

DISTRICT OF HIGHLANDS

COMMUNITY INFRASTRUCTURE AND SERVICES ADVISORY COMMITTEE

Minutes of Meeting held on March 22nd, 2006
at Caleb Pike House, 1589 Millstream Road at 7 p.m.

PRESENT: Lyle Ferguson
Frank Hiebert
Elaine Limbrick
Libby McMinn
Laurain Mills
Tara Parkinson
Alan Philip
Evelyn Samuel-Chair
Fred York

REGRETS: Bob Flitton

COUNCIL LIAISON: Councillor Ken Brotherston
STAFF IN ATTENDANCE: Laura Beckett, Municipal Planner

1. PETITIONS AND DELEGATIONS

- a) Brian Gracie, Chairperson, Building Committee of the Royal Roads Air Cadet Sponsoring Association, gave a presentation to our committee with the help of 3 others involved in the Association, including a Highlands' Cadet.

The Association is looking for a partnership with a municipality in the CRD so that they can, together, plan what would be acceptable in the community.

There are presently 3 Air Cadets from the Highlands.

Discussion:

There was general support in the Committee for what the Cadets stand for, and that they are a positive influence for youth. The more specific question of whether this is a good thing for the Highlands was more difficult. It was felt that they should not be turned away without looking at all possibilities.

Some thought it might fit with our plans for a community hall, but that the Air Cadets require a very large building, which we may not. The practicality of it was not clear, and some found their lack of a clear financial plan confusing.

We inquired about the availability of lands, and Councillor Brotherston said that most likely a facility would have to be on private or Crown lands. Water and septic waste would be a big issue in a building of this size, as would parking and noise. The south Highlands seemed the only possible location for this building.

MOTION:
MOVED: TARA PARKINSON
SECONDED: ELAINE LIMBRICK

THAT Council forward this proposal to the Community Hall Task Force to ask if they could envision this proposal being part of our future planning process.

CARRIED

MOTION:
MOVED: LYLE FERGUSON
SECONDED: ALAN PHILIP

THAT the Committee supports the concept of having the Cadets in the Highlands and recommends exploring possibilities.

CARRIED

- b) Inspector Jim Faulkner, from the Westshore RCMP Detachment, came to introduce himself to the committee and offered to attend more of our meetings where the agenda warranted it.

Inspector Faulkner gave the Committee a briefing on RCMP complement in the Western Communities and how they are deployed in the Highlands. He said that most of the policing in the Highlands involved traffic.

The committee thanked the RCMP for their work, and discussed the following:

- Are speed bumps useful? They can be very effective but are not appropriate for all roads. Wide flat speed bumps are better and the municipality could incur liability if they are not well designed. They are not appropriate for major roads or for roads that need snowplows. Sometimes traffic calming methods can impede fire trucks.
- What emergency response can we expect from the RCMP in time of forest fire? The RCMP take direction from the Province in the event of forest fires. They will do perimeter patrolling and knocking on doors, but they have no emergency communication capacity.
- We are setting up emergency groups and training for our neighbourhoods. The Inspector would be pleased to show the groups "Operation Swift Response," if they are doing table-top exercises.

2. COMMITTEE ORIENTATION

Laura Beckett, Municipal Planner, gave a short orientation to the Committee's work and pointed out, particularly, the following items from the municipal Procedure Bylaw.

- CISAC is a select committee, (p.15) and that we will have meetings as required, not have a schedule of meetings as in item 48 of the bylaw.

- If anyone feels they have a conflict of interest, they should excuse themselves from discussion and voting. This bylaw is a guideline to help us.
- The Chair mentioned that our minutes don't get sent to Council until they have been approved, and if we are not meeting regularly, this holds up our recommendations to Council. Ms. Beckett recommended sending them in as unadopted minutes so as to make Council aware of our thinking as soon as possible.
- The bylaw states that the minutes of the select committee go to the next Council meeting, and the terms of reference state that the minutes go to Council after being adopted by the committee. This is a conflict.

MOTION:

MOVED: ELAINE LIMBRICK

SECONDED: LIBBY MCMINN

THAT Council bring the terms of reference and the bylaw into agreement regarding the approval of minutes for select committees.

CARRIED

3. APPROVAL OF THE AGENDA

MOTION:

MOVED: ALAN PHILIP

SECONDED: FRANK HIEBERT

THAT the agenda be approved as amended (new business)

CARRIED

4. ADOPTION OF THE MINUTES

a) Minutes of the Meeting held on September 28, 2006.

MOTION:

MOVED: ELAINE LIMBRICK

SECONDED: LYLE FERGUSON

THAT the above minutes be adopted

CARRIED

5. a) APPOINTMENT OF CHAIR

Laura Beckett acted as election official.

MOTION:

MOVED: ELAINE LIMBRICK

SECONDED: FRED YORK

THAT Evelyn Samuel be appointed as Chair. After calling three times, there were no other nominations.

CARRIED

5. b) APPOINTMENT OF VICE CHAIR

MOTION:

MOVED: FRED YORK

SECONDED: TARA PARKINSON

THAT Elaine Limbrick be appointed as Vice Chair. After calling three times, there were no other nominations.

CARRIED

5. c) APPOINTMENT OF RECORDING SECRETARY

MOTION:

MOVED: ELAINE LIMBRICK

SECONDED: ALAN PHILIP

THAT Tara Parkinson be appointed as Recording Secretary. After calling three times, there were no other nominations.

CARRIED

d) CONFIRM CONTACT INFORMATION

Contact information for committee members was verified and corrected:

- Laurain Mills e-mail is now laurainm@uvic.ca
- Elaine Limbrick's phone number is 474-1420.

6. LETTER FROM JACK AND GLENDA BELL RE COMMUNITY MAILBOX SHELTER

Letter was received for information by the Committee. It was noted that this shelter design was intended specifically for Finlayson Arm Road and that it was mainly intended to be a shelter for school children. It was noted that the bulletin board was too high to be practical. Don Kitchen is in conversation with Canada Post about the installation and Council is working on this with the Bells.

7. COMMUNITY WORKS FUNDING AGREEMENT

The Community Works Funding Agreement is a transfer of a portion of federal gasoline tax revenues to municipalities. The Chair handed out Schedules A & B which outline eligible project categories and eligible costs.

Councillor Brotherston explained that Highlands will be receiving about \$40,000 which is intended for a water monitoring study, but it may depend on the state of the municipal budget.

MOTION:
MOVED: FRANK HIEBERT
SECONDED: ELAINE LIMBRICK

THAT discussion of the Community Works Funding Agreement be tabled to the next meeting pending information about the status of the municipal budget.

CARRIED

8. NEW BUSINES

Tara Parkinson brought information to the Committee about fire infrastructure in the Woodridge area. She was one of a group walking the proposed trail on Woodridge Place. Kerry Sutton was describing how the trail could be built, and he noted that the present standpipe used by the Fire Department at Eagle's Lake is only 4" in diameter, and that the new fire truck requires a 6" diameter pipe. So, at present, the new fire truck cannot be filled more than halfway.
(Unconfirmed)

It would seem logical to upgrade the pipe at this time. It was also noted that the present pipe sits too low, (by Kerry's account) and that it would be useful to have a proper pull-off for a fire truck at the lakeside.

MOTION:
MOVED: TARA PARKINSON
SECONDED: LYLE FERGUSON

THAT the Committee recommends that Council (in consultation with the Fire Chief) improve the standpipe at Eagle's Lake, as required, at the same time as the Woodridge Place roadside trail is put in, using amenity monies from the Woodridge Place Development.

CARRIED

9. ADJOURNMENT

MOTION:
MOVED: ELAINE LIMBRICK
SECONDED: FRED YORK

THAT the meeting adjourn at 9:05 p.m.

CARRIED


Evelyn Samuel, Chair