

DISTRICT OF HIGHLANDS
REGULAR COUNCIL MEETING

Minutes of the Regular Council meeting held Tuesday, August 7, 2001 at the East Highlands Fire Hall, 3613 Woodridge Place at 7:45 p.m.

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

IN ATTENDANCE: Bruce Woodbury, Administrator

AGENDA

MOTION 406/01 MOVED BY COUNCILLOR MCPHERSON
SECONDED BY COUNCILLOR VOGEL AND RESOLVED
THAT: the agenda BE AMENDED by adding as item 1 d) Marcie McLean -
Encroachment into Riparian Setbacks.

CARRIED

1. PETITIONS AND DELEGATIONS

a) Capital Regional District Parks
Re: Land Acquisition Fund

Mr. Jeff Ward was in attendance and provided Council with an overview of the status of the CRD Park Land Acquisition Fund and responded to queries from Council members and the public.

b) Rezoning Application RZ-03-00
APPLICANT/OWNER: Province of BC
LOCATION: Frontage on Millstream Road in 1900 Block

Mr. George Penfold and Mr. Gary Martin were in attendance and Mr. Penfold provided Council with background on their rezoning application and reviewed the information contained in his status report dated July 27, 2001. After responding to questions from Council members, Mr. Penfold sought direction from Council as to the next step in the process. It was the consensus of Council that Mr. Penfold amend his previously submitted applications for amendment to the Official Community Plan and Zoning Bylaws to reflect his preferred options from his status report.

c) Potential Emergency Program Vehicle
Re: Short Bodied School Bus

The Emergency Coordinator, Val Fletcher and the Deputy Emergency

Coordinator, Michael Kristiansen were in attendance and Mr. Fletcher provided Council with information regarding the Emergency Program potential uses for a used short bodied school bus.

MOTION 407/01 MOVED BY COUNCILLOR MCPHERSON
SECONDED BY COUNCILLOR VOGEL AND RESOLVED

THAT: The Administrator BE AUTHORIZED to purchase a 1979 short bodied school bus from Bart Robertson, for the sum of \$3,000.00 for use as an Emergency Program vehicle.

CARRIED

d) Marcie McLean
Re: Encroachment into Riparian Setbacks

Ms. McLean provided Council with her opinions regarding encroachments into the 30 metre riparian setback areas. She advised that she has read much information and attended various seminars indicating that a 30 metre riparian setback is a minimum. She questioned whether Council should be permitting encroachments into these areas and referred Council to various sections of the Official Community Plan.

2. ADOPTION OF THE MINUTES

a) Minutes of the Regular Council Meeting held July 16, 2001

MOTION 408/01 MOVED BY COUNCILLOR VOGEL
SECONDED BY COUNCILLOR MCLELLAN AND RESOLVED

THAT: The minutes of the Regular Council meeting held July 16, 2001 BE ADOPTED as circulated.

CARRIED

b) Minutes of the Special Council Meeting held July 30, 2001

MOTION 409/01 MOVED BY COUNCILLOR MCPHERSON
SECONDED BY COUNCILLOR VOGEL AND RESOLVED

THAT: The minutes of the Special Council meeting held July 30, 2001 BE ADOPTED as circulated.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

a) Development Variance Permit Application DVP-07-01
Development Permit Application DP-08-01
APPLICANT/OWNER: Michael Schmitz/First National Properties Ltd.
LOCATION: 700 Block Caleb Pike Road

Michael Schmitz, Don Burnham, Realtor and Thomas Roy of Cascadia Consulting were in attendance. Mr. Schmitz presented his latest revised plan to Council. After discussion Council reiterated that, given the highly sensitive nature of this lot, it needs to see comments from qualified professionals to address each of the applicable development permit guidelines, as was indicated by Council's previous motion at the May 22nd meeting, and during discussions with Mr. Schmitz at the July 16th meeting.

- b) Conservation Covenant Revision
APPLICANT/OWNER: John and Gerda Alderson
LOCATION: 746 Caleb Pike Road

Mr. and Mrs. Alderson were present and spoke in support of their request to remove a portion of land from the covenanted area without providing an area to be covenanted in exchange. Various Council members and the Administrator extended their apologies to the Alderson's for any previous misunderstandings and poor communication. It was the consensus of Council that while a metre for metre exchange area was not required it is expected, and desired, that some area be offered to be covenanted to compensate for the area to be removed. Mrs. Alderson indicated that they preferred not to provide any area in exchange but if they had to they could give up part of the southern area. The Administrator offered to meet with the Aldersons to assist them with their proposal prior to submission to Council.

4. REPORTS

a) Committee Reports

i) Administration and Finance

It was noted that the Administration and Finance Advisory Committee is scheduled to meet on Tuesday, August 14th at 7:30 p.m. at Pike House.

ii) Environment

It was noted that the Environment Advisory Committee is scheduled to meet with members of Council regarding the Committee's role and effectiveness on September 10th at 7:30 p.m. at Pike House.

iii) Parks and Recreation

The Chair of the Parks and Recreation Advisory Committee advised Council that the Parks Master Plan Committee will be meeting on August 15th to review a draft of the Plan.

iv) Protective Services

It was noted that the Protective Services Advisory Committee is scheduled to meet on August 27, 2001, at 7:30 p.m. at the East Fire Hall.

Protective Services Advisory Committee

Re: Minutes of the Meeting held July 18, 2001

MOTION 410/01 MOVED BY COUNCILLOR MCLELLAN

SECONDED BY COUNCILLOR MCPHERSON AND RESOLVED

THAT: The minutes of the Protective Services Advisory Committee

meeting held July 18, 2001 BE RECEIVED FOR INFORMATION.

CARRIED

Memorandum from the Officers of the Highlands Fire Department
Re: Assessment of Fire Department Response Times in the District of Highlands

MOTION 411/01 MOVED BY COUNCILLOR FARIS
SECONDED BY COUNCILLOR VOGEL AND RESOLVED

THAT: A Committee of the Whole meeting with the Officers of the Highlands Fire Department BE SCHEDULED for Thursday, September 6, 2001 at 7:30 p.m. at Pike House.

CARRIED

Memorandum from the Emergency Coordinator
Re: Comments on Insurer's Advisory Organization Inc.'s Municipal Consulting Services Report

MOTION 412/01 MOVED BY COUNCILLOR MCLELLAN
SECONDED BY COUNCILLOR MENDUM AND RESOLVED

THAT: The memorandum from the Emergency Coordinator, dated July 17, 2001 on the Insurer's Advisory Organization Inc.'s Municipal Consulting Services Report BE RECEIVED FOR INFORMATION.

CARRIED

Memorandum from the Protective Services Advisory Committee
Re: Request for letters to be sent to North Highlands Residents Regarding the Level of Fire Protection in the Area

MOTION 413/01 MOVED BY COUNCILLOR MCLELLAN
SECONDED BY COUNCILLOR FARIS AND RESOLVED

THAT: The recommendation from the Protective Services Advisory Committee dated July 18, 2001 requesting that Council send letters to the North Highlands residents regarding the level of fire protection in the area BE DEFERRED until a Committee of the Whole meeting has been held with the Officers of the Highlands Fire Department.

CARRIED

Memorandum from the Protective Services Advisory Committee
Re: Bringing Blind Corners up to Class "C" Standard

MOTION 414/01 MOVED BY COUNCILLOR MENDUM
SECONDED BY COUNCILLOR MCLELLAN AND RESOLVED

THAT: The recommendation from the Protective Services Advisory Committee, dated July 18, 2001 requesting that blind corners identified in the Insurers' Advisory Organization Inc.'s Report for the Assessment of Fire Department Response Times be brought up to

Class "C" Standard BE REFERRED to JBR Highway Consulting Ltd.
for a report to Council.

CARRIED

Memorandum from the Protective Services Advisory Committee
Re: Removing or Improving Blind Corners

MOTION 415/01 MOVED BY COUNCILLOR MCLELLAN
SECONDED BY COUNCILLOR VOGEL AND RESOLVED

THAT: The recommendation from the Protective Services Advisory Committee, dated July 18, 2001 requesting that blind corners identified in the Insurer's Advisory Organization Inc.'s report for the Assessment of Fire Department Response Times be removed and/or improved BE REFERRED to JBR Highway Consulting Ltd. for a report to Council.

CARRIED

Memorandum from the Protective Services Advisory Committee
Re: Sprinkler Systems

MOTION 416/01 MOVED BY COUNCILLOR MCLELLAN
SECONDED BY COUNCILLOR MCPHERSON AND RESOLVED

THAT: The recommendation from the Protective Services Advisory Committee, dated July 19, 2001, requesting that as an incentive to homeowners when installing sprinkler systems in their homes, offering the permit fees at a reduction, not at an additional cost BE REFERRED to the Building Inspector for a report to Council.

CARRIED

v) Transportation and Public Works

MOTION 417/01 MOVED BY COUNCILLOR MENDUM
SECONDED BY COUNCILLOR VOGEL AND RESOLVED

THAT: The minutes of the Roads Advisory Committee meeting held June 21, 2001 BE RECEIVED FOR INFORMATION.

CARRIED

Councillor Mendum advised that the Roads Advisory Committee is scheduled to meet on August 16, 2001 at 7:30 p.m. at Pike House.

Councillor Mendum advised that patching on Munn Road is scheduled to start tomorrow.

vi) Trails

- Trails Advisory Committee

Re: Minutes of the Meeting held July 24, 2001

MOTION 418/01 MOVED BY COUNCILLOR FARIS
SECONDED BY COUNCILLOR MCLELLAN AND
RESOLVED THAT: The minutes of the Trails Advisory
Committee meeting held July 24, 2001 BE RECEIVED FOR
INFORMATION.

CARRIED

Councillor Faris advised that the Trails Advisory Committee is
scheduled to meet on August 28, 2001 at 7:30 p.m. at Pike House.

Councillor Faris also noted that the Trails Advisory Committee is
currently working on the draft Trails Master Plan.

vii) Planning and Zoning

Nil.

b) Mayor's Report

Mayor Roessingh thanked Bob McMinn for his work on the installation of
the cedar siding of the Municipal Office.

It was noted that the report by Ben Marr regarding potential incorporations
will be presented to the Capital Regional District Board.

5. CORRESPONDENCE

a) Letter from Deanna Henry

Re: Restructuring of the Switchback on Munn Road

MOTION 419/01 MOVED BY COUNCILLOR MENDUM

SECONDED BY COUNCILLOR MCLELLAN AND RESOLVED

THAT: The letter from Deanna Henry, dated July 17, 2001, regarding the
restructuring of the switchback on Munn Road, BE RECEIVED FOR
INFORMATION.

CARRIED

b) Letter from the BC SPCA

Re: Community Consultation for the State of Animal Welfare Needs Across
British Columbia

MOTION 420/01 MOVED BY COUNCILLOR VOGEL

SECONDED BY COUNCILLOR MENDUM AND RESOLVED

THAT: The letter from the BC SPCA dated July 20, 2001 regarding the

province wide community consultation process for the state of animal welfare needs across British Columbia BE RECEIVED FOR INFORMATION.

CARRIED

6. BYLAWS

a) "Highlands Zoning Amendment Bylaw No. 159, 2001"

MOTION 421/01 MOVED BY COUNCILLOR MENDUM
SECONDED BY COUNCILLOR FARIS AND RESOLVED
THAT: Consideration of "Highlands Zoning Amendment Bylaw No. 159, 2001" BE DEFERRED to the Regular Council meeting scheduled for August 20, 2001.

CARRIED

b) "CREST Members' Agreement Bylaw No. 162, 2001"

MOTION 422/01 MOVED BY COUNCILLOR FARIS
SECONDED BY COUNCILLOR MENDUM AND RESOLVED
THAT: The memorandum from Paul Murray, Chair of the CREST Project, dated July 19, 2001 regarding a request for adoption of the CREST Bylaw and the appointment of a Director to the CREST Company BE RECEIVED FOR INFORMATION.

CARRIED

MOTION 423/01 MOVED BY COUNCILLOR MCPHERSON
SECONDED BY COUNCILLOR MCLELLAN AND RESOLVED
THAT: "CREST Members' Agreement Bylaw No. 162, 2001" BE ADOPTED.

CARRIED

MOTION 424/01 MOVED BY COUNCILLOR MCPHERSON
SECONDED BY COUNCILLOR VOGEL AND RESOLVED
THAT: Councillor McLellan BE APPOINTED as a Director to the CREST Company.

CARRIED

c) "West Shore Parks and Recreation Commission Bylaw No. 164, 2001"

MOTION 425/01 MOVED BY COUNCILLOR MCLELLAN
SECONDED BY COUNCILLOR MENDUM AND RESOLVED
THAT: "West Shore Parks and Recreation Commission Bylaw No. 164, 2001" BE ADOPTED.

CARRIED

7. NEW BUSINESS

- a) Capital Regional District Monthly Bylaw Enforcement Summary - to June 2001

MOTION 426/01 MOVED BY COUNCILLOR MENDUM
SECONDED BY COUNCILLOR VOGEL AND RESOLVED

THAT: The Capital Regional District Monthly Bylaw Enforcement Summary to June 30, 2001, dated July 11, 2001, BE RECEIVED FOR INFORMATION.

CARRIED

- b) Letter from the Chair, Greater Victoria Public Library Board
Re: Contracts for Service to Tsawout and Songhees Reserve Residents

MOTION 427/01 MOVED BY COUNCILLOR MENDUM
SECONDED BY COUNCILLOR FARIS AND RESOLVED

THAT: Council GIVE CONSENT to the proposed contracts for service to the Tsawout and Songhees Reserve residents as requested and outlined in the letter from the Chair, Greater Victoria Public Library Board, dated June 26, 2001.

CARRIED

- c) Highlands Bulletin Board System (BBS) Status Report

MOTION 428/01 MOVED BY COUNCILLOR VOGEL
SECONDED BY COUNCILLOR MENDUM AND RESOLVED

THAT: The Highlands Bulletin Board System (BBS) Status Report dated July 20, 2001 BE RECEIVED FOR INFORMATION.

CARRIED

- d) Letter from the Capital Regional District
Re: Willis Point Official Community Plan

MOTION 429/01 MOVED BY COUNCILLOR MENDUM
SECONDED BY COUNCILLOR MCLELLAN AND RESOLVED

THAT: In response to the letter from the Capital Regional District dated July 17, 2001, requesting comment to incorporate into an initial draft of an Official Community Plan for the Willis Point portion of the Juan de Fuca Electoral Area, Council reserve comment until such time as a draft of the Plan is available.

CARRIED

- e) Resignation of Karen Partridge from the Roads Advisory Committee and the Trails Advisory Committee

MOTION 430/01 MOVED BY COUNCILLOR MENDUM
SECONDED BY COUNCILLOR VOGEL AND RESOLVED

THAT: Karen Partridge's resignation from the Roads Advisory Committee and Trails Advisory Committee, as indicated in correspondence received by Councillor Mendum, BE RECEIVED WITH REGRET.

CARRIED

f) Letter from KPMG Chartered Accountants
Re: Assessment of 2000 Audit and Financial Statements

MOTION 431/01 MOVED BY COUNCILLOR MCPHERSON
SECONDED BY COUNCILLOR MCLELLAN AND RESOLVED

THAT: The letter from KPMG Chartered Accountants, dated June 4, 2001, regarding the 2000 Audit and Financial Statements BE RECEIVED FOR INFORMATION, AND FURTHER that the letter be referred to the Administration and Finance Advisory Committee for information.

CARRIED

g) Building Report for July 2001

MOTION 432/01 MOVED BY COUNCILLOR VOGEL
SECONDED BY COUNCILLOR MENDUM AND RESOLVED

THAT: The Building Report for July 2001 BE RECEIVED FOR INFORMATION.
CARRIED

h) Letter from West Shore Chamber of Commerce
Re: West Shore Regional Development Committee

MOTION 433/01 MOVED BY COUNCILLOR MCLELLAN
SECONDED BY COUNCILLOR VOGEL AND RESOLVED

THAT: The letter from West Shore Chamber of Commerce, dated July 23, 2001, requesting a \$3,500.00 contribution towards Strategic Planning with respect to Regional Economic Development on the West Shore BE DENIED.

CARRIED

i) Revenue and Expense Summary Report as of July 31, 2001

MOTION 434/01 MOVED BY COUNCILLOR MCPHERSON
SECONDED BY COUNCILLOR MENDUM AND RESOLVED

THAT: The Revenue and Expense Summary Report, as of July 31, 2001, BE RECEIVED FOR INFORMATION.
CARRIED

8. OTHER BUSINESS

a) Staff Report
Re: School Site Acquisitions

MOTION 435/01 MOVED BY COUNCILLOR VOGEL
SECONDED BY COUNCILLOR MCLELLAN AND RESOLVED

THAT: The Resolution adopted by the Board of School Trustees of School District No. 62 (Sooke) on June 26, 2001, regarding the adoption of the eligible School Sites Proposal BE ACCEPTED subject to a revision to the estimate of Eligible Residential Development to 2010 (as shown in Figure 2 of the May 2001 Proposal), as follows:

	Owned	Rented	Total
Single Detached House	125	10	135
Mobile Dwelling	4	1	5
Other Dwelling Types	5	20	25
Subtotal	134	31	165

CARRIED

9. ADJOURNMENT

MOTION 436/01 MOVED BY COUNCILLOR MENDUM
 SECONDED BY COUNCILLOR MCLELLAN AND RESOLVED

THAT: The Regular meeting of Council BE ADJOURNED at 10:40 p.m. AND THAT, pursuant to Section 242.2 of the Local Government Act a meeting in camera be convened to discuss:

? Law enforcement, as Council considers that disclosure might reasonably be expected to harm the conduct of an investigation under or enforcement of an Act, regulation or bylaw.

CARRIED

Karel Roessingh, Mayor
 District of Highlands - Regular Council Meeting
 Tuesday, August 7, 2001

Bruce Woodbury, Administrator