

**Minutes of the 7:00 pm Monday, May 28, 2018 Town of Qualicum Beach Regular Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC**

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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, Director of Finance  
Bob Weir, Director of Engineering and Operations  
Luke Sales, Director of Planning  
Heather Svensen, Corporate Administrator  
Haylee Gould, Deputy Corporate Administrator  
Rebecca Augustyn, Special Projects Planner  
Lindsay Huddleston, Planning Research Assistant

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

**ADOPTION OF THE AGENDA**

Council adopted, by unanimous consent, the May 28, 2018 regular Council meeting agenda by deleting item 7(2), Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (577 Rye Road) Bylaw No. 580.98, 2018.

**CARRIED**

**APPROVAL OF THE MINUTES**

Council approved, by unanimous consent, the May 2, 2018 special Council meeting minutes and the May 7, 2018 regular Council meeting minutes.

**CARRIED**

**DELEGATIONS**

- (1) **Mark McGorman of McGorman MacLean** appeared before Council to present the Town's 2017 Auditor's report.

**CORRESPONDENCE**

- (1) **Correspondence Log** - May 28, 2018 - For Information  
Councillor Skipsey MOVED and Councillor Horner SECONDED, THAT Council refer the May 7, 2018 letter from E. Brown to the Select Committee on Parks and Recreation for comment.

**CARRIED**

## **COMMITTEE & LIAISON REPORTS**

### **(1) General Government (Mayor Teunis Westbroek)**

Mayor Westbroek commented on the following:

- The new computer application titled “Next Ride” which allows users to see where the buses are. The application can be viewed on the Regional District of Nanaimo website.
- The Regional District of Nanaimo Board approved the garbage collection of residential garbage for the Town of Qualicum Beach. The service will commence this summer.
- Attending Family Day and the Qualicum Beach Festival of Lights and expressing appreciation to Haylee Gould for her work with the Family Day event and Heather Svensen for her assistance with the Festival of Lights.
- Mayor Westbroek recognized Bob Weir, Director of Engineering and Operations for his efforts in obtaining the 2018 Commercial Building Award of Excellence Green Award for the Memorial Avenue Rain Garden and Retention Pond.

Councillor Horner MOVED and Councillor Skipsey SECONDED, THAT Council directs staff to work with the Regional District of Nanaimo to promote a summer pilot program that offers \$1 ridership fee for bus services in Qualicum Beach.

**CARRIED**

Councillor Luchtmeijer MOVED and Councillor Horner SECONDED, THAT Council supports a four-way stop sign at the intersection of Chartwell Boulevard and Sunrise Drive.

**CARRIED**

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

Councillor Avis commented on the following:

- Attending Youth Appreciation Day.
- Attending KSS graduation exit interviews.
- Attending the Select Committee on Beach Day meeting.
- Noting the next annual general meeting for The Old School House - June 7<sup>th</sup>
- Noting the Qualicum Beach Museum exhibit launch on June 7<sup>th</sup> from 5pm-7pm.
- Attending the Festival of Lights and the Family Day events.
- Vancouver Island Regional Library – noting the lack of funding increases since 1986 for BC libraries.
- Being elected as director of the BC Library Association.
- Of the 39 library branches, 26 have elders who speak about first nations – June 2<sup>nd</sup> – Bill Recalma will be speaking at the Qualicum Beach branch.

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

Councillor Horner commented on the following:

- Helping Kiwanis in their booth at Family Day.
- Marching with Broom Busters in the Family Day parade.
- Assistance from the Town mower to remove broom from the airport grounds.
- Regional District of Nanaimo grant subcommittee awarding \$24,000 to a variety of community groups.
- Regional District of Nanaimo Recreation Commission Ravensong Pool expansion – options included expansion of the change facilities and the addition of a new tank.

Notice of Motion: 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.

**Recommendations from the April 18, 2018 Select Committee on Parks, Recreation and Culture regular meeting:**

Councillor Horner MOVED and Mayor Westbroek SECONDED, THAT Council endorse the signage approach as presented; AND FURTHER that the Faye Smith Memorial Project Committee and the Select Committee on Parks, Recreation and Culture continue further conversation on the place name.

**CARRIED**

Councillor Horner MOVED and Mayor Westbroek SECONDED, THAT Council recognizes the hard work of volunteers, and the value of special events in the Town such as Fire and Ice, Family Day, Beach Day; AND FURTHER THAT Council explore the role of the Town in further supporting volunteers.

**CARRIED**

**Recommendations from the May 3, 2018 Heritage Forest Commission regular meeting:**

Councillor Horner MOVED and Mayor Westbroek SECONDED, THAT staff be directed to continue to produce the Heritage Forest brochure in colour and to examine alternatives to produce at a lower cost.

**CARRIED**

Councillor Horner MOVED and Mayor Westbroek SECONDED, THAT an alternate Councillor be designated in accordance with the provisions of the Conservation Covenant to attend Commission meetings.

**CARRIED**

Councillor Horner MOVED and Mayor Westbroek SECONDED, THAT staff be directed to provide Parks staff with chainsaws and chippers, to help Brown Property Preservation Society volunteers reduce the potential for fire hazard at a few locations with heavy brush accumulation.

**CARRIED**

Councillor Horner MOVED and Councillor Luchtmeijer SECONDED, THAT staff be directed to reconsider the forest edges along Chester Road and St. Andrews Road in terms of reduction of a potential for fire hazard.

**CARRIED**

Councillor Horner MOVED and Mayor Westbroek SECONDED, THAT the Town consider posting no camping signage at the entrances to the Heritage Forest.

**CARRIED**

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

Councillor Luchtmeijer commented on the following:

- Attending the functions previously noted by the fellow council members.

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

**Notice of Motion (Councillor Skipsey)**

Councillor Skipsey MOVED and Councillor Avis SECONDED, staff be directed to conduct a debrief with the Official Community Plan (OCP) Review Steering Committee to review the effectiveness of the process and receive input for future OCP reviews.

**CARRIED**

Councillor Skipsey commented on the following:

- Attending the Joint Chamber Meeting – where Mark Collins, CEO of BC Ferries, appeared as the guest speaker outlining a new approach empowering employees to use a common sense approach.
- Attending the KSS Graduation exit interviews, noting that it was an inspiring afternoon and that every story is different.
- Attending Family Day events, noting the exceptional manners of the children and expressing appreciation to staff and the volunteers who put the event on.

**STAFF REPORTS**

**(1) Corporate Administrator (Heather Svensen)**

- (a) Qualicum Beach Uptown Market Society – Thursday Evenings Artisans' Market**  
Councillor Skipsey MOVED and Councillor Horner SECONDED, THAT the Qualicum Beach Uptown Market Society be granted permission to host an artisans' market from 5:30pm to 8:30pm on Thursday evenings for the months of July and August, 2018 on Second Avenue West from Memorial Avenue to Primrose Street;

AND FURTHER THAT, Council agrees to enter into a Licence of Occupation with the Qualicum Beach Uptown Market Society for use of Second Avenue West from Memorial Avenue to Primrose Street;

AND FURTHER THAT Council authorizes the Mayor and Corporate Administrator to sign the Licence of Occupation agreement on behalf of the Town, for a term beginning Thursday, July 5, 2018 and ending Thursday, August 30, 2018.  
**CARRIED**

(b) **Qualicum Beach Triathlon 2018**

Councillor Horner MOVED and Councillor Luchtmeijer SECONDED, THAT Council approves the Tri-Athletics Society's request to hold the annual Qualicum Beach Triathlon on Sunday, June 24, 2018, including street closures (southbound lane on Jones Street from Second Avenue West to Fern Road West; and street use for Arbutus Street to Mill Road to Beach Road to Second Avenue West to Jones Street and the (Civic Centre) and Community Park trail use between 6:00 am and 3:00 pm, and refers the Society to work with staff to finalize the arrangements;

AND FURTHER authorizes the Town to provide signage in advance and on the event day prohibiting on leash and off-leash dogs in the Community Park during the event;

AND FURTHER authorizes the Town to provide barricades and in kind services for setup/breakdown and garbage pickup.

**CARRIED**

(c) **Qualicum Beach Cross on the Commons**

Councillor Horner MOVED and Councillor Luchtmeijer SECONDED, THAT Council grants permission to the Arrowsmith Cycling Club to hold the Qualicum Beach Cross on the Commons around the Civic Centre on Sunday, September 30, 2018 from 7:00 am to 5:00 pm;

AND THAT Council authorizes in-kind support through Town provision of barricades; waste services; use of Civic Centre room and washrooms; access to water; all subject to working with Town staff to finalize Special Event Sign Permits, and to ensure Town requirements are met, including emergency services notification, traffic setup, insurance, washrooms, litter control and community notification;

AND FURTHER THAT Council grants permission to the Arrowsmith Cycling Club to use the trails around the Civic Centre and provide in-kind staff services to ensure necessary modifications to the trail system is supervised for a total not to exceed two days of overtime for one staff member prior to the event and staff time on the day of the event.

**CARRIED**

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

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

(b) **Bylaw Complaint Policy**

Councillor Horner MOVED and Councillor Luchtmeijer SECONDED, THAT Council refers "3000-19 Bylaw Complaint Procedure" to the Committee of the Whole Meeting on June 6, 2018 for public input.

**CARRIED**

(c) **2018 Late Mobile Vending Business License Reviews**

Councillor Horner MOVED and Councillor Luchtmeijer SECONDED, THAT Council authorizes staff to issue a mobile vending business license for a period of one year to AJ's Food Truck for operation at 266 Village Way (Kwalikum Senior Secondary School).

**CARRIED**

Councillor Luchtmeijer MOVED and Councillor Horner SECONDED, THAT Council authorizes staff to issue a mobile vending business license for a period of one year to Bicycle Bars, subject to:

- staff approval of the appearance of the cart; and
- approval of location(s).

**CARRIED**

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

(a) **Hoylake Road Trail** – For Information

Councillor Skipsey MOVED and Councillor Horner SECONDED, THAT Council instructs staff to widen the shoulders of the roadway to the extent possible and remove the trees to improve sight distance and mark a temporary crossing of the roadway where Hoylake, Canyon Crescent and the driveway access to the Grandon Creek Condominiums converge.

**CARRIED**

Councillor Skipsey MOVED and Councillor Avis SECONDED, THAT Council directs staff to contact the Qualicum Beach Elementary School and/or SD69 Qualicum to discuss options to improve safety for students using the pedestrian routes/crossings, including options for a crossing guard and/or assistance from Citizens on Patrol.

**CARRIED**

Councillor Luchtmeijer MOVED and Councillor Skipsey SECONDED, THAT Council directs staff to write a letter to the Island Corridor Foundation requesting cooperation to work with ICF to use the rail corridor as a pathway to improve the safety of our residents; AND FURTHER THAT a review the stop signs at the rail crossings within the Town boundary be conducted.

**CARRIED**

(b) **Bus Garage – Verbal Update**

Councillor Luchtmeijer MOVED and Councillor Horner SECONDED, THAT staff be directed to proceed with the removal of the former bus garage located on the corner of Memorial Avenue and Fern Road.

Councillor Avis MOVED and Mayor Westbroek SECONDED, THAT Council amends the motion on the floor by inserting: THAT the banner on the bus garage building be relocated to the Public Works Building.

**CARRIED**

**MAIN MOTION AS AMENDED:**

THAT staff be directed to proceed with the removal of the former bus garage located on the corner of Memorial Avenue and Fern Road; AND FURTHER THAT the banner on the bus garage building be relocated to the Public Works Building.

**CARRIED**

**BYLAWS**

(1) **Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (406 Cypress Road) Bylaw No. 580.95, 2017**

Councillor Horner MOVED and Councillor Luchtmeijer SECONDED, THAT the bylaw entitled “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (406 Cypress Road) Bylaw No. 580.95, 2017” be introduced and given first reading.

Councillor Luchtmeijer MOVED and Councillor Horner SECONDED THAT, prior to adoption of “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (406 Cypress Road) Bylaw No. 580.95, 2017” that a covenant be registered on title stating that the property cannot be subdivided unless a contribution is made to the Town’s Affordable Housing Reserve Fund in the amount of the lesser of \$50,000, or 50% of the increase in land value resulting, from this zoning amendment.

Council discussed the uplift in value of the property and directed staff to provide more detail on the process prior to considering first reading.

Councillor Skipsey MOVED and Councillor Luchtmeijer SECONDED, THAT Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (406 Cypress Road) Bylaw No. 580.95, 2017 be deferred to a future meeting.

**CARRIED**

(2) **Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (587 Pine Street) Bylaw No. 580.99, 2018**

Council discussed the uplift in value of the property and the process for ensuring the units are rental units and directed staff to provide more details on the process prior to considering first reading of the bylaw.

Councillor Skipsey MOVED and Councillor Luchtmeijer SECONDED, THAT Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (587 Pine Street) Bylaw No. 580.99, 2018 be deferred to a future meeting.

**CARRIED**

- (3) **Town of Qualicum Beach Property Maintenance and Standards Bylaw No. 720, 2018**  
Councillor Skipsey MOVED and Councillor Luchtmeijer SECONDED, THAT the bylaw entitled "Town of Qualicum Beach Property Maintenance and Standards Bylaw No. 720, 2018" be read a second time as amended.

**CARRIED**

- (4) **Notice of Motions for Official Community Plan (OCP) at 3rd Reading - May 23, 2018**

**NOTICE OF MOTION (MAYOR WESTBROEK) OCP Page 81.**

Mayor Westbroek MOVED and Councillor Avis SECONDED, THAT the words "for public properties" be deleted from page 81 in the section reading "A Town-wide tree and vegetation management and conservation plan and policies should be developed for public properties."

**CARRIED**

**NOTICE OF MOTION (MAYOR WESTBROEK) OCP Pages 42-43**

Mayor Westbroek MOVED and Councillor Luchtmeijer SECONDED, THAT the following be added as another section of Policy No. 11 on page 42-43:

"The density allocations in the West Qualicum Beach Cluster Development should be approximately as follows, while recognizing that the number of dwelling units may not correspond to the number of lots if the development is something other than a conventional subdivision (700m<sup>2</sup> lot size):

- Crown Provincial: 60 lots
- Owner of Lot 5 (40 acres): 16 lots
- Owner of "E-1/2 LOT 4 (17 acres): 8 lots
- Town of Qualicum Beach (40 acres): 16 lots"

**CARRIED**

**NOTICE OF MOTION (MAYOR WESTBROEK)**

Mayor Westbroek MOVED, THAT Council amends the 2018 Official Community Plan to recognize that the following properties have been identified as requiring further discussion about their development potential, and that the outcome of these future development reviews may result in a request to amend the Growth Containment Boundary in the Regional Growth Strategy through the minor amendment process: Eaglecrest Drive – Todsén proposal.

**Due to a lack of a Seconder, the motion did not proceed.**

**NOTICE OF MOTION (MAYOR WESTBROEK) Pg. 86**

Mayor Westbroek MOVED and Councillor Horner SECONDED, THAT, as a new implementation item (e.g. Section 3.1.31), the Town will develop a Community Wildfire Protection Plan.

**CARRIED**

**NOTICE OF MOTION (MAYOR WESTBROEK) Page 50**

Mayor Westbroek MOVED and Councillor Horner SECONDED, THAT the following policies be added to the waterfront section of the Official Community Plan:

- a) "Until such time as the Town can complete a continuous walkway that is separate from the highway, a barrier should be constructed between the highway and pedestrians/cyclists.
- b) The Town should consider improvements to the waterfront walkway surface.
- c) The Town shall explore the placement of anchoring buoys, in partnership with the private sector, to encourage marine use."

**CARRIED**

**NOTICE OF MOTION (MAYOR WESTBROEK) OCP Page 86:**

Mayor Westbroek MOVED and Councillor Avis SECONDED, THAT the following be added to the end of Implementation 3.1.30 on page 86 of the Official Community Plan: "Amenity contributions should be valued at up to 95% of the increase in land value resulting from the zoning amendment."

After a lengthy Council discussion, it was determined that the language in the Official Community Plan deals with amenity contributions, therefore Mayor Westbroek withdrew the motion on the floor.

**NOTICE OF MOTION (COUNCILLOR SKIPSEY) OCP Page 7**

Councillor Skipsey MOVED and Councillor Horner SECONDED, THAT the following bullet be added to the Official Community Plan: "The Town shall assess and review its policies on an ongoing basis with regard to climate change impacts in conjunction with future OCP reviews."

**CARRIED**

**NOTICE OF MOTION (COUNCILLOR SKIPSEY) OCP Page 7**

Councillor Skipsey MOVED and Councillor Avis SECONDED, THAT the wording on page 7 of the Official Community Plan be amended to change the word "will" to "may", as follows: "Future OCP Reviews may be implemented in a different way..."

**CARRIED**

**NOTICE OF MOTION (COUNCILLOR SKIPSEY) OCP Page 16**

Councillor Skipsey MOVED and Councillor Avis SECONDED, THAT General Policy 5 of the Official Community Plan be amended as follows: "The Town shall require new developments in the Village Neighbourhood to submit a Rainwater Management Plan as part of the development approval and permitting process."

**CARRIED**

**NOTICE OF MOTION (COUNCILLOR SKIPSEY) OCP Page 42/43 and/or Page 84 (Implementation) and/or Page 104 (DP area guidelines)**

Councillor Skipsey MOVED and Councillor Avis SECONDED, THAT the following policy be added to the Official Community Plan:

"The Town, being the level of government with the delegated legislative authority, shall protect the wetlands identified in SEI polygons N0409 and N0411. The Town acknowledges ecological protection and buffers of wetlands differ from the RAR of rivers, creeks and streams and recognizes our authority to impose more restrictive requirements (i.e. 200m buffer around wetlands) than other levels of government, including the Province's Develop with Care Guidelines, so long as these do not impose mutually contradictory requirements."

Councillor Luchtmeijer MOVED and Councillor Skipsey SECONDED, THAT Council amends the motion on the floor by adding after "so long as these do not impose mutually contradictory requirements" the words "or prevent development of the cluster development area as described previously in this section."

**CARRIED**

**MAIN MOTION AS AMENDED:**

THAT the following policy be added to the Official Community Plan:

"The Town, being the level of government with the delegated legislative authority, shall protect the wetlands identified in SEI polygons N0409 and N0411. The Town acknowledges ecological protection and buffers of wetlands differ from the RAR of rivers, creeks and streams and recognizes our authority to impose more restrictive requirements (i.e. 200m buffer around wetlands) than other levels of government, including the Province's Develop With Care Guidelines, so long as these do not impose mutually contradictory requirements or prevent development of the cluster development area as described previously in this section."

**CARRIED**

**NOTICE OF MOTION (COUNCILLOR SKIPSEY) OCP Page 71**

Councillor Skipsey MOVED and Councillor Avis SECONDED, THAT the following policy be added to the Official Community Plan:

"The Town shall introduce measures to limit impervious surfaces to avoid water run-off."

**MOTION FAILED**

**NOTICE OF MOTION (COUNCILLOR SKIPSEY) Village Design Guidelines Page 15**

Councillor Skipsey MOVED and Councillor Horner SECONDED, THAT the wording in the Official Community Plan referring to well-drained and grading for adequate run-off be changed to “managing rainwater on-site with a requirement for using permeable surfaces.”

**MOTION FAILED**

**NOTICE OF MOTION (COUNCILLOR AVIS)**

Councillor Avis MOVED and Councillor Horner SECONDED, THAT the staff be directed to review the Council Procedure Bylaw to consider including a provision to recognize indigenous peoples (First Nations) at the beginning of Council meetings.

**CARRIED**

**NOTICE OF MOTION (COUNCILLOR AVIS) OCP Page 20**

Councillor Avis MOVED and Councillor Skipsey SECONDED, THAT the OCP be amended to state that maximum densities specified in Mixed Residential 1 and Mixed Residential 2 should be reviewed to ensure compatibility with the design guidelines”

**CARRIED**

**NOTICE OF MOTION (COUNCILLOR AVIS) Page 84/85**

Councillor Avis MOVED and Councillor Skipsey SECONDED, THAT the following sentences be added to the Official Community Plan on page 84:

“Additionally, the Sustainable Food Strategy shall recommend measures that support residential scale food production and home kitchen gardens. Town policies in support of food production should be considered (i.e. taxes, water utilities).”

**CARRIED**

**NOTICE OF MOTION (COUNCILLOR AVIS) Page 49-50 (Waterfront)**

Councillor Avis MOVED and Councillor Horner SECONDED, THAT the Official Community Plan be amended to include a reduction of volume and speed of traffic on Highway 19A along the central waterfront in the list of Objectives on pages 2-45 and 2-46 and also in the 3rd bullet on page 2-63.

**CARRIED**

**NOTICE OF MOTION (COUNCILLOR AVIS) Page 50 (Waterfront)**

Councillor Avis MOVED and Councillor Horner SECONDED, THAT the central waterfront, from Memorial Avenue to the Brant Viewing Area, be designated as ‘Park and open space area” on OCP Map Schedule 2.7.

**CARRIED**

**NOTICE OF MOTION (COUNCILLOR AVIS) Page 71**

Councillor Avis MOVED and Councillor Horner SECONDED, THAT the following policy be added to the Official Community Plan:

“In the interest of advancing slope stability, the Town should consider controls to manage underground water flows in the form storm sewers or other means.”

**CARRIED**

**NOTICE OF MOTION (COUNCILLOR LUCHTMEIJER)**

Councillor Luchtmeijer MOVED and Mayor Westbroek SECONDED, THAT Council amends the 2018 Official Community Plan to align the Urban Containment Boundary with the municipal boundary; AND FURTHER THAT the Town provide a written request to the Regional District of Nanaimo that the Regional Growth Strategy be amended accordingly.

**CARRIED**

**RECORDED VOTE REQUESTED:**

In Favour: Mayor Westbroek; Councillor Horner; Councillor Luchtmeijer

In Opposition: Councillor Avis; Councillor Skipsey

The Director of Planning pointed out an error on a previous information sheet which stated that block applications to remove land from the ALR had not been used on Vancouver Island. The Director clarified that there was one exception, as the City of Langford previously made an application to remove 40 hectares of land and were successful in having 10 hectares removed from the ALR.

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

Councillor Horner MOVED and Mayor Westbroek SECONDED, THAT Council gives third reading to “Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018” as amended.

**CARRIED**

**COMMENTS FROM THE GALLERY**

- Zweitse de Wit, 760 Berwick Road, Qualicum Beach, commented on fees in relation to zoning.

**ADJOURNMENT**

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

**CARRIED**

**MEETING ADJOURNED: 9:18 pm**

Certified Correct:

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Heather Svensen  
Corporate Administrator

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Teunis Westbroek  
Mayor