIED

Councillor Horner MOVED and Councillor Avis SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Road Closure Bylaw (Portion of Ravine Road) Bylaw No. 685, 2018" be read a third time.

CARRIED

(4) **Engineering & Operations** (Bob Weir, P.Eng., Director)

(a) **Memorial Avenue Project Update** - presentation

The Director of Engineering and Operations presented an update on the Memorial Avenue Project.

BYLAWS

(1) **Notice of Motion (Councillor Avis)**

Councillor Avis MOVED and Councillor Horner SECONDED, THAT Council amends "Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018" by adding a policy to Section 2.1.1 "Urban Containment Boundary":

"6. Proposed Expansions to the Town's Urban Containment Boundary (UCB) should be supported by:

- A land inventory demand and supply analysis that assesses the need for additional land to be included within the UCB;
- A land use concept plan;
- An environmental impact assessment that identifies environmentally sensitive areas;
- A surface water or hydro-geological study that assesses the availability and quality of water to service the proposed development with a community water system, and the potential impacts of development on watershed function, including recharge capacities and surface runoff, as well as, on long term water supply to existing development and undeveloped lands located within the UCB;
- A study that identifies how wastewater disposal will be addressed and what the impacts will be on the capacities of existing treatment facilities;
- A transportation study that identifies:
 - Existing road traffic conditions;
 - Downstream impacts of additional traffic resulting from the proposed development; and
 - Demand for transit service. "

AND FURTHER THAT, the page numbering be amended accordingly.

CARRIED

(2) **Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018**

Councillor Avis MOVED and Councillor Horner SECONDED, THAT Council adopts the "Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018" as amended.

CARRIED

Councillor Skipsey noted a friendly amendment on page 137 of the agenda package to add the word “with” under 1.2 Plan Area.

Councillor Luchtmeijer declared a conflict of interest noting the close proximity of the proposed development to his personal property. Councillor Luchtmeijer left the meeting at 8:56 pm

(3) **Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (210 First Avenue West) Bylaw No. 580.84, 2017**

Councillor Horner MOVED and Councillor Avis SECONDED, THAT the bylaw entitled “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (210 First Avenue West) Bylaw No. 580.84, 2017” be adopted.

THAT staff be authorized to issue Development Permit No. 1315 for 210 First Avenue West based on the plans attached to the June 18, 2018 Planning Memo to Council.

CARRIED

Councillor Luchtmeijer returned to the meeting at 8:59 pm

(4) **Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (545 Nenzel Road) Bylaw No. 580.101, 2018**

Councillor Horner MOVED and Councillor Luchtmeijer SECONDED, THAT the bylaw entitled “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (545 Nenzel Road) Bylaw No. 580.101, 2018” be introduced and given first reading; AND FURTHER THAT, prior to adoption of a zoning amendment bylaw for 545 Nenzel Road, the following be completed:

1. Execution of a Section 219 Form and Character covenant to ensure that the development is constructed in conformance with the presentation to Council.
2. Execution of a Section 219 Form and Character covenant to ensure that the development is constructed to British Columbia Building Step Code 3.

CARRIED

Councillor Skipsey declared a conflict of interest noting the close family friendship with one of the applicants. Councillor Skipsey left the meeting at 9:13 pm.

(5) **Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (577 Rye Road) Bylaw No. 580.98, 2018**

Councillor Horner MOVED and Councillor Luchtmeijer SECONDED, THAT the bylaw entitled “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (577 Rye Road) Bylaw No. 580.98, 2018” be adopted.

CARRIED

Councillor Skipsey returned to the meeting at 9:14 pm.

(6) Tree Protection Bylaw No. 725, 2018

Councillor Luchtmeijer MOVED and Councillor Horner SECONDED, THAT "Tree Protection Bylaw No. 725, 2018" be deferred to a future meeting.

CARRIED

Councillor Horner MOVED and Councillor Luchtmeijer SECONDED, THAT Council directs staff to develop a Tree and Vegetation Management Plan with Gye and Associates, Urban Forestry Consultants Ltd., as described in the June 18, 2018 Planning memo to Council.

CARRIED

(7) Town of Qualicum Beach Property Maintenance and Standards Bylaw No. 720, 2018

Councillor Horner MOVED and Councillor Luchtmeijer SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Property Maintenance and Standards Bylaw No. 720, 2018" be read a third time.

CARRIED

COMMENTS FROM THE GALLERY

- Lance Nater, 996 Royal Dornoch Drive, expressed appreciation to Mr. Weir for his presentation regarding the roundabout. Mr. Nater noted concern with the assumption that the public know how to drive in a roundabout and the concern for the navigation for pedestrians and cyclists.
- Carol Dowe, 512 Hawthorne Drive, spoke in favour of the proposed Tree Protection Bylaw and the proposed development on Nenzel Road.
- Tim Pritchard, 663 Windward Way, questioned if the suggested "housing task force" will be set up.

ADJOURNMENT

Councillor Luchtmeijer MOVED and Councillor Horner SECONDED, THAT Council adjourns the meeting.

CARRIED

MEETING ADJOURNED: 9:13 pm

Certified Correct:

Heather Svensen
Corporate Administrator

Teunis Westbroek
Mayor