

DISTRICT OF HIGHLANDS
REGULAR COUNCIL MEETING

Minutes of the Regular Council meeting held Monday, December 15th, 1997
at the Caleb Pike House, 1589 Millstream Road at 7:35 p.m.

PRESENT:

Mayor R.G. (Bob) McMinn, Chair
Councillor Cardinal
Councillor Johnson
Councillor Robertson
Councillor Taylor
Councillor Vogel

IN ATTENDANCE: Bruce Woodbury, Administrator
Dawn Scott, Deputy Clerk

1. **PETITIONS AND DELEGATIONS**

Nil

2. **ADOPTION OF THE MINUTES**

a) **Minutes of the Regular Council Meeting Held
Monday, December 1st, 1997:**

**MOTION 720/97 MOVED BY COUNCILLOR VOGEL
SECONDED BY COUNCILLOR ROBERTSON AND RESOLVED
THAT: The minutes of the Regular Council meeting held Monday,
December 1st, 1997, be adopted as circulated.**

CARRIED

3. **BUSINESS ARISING FROM THE MINUTES**

Nil

4. **REPORTS**

a) **Committee Reports**

i) **Administration and Finance**

Councillor Robertson advised that the Administration and Finance Advisory Committee had last met on December 8th, 1997. Councillor Robertson provided an overview of discussions and concerns expressed at the meeting related to development of the five year capital plan .

ii) **Environment**

Councillor Vogel advised that he had nothing to report.

iii) **Parks and Recreation**

Councillor Cardinal advised that the Parks and Recreation Advisory Committee would be meeting on Wednesday, December 17th, 1997 at the West Fire Hall at 7:30 p.m.

- **Parks and Recreation Advisory Committee**
Re: Minutes of the Meeting Held December 8th, 1997:

CARDINAL

MOTION 721/97 MOVED BY COUNCILLOR

**SECONDED BY COUNCILLOR VOGEL AND
RESOLVED THAT: The minutes of the Parks and
Recreation Advisory Committee meeting held
December 8th, 1997, BE RECEIVED FOR
INFORMATIONAL PURPOSES, as recommended in
a report from the Administrator dated December 9th,
1997.**

ARRIED

iv) **Protective Services**

Councillor Johnson advised that she was unable to attend the last Protective Services Advisory Committee and meeting and had nothing to report.

v) **Transportation and Public Works**

Councillor Taylor advised that he had nothing to report.

- **Municipal Hall Advisory Committee**
Re: Municipal Office Site:

**MOTION 722/97 MOVED BY COUNCILLOR TAYLOR
SECONDED BY COUNCILLOR VOGEL AND
RESOLVED THAT: The report from the Municipal
Hall Advisory Committee dated December 9th, 1997
regarding the municipal office site and possible
negative effects of odour from the nearby asphalt
plant, BE RECEIVED FOR INFORMATIONAL
PURPOSES, as recommended in a report from the
Administrator dated December 10th, 1997.**

Councillor Taylor advised that he had visited the residents across the road from the proposed municipal office site who had advised that they had never smelled any odour from the nearby asphalt plant.

ARRIED

Councillor Taylor noted that the Municipal Office Advisory Committee had developed a time frame for commencement of construction of the municipal office as follows:

- public open house Saturday, January 24th, 1998 for presentation of three designs for the municipal office;
- hire a construction manager by March 1st, 1998;
- road access to the municipal office site by April 1st, 1998;
- start construction of the municipal office building by May 1st, 1998; and,
- completion of the municipal office building sometime in the summer.

vi) **Planning and Zoning**

- **Advisory Planning Commission**
Re: Minutes of the Meeting Held December 3rd, 1997:

**MOTION 723/97 MOVED BY COUNCILLOR JOHNSON
SECONDED BY COUNCILLOR ROBERTSON AND
RESOLVED THAT: The minutes of the Advisory
Planning Commission meeting held December 3rd,
1997, BE RECEIVED FOR INFORMATIONAL
PURPOSES as recommended in a report from the
Planning Technician dated December 8th, 1997.**

CARRIED

b) **Mayor's Report**

Mayor McMinn provided information regarding the following:

- **Capital Regional District Board:**

Appointments to the Capital Regional District Board for 1998 remained the same as in 1997 including the Chair. There were no committee changes.

- **Greater Victoria Public Library - Juan de Fuca Branch:**

Had attended and spoken at the official opening of the Juan de Fuca Branch Library on Saturday, December 13th, 1997, noting that 4,311 items had been withdrawn from the library on opening day.

Mayor McMinn noted that although the exterior of the building was fairly ordinary, the interior was very attractive, and that he had spoken to the architect about the proposed municipal office since an architect or engineer would be required to oversee and certify the project.

5. **CORRESPONDENCE**

a) **Letter from the Chairman, Greater Victoria Public Library Board Re: 1998 Provisional Budget:**

**MOTION 724/97 MOVED BY COUNCILLOR VOGEL
SECONDED BY COUNCILLOR JOHNSON AND RESOLVED
THAT: The letter dated November 25th, 1997 from the Chairman,
Greater Victoria Public Library Board regarding the 1998
Provisional Budget, BE RECEIVED FOR INFORMATIONAL
PURPOSES, as recommended in a report from the Administrator
dated December 4th, 1997.**

CARRIED

6. **BY-LAWS**

a) **By-Law No. 100 - Highlands Zoning By-Law No. 100, 1998:**

**MOTION 725/97 MOVED BY COUNCILLOR ROBERTSON
SECONDED BY COUNCILLOR VOGEL AND RESOLVED THAT:
Highlands Zoning By-Law No. 100, 1998, BE GRANTED FIRST
READING, as recommended in a report from the Planning
Technician dated December 11th, 1997.**

The Administrator responded to questions and suggestions of Members of Council relative to the amended zoning by-law. The Administrator advised that further changes were forthcoming, noting that some further consultation with the District's Solicitor was required regarding terminology. The Administrator also noted that information was still being received relative to terminology for some definitions contained in the by-law.

**MOTION 726/97 MOVED BY COUNCILLOR JOHNSON
SECONDED BY COUNCILLOR ROBERTSON AND RESOLVED
THAT: The Highlands Zoning By-Law No. 100, 1998 BE AMENDED
BY DELETING Section 3.5 (1) (l).**

CARRIED

**MOTION 727/97 MOVED BY COUNCILLOR VOGEL
SECONDED BY COUNCILLOR ROBERTSON AND RESOLVED
THAT: The Highlands Zoning By-Law No. 100, 1998 BE AMENDED
AS FOLLOWS:**

SECTION 8.1 - GREENBELT 1 (GB1) ZONE

Section 8.1.3 (3) - 7.5 metres of a front lot line CHANGED to 20 metres of a front lot line to read as follows:

"No building or structure shall be sited within 20 metres of a front lot line except that"

Section 8.1.3 (4) - 5 metres of a side lot line CHANGED to 10 metres of a side lot line to read as follows:

"No building or structure shall be sited within 10 metres of a side lot line except that"

SECTION 8.2 - GREENBELT 2 (GB2) ZONE

Section 8.2.3 (3) - 7.5 metres of a front lot line CHANGED to 20 metres of a front lot line to read as follows:

"No building or structure shall be sited within 20 metres of a front lot line except that . . . "

Section 8.2.3. (4) - 5 metres of a side lot line CHANGED to 10 metres of a side lot line to read as follows:

"No building or structure shall be sited within 10 metres of a side lot line except that . . . "

CARRIED

MAIN MOTION 725/97:

CARRIED

MOTION 728/97 MOVED BY COUNCILLOR VOGEL
SECONDED BY COUNCILLOR JOHNSON AND RESOLVED
THAT: A Public Hearing for the Highlands Zoning By-Law No. 100, 1998 BE SCHEDULED FOR MONDAY, JANUARY 12TH, 1998 at the West Fire Hall, 1564 Millstream Road at 7:30 p.m., as recommended in a report from the Planning Technician dated December 11th, 1997.

CARRIED

MOTION 729/97 MOVED BY COUNCILLOR VOGEL
SECONDED BY COUNCILLOR ROBERTSON AND RESOLVED
THAT: The proposed Highlands Zoning By-Law No. 100, 1998, BE REFERRED TO RELEVANT AGENCIES AND THE ADVISORY PLANNING COMMISSION for comment and recommendations to Council prior to the Public Hearing scheduled for Monday, January 12th, 1998, as recommended in a report from the Planning Technician dated December 11th, 1997.

CARRIED

- b) By-Law No. 101 - Municipal Office Reserve Fund Establishment By-Law No. 101, 1997:

MOTION 730/97 MOVED BY COUNCILLOR ROBERTSON
SECONDED BY COUNCILLOR JOHNSON AND RESOLVED

THAT: Municipal Office Reserve Fund Establishment By-Law No. 101, 1997, BE ADOPTED.

CARRIED

- c) **By-Law No. 102 - Municipal Park Acquisition and Development Reserve Fund Establishment By-Law No. 102, 1997:**

**MOTION 731/97 MOVED BY COUNCILLOR TAYLOR
SECONDED BY COUNCILLOR ROBERTSON AND RESOLVED
THAT: Municipal Park Acquisition and Development Reserve
Fund Establishment By-Law No. 102, 1997, BE ADOPTED.**

CARRIED

7. **NEW BUSINESS**

- a) **Letter from the West Shore Chamber of Commerce
Re: Request for Consideration of a "Fee for Service":**

**MOTION 732/97 MOVED BY COUNCILLOR ROBERTSON
SECONDED BY COUNCILLOR JOHNSON AND RESOLVED
THAT: The letter dated December 1st, 1997 from the President,
West Shore Chamber of Commerce requesting consideration of a
fee for service, BE DEFERRED for consideration in conjunction
with 1998 budget discussions, as recommended in a report from
the Administrator dated December 9th, 1997.**

CARRIED

- b) **Letter from the Project Coordinator, Victoria Natural
History Society's Greenways Inventory Project
Re: Request for Collaboration on Local Greenways Inventorying:**

MOTION 733/97 MOVED BY COUNCILLOR VOGEL

SECONDED BY COUNCILLOR CARDINAL AND RESOLVED THAT:

1. the Natural History Society's request to undertake a Greenways Inventory Project (outlined in a letter from the Project coordinator dated December 3rd, 1997), in collaboration with the District of Highlands on Local Greenways Inventorying as follows:
 - (1) identification of appropriate high and medium priority sites for inventorying;
 - (2) identifying appropriate information to be exchanged to facilitate both inventorying and the ultimate usefulness of results (i.e. provision of large scale cadastral maps);
 - (3) the means by which the project can be accomplished at minimal cost and maximum advantage to both of the parties, and to present and future residents of the region,

BE APPROVED IN PRINCIPLE, AND THAT,

2. the Administrator and Planning Technician **BE DESIGNATED** as the nominees to coordinate activities with the organization,

as recommended in a report from the Administrator dated December 10th, 1997.

ARRIED

Councillor Cardinal left the Council Chamber at 9:40 p.m. due to a perceived conflict of interest.

- c) **Letter from the Head, Municipal Section, Pollution Prevention BC Environment**

Re: Waste Management Permit PR-05280
Highwest Waste Recyclers Ltd.:

**MOTION 734/97 MOVED BY COUNCILLOR TAYLOR
SECONDED BY COUNCILLOR JOHNSON AND RESOLVED
THAT: A LETTER BE SUBMITTED to the Municipal Section,
Pollution Prevention, Ministry of Environment, Lands and Parks,
in response to their letter of December 4th, 1997 EXPRESSING
THE FOLLOWING CONCERNS regarding the proposed
amendment to Waste Management Permit No. PR-05280 for
Highwest Waste Recyclers Ltd.:**

- 1. amending the permit prior to submission of the Design and Operating Plan proposed for submission by January 31st, 1998 to allow for operations to be conducted in compliance with the amended plan rather than operating as per the Interim Operating Plan and the draft final Design and Operating Plan;**
- 2. if the proposed permit amendment is to provide more control then do so but leave contaminated soils regulation as is and exercise control through a Soil Relocation Agreement; AND,**
- 3. include detailed points relating to the permit and operations outlined in a report from the Administrator dated December 12th, 1997.**

CARRIED

Councillor Cardinal returned to the Council Chamber at 9:56 p.m.

8. OTHER BUSINESS

- a) Letter of Response from the Minister of Health Re: Dreams and Decisions - Healthy Communities Funding:**

**MOTION 735/97 MOVED BY COUNCILLOR VOGEL
SECONDED BY COUNCILLOR ROBERTSON AND RESOLVED
THAT: The letter of response from the Minister of Health dated
December 3rd, 1997 (generated at the Regular Council meeting
held November 3rd, 1997, motions 650/97 and 651/97), regarding
Healthy Communities Initiative Funding, BE RECEIVED FOR
INFORMATIONAL PURPOSES, as recommended in a report from
the Administrator dated December 9th, 1997.**

CARRIED

b) Advisory Committee Reappointments:

- Environment Advisory Committee:

**MOTION 736/97 MOVED BY COUNCILLOR VOGEL
SECONDED BY COUNCILLOR JOHNSON AND RESOLVED
THAT: Kent Willner BE REMOVED FROM THE
ENVIRONMENT ADVISORY COMMITTEE due to the lack
of attendance at meetings since March, 1997.**

CARRIED

- Library Services Task Force:

Discussion ensued and it was agreed that the status of the Library
Services Advisory Committee would change to a Task Force.

**MOTION 737/97 MOVED BY COUNCILLOR VOGEL
SECONDED BY COUNCILLOR TAYLOR AND RESOLVED
THAT: The following BE REAPPOINTED to the Library
Task Force for a further one year term expiring December
31st, 1998:**

**Norm Johnson
Jane Mendum**

**Henry T. Kennedy
Karel Roessingh**

**subsequent to a report from the Administrator dated
December 11th, 1997.**

CARRIED

- Municipal Office Advisory Committee:

**MOTION 738/97 MOVED BY COUNCILLOR VOGEL
SECONDED BY COUNCILLOR TAYLOR AND RESOLVED**

THAT: The following BE REAPPOINTED to the Municipal Office Advisory Committee for a further two year term expiring December, 1999:

**Helen Cooper
Patrick Pothier**

**Henry Kennedy
Karel Roessingh**

subsequent to a report from the Administrator dated December 11th, 1997.

CARRIED

- **Parks and Recreation Advisory Committee:**

**MOTION 739/97 MOVED BY COUNCILLOR CARDINAL
SECONDED BY COUNCILLOR ROBERTSON AND
RESOLVED THAT: The following BE REAPPOINTED to
the Parks and Recreation Advisory Committee for a further
two year term expiring December, 1999:**

Alan Philip

subsequent to a report from the Administrator dated December 11th, 1997.

CARRIED

- **Roads Advisory Committee:**

**MOTION 740/97 MOVED BY COUNCILLOR TAYLOR
SECONDED BY COUNCILLOR VOGEL AND
RESOLVED THAT: Colleen Sheehan BE REMOVED from
the Roads Advisory Committee due to the lack of
attendance at meetings since March, 1997.**

CARRIED

**MOTION 741/97 MOVED BY COUNCILLOR VOGEL
SECONDED BY COUNCILLOR TAYLOR AND RESOLVED
THAT: The following BE REAPPOINTED for a further two
year term expiring December, 1999 to the Roads Advisory
Committee:**

Nancy McMinn

Patrick Pothier

subsequent to a report from the Administrator dated
December 11th, 1997.

CARRIED

c) Staff Christmas Bonus:

MOTION 742/97 MOVED BY COUNCILLOR ROBERTSON
SECONDED BY COUNCILLOR JOHNSON AND RESOLVED
THAT: A gift certificate for \$25.00 toward the purchase of a
turkey as a Christmas bonus to staff (6 employees x \$25.00 =
\$150.00), BE APPROVED, as recommended in a report from the
Administrator dated December 9th, 1997.

CARRIED

9. ADJOURNMENT

MOTION 743/97 MOVED BY COUNCILLOR VOGEL
SECONDED BY COUNCILLOR ROBERTSON AND RESOLVED THAT:
The Regular Council meeting held Monday, December 15th, 1997 BE
ADJOURNED at 10:09 p.m.

CARRIED

Mayor R.G. (Bob) McMinn, Chair

Bruce Woodbury, Administrator