

**Town of Qualicum Beach
Regular Council Meeting Agenda
Monday, July 16, 2018
7:00 PM**

**Council Chamber, Municipal Office, 660 Primrose Street,
Qualicum Beach, BC
(This meeting may be recorded)**

1. ADOPTION OF THE AGENDA

THAT Council adopts the Monday, July 16, 2018 regular Council meeting agenda.

2. APPROVAL OF THE MINUTES

a. June 18, 2018 regular Council meeting minutes (Page 8)

Staff Recommendation:

THAT Council approves the June 18, 2018 regular Council meeting minutes.

[June 18, 2018 regular Council meeting minutes](#)

b. July 4, 2018 special Council meeting minutes (Page 17)

Staff Recommendation:

THAT Council approves the July 4, 2018 special Council meeting minutes.

[July 4, 2018 Special Council Meeting minutes](#)

3. BUSINESS ARISING FROM THE MINUTES

a. Notice of Motion from the June 18, 2018 regular Council meeting (Councillor Horner)

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.

4. PUBLIC AND STATUTORY HEARINGS

a. Development Variance Permit: 823 Hampton Place

b. Development Variance Permit: 575 Arbutus Street

5. CORRESPONDENCE

a. Correspondence Log - July 16, 2018 - For Information (Page 19)

[Correspondence Log - July 16, 2018 - For Information](#)

b. Carollyne Haynes - July 6, 2018 - Fire Hazard (Page 22)

[Carollyne Haynes - July 6, 2018 - Fire Hazard](#)

- c. **Jean Young - July 10, 2018 - Request for information sign at the Civic Centre (Page 26)**

Staff Recommendation:

THAT Council directs staff to investigate options and report back to Council regarding the purchase and placement of an informational sign to be placed at the entrance to the Qualicum Beach Civic Centre for the purposes of informing residents, visitors, and attendees of present and future events at the Civic Centre.

[Jean Young - July 10, 2018 - Request for information sign at the Civic Centre](#)

- d. **Paul and Gill Connor - July 10, 2018 - Parking on First Avenue (Page 28)**

[Paul and Gill Connor - July 10, 2018 - Parking on First Avenue](#)

6. COMMITTEE AND LIAISON REPORTS

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

- a. **Notice of Motion**

THAT Council directs staff to send a letter of support for Innovation Island's application for project funding toward the design and delivery of their new "Startup DNA" workshop series.

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

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

- a. **Notice of Motion**

THAT staff be directed to open discussions with the City of Campbell River and the City of Nanaimo to brainstorm ideas to address the growing issue of discarded needles in Town.

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

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

7. STAFF REPORTS

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

- a. **Vehicle Asset Tracking Pilot Project (Page 29)**

THAT Council approve installation of GPS Asset Tracking devices on the entire Town of Qualicum Beach movable assets.

[Vehicle Asset Tracking Pilot Project](#)

(2) Corporate Administrator (Heather Svensen)

a. Announcement of Motions from the July 4, 2018 Special Council Meeting

THAT Council instructs staff to proceed with the purchase of 3319 Island Highway West (St. Andrews Cottage Property); AND FURTHER THAT, staff be instructed to issue the Media release on or near July 6, 2018 announcing the purchase.

THAT Council of the Town of Qualicum Beach enter into a Lease Agreement between the Town of Qualicum Beach and Island Express for use of an office and counter space at the Qualicum Beach Airport for a 6-month term starting July 1, 2018 and ending December 31, 2018; AND FURTHER THAT staff be instructed to notify the tenant to provide appropriate advertising confirming that Island Express Air has been approved by Transport Canada to operate in Qualicum Beach; AND FURTHER THAT Council authorizes the Corporate Administrator to sign the Lease agreement on behalf of the Town as presented.

THAT staff be instructed to negotiate a new lease agreement between the Town of Qualicum Beach and Oceanside Hospice for a ten-year term starting January 1, 2019 and ending December 31, 2029; with provision for up to 2 additional 5 year terms.

THAT Council of the Town of Qualicum Beach enter into a Lease Renewal Agreement between the Town of Qualicum Beach and Cloudhead Games Ltd. for use of office space at 124 Harlech Road for a 16-month term starting May 1, 2018 and ending September 30, 2019; AND FURTHER THAT Council authorizes the Corporate Administrator to sign the Lease agreement on behalf of the Town.

THAT Council appoints Martin Parry as a member to the Select Committee on Parks, Recreation and Culture.

b. 2019 Regular Council Meeting Schedule (Page 47)

Staff Recommendation:

THAT Council establishes the following schedule for the 2019 regular Council meetings to be held on Mondays at 7:00 pm in the Council Chamber, Town Hall, 660 Primrose Street, on:

January 14, 2019

February 4, 2019

February 25, 2019

March 18, 2019

April 8, 2019

April 29, 2019

May 13, 2019

June 17, 2019

July 15, 2019

August 12, 2019

September 9, 2019

October 7, 2019

October 28, 2019

November 18, 2019

December 16, 2019

AND FURTHER THAT Council establishes the following schedule for the 2019 Committee of the Whole meetings (if required) to be held on Wednesdays (Thursdays when required) at 10:00 am in the Council Chamber, Town Hall, 660 Primrose Street, on:

January 10, 2019

January 30, 2019

February 20, 2019

March 14, 2019

April 3, 2019

May 1, 2019

June 13, 2019

July 11, 2019

August 7, 2019

September 4, 2019

October 2, 2019

October 23, 2019

November 14, 2019

[2019 Regular Council Meeting Schedule](#)

c. St. Mark's Community Fair 2018 (Page 50)

Staff Recommendation:

THAT Council authorizes staff to proceed with the temporary street closure of Veterans' Way, from Memorial Avenue to Berwick Road, from 6:00 am until 3:30 pm on Saturday, July 28, 2018 for the annual St. Mark's Fair;

AND FURTHER authorizes Town provision of barricades, garbage cans, bags and collection services; provision of three (3) portable washrooms; Town staff to assist the St. Mark's Fair Committee on Friday, July 27, 2018 for a four-hour period between 7:00 am and 3:30 pm; Town staff to open access to power and water at 7:00 am; all subject to the applicant working with Town staff to finalize street closures, special event sign/banner permits, and the Special Event Permit to ensure Town requirements are met, including emergency notifications.

[St Mark's Community Fair 2018](#)

d. Art in Action/Grand Prix d'Art 2018 (Page 52)

Staff Recommendation:

THAT Council grants permission to The Old School House Arts Centre Society to utilize the Town-owned parking lot surrounding The Old School House and the former bus garage area adjacent to The Old School House for the Art in Action/Grand Prix d'Art painting Race from 7:00 am to 4:00 pm on Saturday, July 28, 2018, subject to co-operating with Town staff and the Qualicum Beach Farmers' Market for the adjacent Market;

AND FURTHER THAT signage be installed in advance of the event providing notice to parking patrons that the public parking will be closed for Saturday, July 28, 2018.

[Art in Action & Grand Prix d'Art 2018](#)

(3) Financial Administration (John Marsh)

a. Development Cost Charges Bylaw Review (Page 54)

Staff Recommendation:

THAT Council awards the Request for Proposals for the Development Cost Charges Bylaw Review to Urban Systems for \$41,350.

[Development Cost Charges Bylaw Review](#)

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

a. Monthly Fire Department Report - June 2018 - For Information (Page 56)

[Monthly Fire Department Report - June 2018 - For Information](#)

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

a. Monthly Building Permit Report - June 2018 - For Information (Page 58)

[Monthly Building Permit Report - June 2018](#)

b. Monthly Bylaw Report - June 2018 - For Information (Page 59)

[Monthly Bylaw Report - June 2018 - For Information](#)

c. Development Variance Permit: 823 Hampton Place (Page 60)

Staff Recommendation:

THAT Council directs staff to issue a Development Variance Permit for 823 Hampton Place as described in the July 16, 2018 Planning memo to Council.

[Development Variance Permit - 823 Hampton Place](#)

d. Development Variance Permit: 575 Arbutus Street (Page 68)

Staff Recommendation:

THAT Council directs staff to issue a Development Variance Permit for 575 Arbutus Street as described in the July 16, 2018 Planning memo to Council.

[Development Variance Permit - 575 Arbutus Street](#)

8. BYLAWS

a. Zoning Amendment: 545 Nenzel Road (Page 74)

Staff Recommendation:

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 given second reading.

THAT Council hold a public hearing on Monday, August 20, 2018 at 7:00 pm at the Qualicum Beach Town Hall, 660 Primrose Street, Qualicum Beach in regard to "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (545 Nenzel Road) Bylaw No. 580.101, 2018".

[Zoning Amendment - 545 Nenzel Road](#)

b. Town of Qualicum Beach Road Closure Bylaw (Portion of Ravine Road) No. 685, 2018 (Page 93)

Staff Recommendation:

THAT the bylaw entitled "Town of Qualicum Beach Road Closure Bylaw (Portion of Ravine Road) No. 685, 2018" be adopted.

[Town of Qualicum Beach Road Closure Bylaw \(Portion of Ravine Road\) Bylaw No 685, 2018](#)

c. Town of Qualicum Beach Outdoor Burning Bylaw No. 715, 2018 (Page 98)

THAT the bylaw entitled "Town of Qualicum Beach Outdoor Burning Bylaw No. 715, 2018" be given third reading.

[Outdoor Burning Bylaw No 715, 2018](#)

[Outdoor Burning Bylaw No 715, 2018 showing tracked changes](#)

d. Town of Qualicum Beach Property Maintenance and Standards Bylaw No. 720, 2018 (Page 120)

THAT the bylaw entitled "Town of Qualicum Beach Property Maintenance and Standards Bylaw No. 720, 2018" be adopted.

[Town of Qualicum Beach Property Maintenance and Standards Bylaw No 720, 2018](#)

e. Plastic Bag Ban - Next Steps (Page 126)

1. *THAT the bylaw entitled "Town of Qualicum Beach Single-Use Item Reduction Bylaw No. 723, 2018" be amended by setting the effective date to January 1, 2019.*

2. *THAT the bylaw entitled "Town of Qualicum Beach Single-Use Item Reduction Bylaw No. 723, 2018" be amended by deleting the two existing recitals and inserting the following recital:*

"WHEREAS, the Council of the Town of Qualicum Beach desires and deems it appropriate to regulate the provision of single-use plastic items to minimize the volume of plastic waste entering our landfill, waste collection systems, and littering our community;"

3. *THAT the bylaw entitled "Town of Qualicum Beach Single-Use Item Reduction Bylaw No. 723, 2018" be amended by adding the following definitions:*

"Plastic drinking straw" means a straw made predominately of plastic, used to transfer a beverage from a container to the mouth of the person drinking the beverage by suction, and which is intended for a single-use.

"Reusable straw" means a straw made of durable materials that is designed and manufactured for reuse.

"Compostable straw" means a straw that degrades by biological processes and leaves no visible, distinguishable or toxic residue, in accordance with the American Society for Testing and Materials specifications ASTM D6400.

4. *THAT the bylaw entitled "Town of Qualicum Beach Single-Use Item Reduction Bylaw No. 723, 2018" be amended by adding a new section under the heading of Regulations, as follows:*

Except as provided in this bylaw, a Business shall not provide or sell a Plastic drinking straw to a customer.

5. *THAT the bylaw entitled “Town of Qualicum Beach Single-Use Item Reduction Bylaw No. 723, 2018” be amended by adding a new section under the heading of Exemptions, as follows:*

This bylaw does not apply to the sale of Plastic drinking straws intended for use at the customer’s home, provided they are sold in packages of multiple straws.

6. *THAT the bylaw entitled “Town of Qualicum Beach Single-Use Item Reduction Bylaw No. 723, 2018” be given second reading, as amended.*

[Plastic Bag Ban - Next Steps](#)

9. COMMENTS FROM THE GALLERY

(Maximum 2 minutes each for comments only (no questions or dialogue), regarding business discussed by Council at this meeting except public hearing topics)

10. MOTION TO CLOSE

THAT the meeting be closed to the public for the purpose of considering the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

11. ADJOURNMENT

THAT Council adjourns the meeting.

NEXT SCHEDULED REGULAR COUNCIL MEETING

The next scheduled Regular council meeting is: August 20, 2018