

DISTRICT OF HIGHLANDS
REGULAR COUNCIL MEETING

Minutes of the Regular Council meeting held Monday, December 20, 1999 at the Caleb Pike House, 1589 Millstream Road at 7:30 p.m.

PRESENT: Mayor Karel Roessingh, Chair
Councillor Cardinal
Councillor Faris
Councillor McLellan
Councillor McPherson
Councillor Vogel

IN ATTENDANCE: Bruce Woodbury, Administrator
Loranne Hilton, Deputy Clerk

AGENDA

MOTION 759/99 MOVED BY COUNCILLOR CARDINAL
SECONDED BY COUNCILLOR FARIS AND RESOLVED
THAT: The agenda BE AMENDED as follows:

1. By ADDING the following item:

Item 7 j) Capital Regional District Bylaw Enforcement Division
Re: Staff Report Regarding Bylaw Enforcement Services

AND THAT THE AGENDA AS AMENDED BE APPROVED

CARRIED

1. PETITIONS AND DELEGATIONS

a) Highland Heritage Park Society
Re: Heritage Designation for Old Highlands Schoolhouse

Mr. Bob McMinn was in attendance and gave an overview of the letter from the Highland Heritage Park Society requesting heritage designation for the Old Highlands Schoolhouse. He requested that Caleb Pike House also receive heritage designation. Mr. McMinn acknowledged that heritage designation is a lengthy process, but noted that engaging in the process of heritage designation now may assist the Society's request for federal "millennium project" funding for the restoration of the Schoolhouse.

Mr. McMinn also requested that Council give heritage recognition of the Old Highlands Schoolhouse and Caleb Pike House, pursuant to Section 955 of the Municipal Act.

MOTION 760/99 MOVED BY COUNCILLOR VOGEL
SECONDED BY COUNCILLOR CARDINAL AND RESOLVED
THAT: Heritage recognition be given to the Old Highlands Schoolhouse and Caleb Pike House, pursuant to Section 955 of the Municipal Act.

CARRIED

MOTION 761/99 MOVED BY COUNCILLOR VOGEL
SECONDED BY COUNCILLOR FARIS AND RESOLVED
THAT: Staff be directed to prepare the necessary Heritage Designation
Bylaw for the Old Highlands Schoolhouse and Caleb Pike House.

CARRIED

2. ADOPTION OF THE MINUTES

a) Minutes of the Inaugural Council Meeting Held December 6, 1999

MOTION 762/99 MOVED BY COUNCILLOR VOGEL
SECONDED BY COUNCILLOR MCLELLAN AND RESOLVED
THAT: The minutes of the Inaugural Council meeting held December 6, 1999
BE ADOPTED as circulated.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

a) Kingco Developments Ltd.
Re: Conservation Covenant

The Administrator answered Council's queries regarding the proposed
conservation covenant.

MOTION 763/99 MOVED BY COUNCILLOR FARIS
SECONDED BY COUNCILLOR MCPHERSON AND RESOLVED
THAT: The Land Title Act Section 219 Conservation Covenant and Section
218 Statutory Right of Way between the District of Highlands, the Land
Conservancy of BC and River's Crossing Retreat Centre, dated for reference
December 31, 1999 and pertaining to Lot F in a proposed subdivision as
shown on Plan A, BE AUTHORIZED FOR SIGNATURE BY THE MAYOR
AND ADMINISTRATOR.

CARRIED

4. REPORTS

a) Committee Reports

i) Administration and Finance

Councillor McPherson noted that the Administration and Finance
Advisory Committee met December 13, 1999, and reviewed the
provisional budget. She advised that the Committee was prepared to
accept the provisional budget as it stands, with the understanding that
amendments can be made over the next few months if necessary.

ii) Environment

Councillor Faris advised that the next meeting of the Environment
Advisory Committee would take place in the third week of January

2000.

iii) Parks and Recreation

Councillor Cardinal reported that the Parks and Recreation Advisory Committee met earlier in December, where the issue of establishing a Trails Advisory Committee was discussed. Councillor Cardinal noted that the Parks and Recreation Advisory Committee would like to see a joint advisory committee meeting twice a year to keep the volunteers informed of the issues each Committee is working on.

Councillor Cardinal noted that the Committee will meet again February 14, 2000.

iv) Protective Services

Councillor McLellan noted that members were needed for the Protective Services Advisory Committee and that the Committee is tentatively scheduled to meet in the third week of January 2000.

v) Transportation and Public Works

Councillor McPherson relayed her concern regarding the vandalizing of the stop sign on Millstream Road at the Millstream Lake Road intersection. The Administrator advised that steps were being taken to reduce future tampering with the sign. It was noted that a final decision on whether or not the sign should be removed permanently would have to be made.

vi) Planning and Zoning

Nil

b) Mayor's Report

Mayor Roessingh reported that the BC 2000 Book Tour millennium project would be making its first stop in the Highlands on January 4, 2000 at the Caleb Pike House from 10:30 a.m. to noon.

Mayor Roessingh advised that Highlands resident Josie Barclay would be the first resident to sign the book, and that additional pages would be available for all the residents of the Highlands to sign.

Mayor Roessingh noted that with the recent incorporation of Sooke, only one Capital Regional District Electoral Area remained. Previously, a committee for the electoral areas would forward recommendations to the CRD Board for consideration with regards to zoning decisions. Mayor Roessingh advised that as there was now only one elected official for the Electoral Area, zoning decisions would likely not be made by the CRD Board until there was some resolution regarding procedure for dealing with zoning issues within the unincorporated areas.

It was noted by Mayor Roessingh that the "Santa Run" was very successful, resulting in the collection of 800 pounds of food and \$300 in cash donations for the Western Community food banks. He acknowledged all the volunteers,

thanking them for their contribution.

The Mayor also noted that the "road walk" of December 11 had many residents attend.

Mayor Roessingh acknowledged the hard work of volunteers with regards to the recent "work party" for the new Municipal Office.

5. CORRESPONDENCE

Nil

6. BYLAWS

- a) Bylaw No. 130, Provisional Budget By-Law No. 130, 1999

MOTION 764/99 MOVED BY COUNCILLOR MCPHERSON
SECONDED BY COUNCILLOR MCLELLAN AND RESOLVED
THAT: Bylaw No. 130, Provisional Budget By-Law No. 130, 1999 BE
ADOPTED.

CARRIED

- b) Bylaw No. 131, Procedure Bylaw (Notice of Meeting) Amendment Bylaw No.
131, 1999

The Administrator answered Council's queries regarding various sections
of
the Bylaw.

MOTION 765/99 MOVED BY COUNCILLOR VOGEL
SECONDED BY COUNCILLOR FARIS AND RESOLVED
THAT: Bylaw No. 131, Procedure Bylaw (Notice of Meeting) Amendment
Bylaw No. 131, 1999 BE ADOPTED.

CARRIED

7. NEW BUSINESS

- a) Greater Victoria Intermunicipal Committee
Re: Council Appointment and Alternate

MOTION 766/99 MOVED BY COUNCILLOR FARIS
SECONDED BY COUNCILLOR MCLELLAN AND RESOLVED
THAT: Councillor Vogel BE APPOINTED as the District of Highlands'
representative on the Greater Victoria Intermunicipal Committee for a one-
year term expiring December, 2000.

CARRIED

MOTION 767/99 MOVED BY COUNCILLOR VOGEL
SECONDED BY COUNCILLOR MCPHERSON AND RESOLVED
THAT: Councillor Cardinal BE APPOINTED as the District of Highlands'

alternate representative on the Greater Victoria Intermunicipal Committee for a one-year term expiring December, 2000.

CARRIED

- b) Association of Vancouver Island Municipalities
Re: Treaty Advisory Committee - Council Appointment
and Alternate

MOTION 768/99 MOVED BY COUNCILLOR VOGEL
SECONDED BY COUNCILLOR MCLELLAN AND RESOLVED
THAT: Councillor Cardinal BE APPOINTED as the District of Highlands' representative on the Association of Vancouver Island Municipalities Treaty Advisory Committee for a one-year term expiring December, 2000.

CARRIED

- c) Victoria Family Court Committee
Re: Council Appointment

MOTION 769/99 MOVED BY COUNCILLOR VOGEL
SECONDED BY COUNCILLOR MCPHERSON AND RESOLVED
THAT: Councillor Faris BE APPOINTED as the District of Highlands' representative on the Victoria Family Court Committee for a one-year term expiring December, 2000.

CARRIED

- d) Intermunicipal Community on Disability Issues
Re: Council, Alternate and Community Representative
Appointment

MOTION 770/99 MOVED BY COUNCILLOR VOGEL
SECONDED BY COUNCILLOR FARIS AND RESOLVED
THAT: Councillor McPherson BE APPOINTED as the District of Highlands' representative on Intermunicipal Committee on Disability Issues for a one-year term expiring December, 2000.

CARRIED

MOTION 771/99 MOVED BY COUNCILLOR FARIS
SECONDED BY COUNCILLOR MCLELLAN AND RESOLVED
THAT: Councillor Vogel BE APPOINTED as the District of Highlands' alternate representative on the Intermunicipal Committee on Disability Issues for a one-year term expiring December, 2000.

CARRIED

MOTION 772/99 MOVED BY COUNCILLOR MCPHERSON
SECONDED BY COUNCILLOR VOGEL AND RESOLVED
THAT: Marnie Essery BE APPOINTED as the District of Highlands' community representative on the Intermunicipal Committee on Disability

Issues for a one-year term expiring December, 2000.

CARRIED

MOTION 773/99 MOVED BY COUNCILLOR CARDINAL
SECONDED BY COUNCILLOR VOGEL AND RESOLVED
THAT: Councillor McLellan BE APPOINTED as the District of Highlands
representative on the Western Communities Community Policing Advisory
Committee for a one-year term expiring December, 2000.

CARRIED

e) Municipal Insurance Association of British Columbia
Re: 2000 Assessment

There was discussion regarding obtaining quotes from other insurance providers
for liability insurance. It was noted that six months cancellation notice was
required from the Municipal Insurance Association of BC.

There was further discussion regarding alternatives to the MIA for insurance
coverage, and the Administrator noted that he would obtain information from
other municipalities in this regard.

MOTION 774/99 MOVED BY COUNCILLOR VOGEL
SECONDED BY COUNCILLOR MCLELLAN AND RESOLVED
THAT: Payment of the 2000 Assessment to the Municipal Insurance
Association of British Columbia, in the amount of \$14,068 (Invoice No. 5344)
BE AUTHORIZED.

CARRIED

f) The Royal Canadian Legion
Re: Request for Assistance - Millennium Project 2000

MOTION 775/99 MOVED BY COUNCILLOR FARIS
SECONDED BY COUNCILLOR MCLELLAN AND RESOLVED
THAT: The letter from the Royal Canadian Legion, Prince Edward Branch
#91, dated December 6, 1999, requesting assistance with its Millennium
Project 2000 (the naming of new streets after war veterans), BE RECEIVED
FOR INFORMATION.

CARRIED

g) Letter from the Amyotrophic Lateral Sclerosis Society
of British Columbia
Re: Request to Conduct a "Tag Day", Saturday, June 3, 2000

MOTION 776/99 MOVED BY COUNCILLOR VOGEL
SECONDED BY COUNCILLOR MCLELLAN AND RESOLVED
THAT: Permission BE GRANTED to the Amyotrophic Lateral Sclerosis
Society of British Columbia Flower Day Committee to conduct a "Tag Day" on
Saturday, June 3, 2000, throughout the municipality, as requested in a letter
from the Chairperson, Flower Day Committee, dated December 2, 1999.

CARRIED

h) Letter from the Highland District Community Association

Re: Request for Council Support for Native Plant
Demonstration Garden

MOTION 777/99 MOVED BY COUNCILLOR VOGEL
SECONDED BY COUNCILLOR MCPHERSON AND RESOLVED
THAT: SUPPORT IN PRINCIPLE be given for the concept of a native plant
demonstration garden on the grounds of the new Municipal Office, as
requested in a letter from the Chair, Highland District Community
Association, dated December 14, 1999.

Marcie McLean, Chair of the Highland District Community Association was
in attendance, and provided information in response to Council's queries. She
noted that further information on the project would be provided once funding
was obtained.

CARRIED

i) Union of British Columbia Municipalities
Re: 2000 Annual UBCM Dues

MOTION 778/99 MOVED BY COUNCILLOR FARIS
SECONDED BY COUNCILLOR VOGEL AND RESOLVED
THAT: Payment of the 2000 Annual Dues to the Union of British Columbia
Municipalities, in the amount of \$808.32 (Invoice No. D-1260) BE
AUTHORIZED.

CARRIED

j) Capital Regional District Bylaw Enforcement Division
Re: Staff Report Regarding Bylaw Enforcement Services

Miles Drew and Jani Thomas of CRD Bylaw Enforcement were in attendance.
Mr. Drew provided Council with an overview of bylaw enforcement
procedures and operations. He noted that in most cases, inspections are
complaint driven, and that the main goal of bylaw enforcement is compliance.

Further discussion ensued regarding enforcement practices and varying
views and opinions were noted.

8. OTHER BUSINESS

a) Advisory Committee Reappointments/Appointments

MOTION 779/99 MOVED BY COUNCILLOR MCPHERSON
SECONDED BY COUNCILLOR MCLELLAN AND RESOLVED
THAT: The following be appointed to the Administration and Finance
Advisory Committee for a two-year term expiring December, 2001:

Bob McMinn Kathy Chopik Stephen Ward

CARRIED

MOTION 780/99 MOVED BY COUNCILLOR CARDINAL
SECONDED BY COUNCILLOR MCLELLAN AND RESOLVED

THAT: The following be appointed to the Parks and Recreation Advisory Committee for a two-year term expiring December, 2001:

Alan Philip (reappointment) Linda Webster (reappointment)
Laurain Mills

CARRIED

MOTION 781/99 MOVED BY COUNCILLOR MCLELLAN
SECONDED BY COUNCILLOR VOGEL AND RESOLVED
THAT: The following be appointed to the Protective Services Advisory Committee for a two-year term expiring December, 2001:

Peter Talavs

CARRIED

MOTION 782/99 MOVED BY COUNCILLOR VOGEL
SECONDED BY COUNCILLOR FARIS AND RESOLVED
THAT: The following be appointed to the Roads Advisory Committee for a two-year term expiring December, 2001:

Kent Willner Joan Garcia

CARRIED

b) Memorandum from the Administrator
Re: Building Inspection Services - Expiration of Contract

The Administrator provided information regarding the District's contract with the Capital Regional District for Building Inspection Services, and alternatives to the Capital Regional District were discussed. It was noted that further investigation of possible alternatives was needed.

MOTION 783/99 MOVED BY COUNCILLOR CARDINAL
SECONDED BY COUNCILLOR MCLELLAN AND RESOLVED
THAT: The Building Permit Regulations and Inspection Services agreement between the District of Highlands and the Capital Regional District be renewed for a 6 month period from January 1, 2000 to June 30, 2000.

CARRIED

c) Letter from Marcie McLean
Re: Highland Road Side and Roadworks

The issues raised in Ms. McLean's letter regarding road works within the Municipality were discussed.

There was further discussion regarding possible approaches Council may take in responding to concerns of residents with regards to road work being done, and it was noted that strategies for communication with the public could be dealt with

at the January 10, 2000 Committee of the Whole meeting.

MOTION 784/99 MOVED BY COUNCILLOR VOGEL
SECONDED BY COUNCILLOR MCPHERSON AND RESOLVED
THAT: Ms. McLean's letter dated December 15, 1999, regarding Highland roadside and roadworks, BE REFERRED to the Roads Advisory Committee for a recommendation to Council.

CARRIED

d) Report from the Capital Regional District,
Building Inspection Division
Re: Building Permits Issued for the District of Highlands
for November, 1999

MOTION 785/99 MOVED BY COUNCILLOR VOGEL
SECONDED BY COUNCILLOR FARIS AND RESOLVED
THAT: The report from the Capital Regional District, Building Inspection Division, received December 9, 1999, regarding permits issued for the District of Highlands in November, 1999, BE RECEIVED FOR INFORMATION.

CARRIED

e) Staff Christmas Bonus

MOTION 786/99 MOVED BY COUNCILLOR MCPHERSON
SECONDED BY COUNCILLOR VOGEL AND RESOLVED
THAT: A gift certificate for \$25.00 towards the purchase of a turkey as a Christmas bonus to staff (6 employees x \$25.00 = \$150.00), BE APPROVED.

CARRIED

f) Council Meeting Schedule

MOTION 787/99 MOVED BY COUNCILLOR CARDINAL

SECONDED BY COUNCILLOR VOGEL AND RESOLVED
THAT: The Regular Council meeting scheduled for Tuesday, January 4, 2000, BE CANCELLED.

CARRIED

9. ADJOURNMENT

MOTION 788/99 MOVED BY COUNCILLOR VOGEL
SECONDED BY COUNCILLOR FARIS AND RESOLVED
THAT: The Regular Council meeting held Monday, December 20, 1999, BE ADJOURNED at 10:00 p.m.

CARRIED

Karel Roessingh, Mayor

Bruce Woodbury, Administrator

District of Highlands - Regular Council Meeting
Monday, December 20, 1999

Pg. 6