

DISTRICT OF HIGHLANDS
REGULAR COUNCIL MEETING

Minutes of the Regular Council meeting held Monday, October 15, 2001 at the Caleb Pike House, 1589 Millstream Road at 7:30 p.m.

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

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

1. PETITIONS AND DELEGATIONS

a) Parks and Recreation Master Plan

Judith Cullington, Consultant for the Parks and Recreation Master Plan, was in attendance. Ms. Cullington thanked the members of the Steering Committee, noting the knowledge and dedication of the members, and also thanked staff for their assistance. She noted that the Plan supports current Official Community Plan policies and directions, with suggestions for refinement or additions to the OCP.

Ms. Cullington provided an overview of the Plan, drawing attention to Map 1, noting existing Provincial, Regional and Municipal parks, greenways and covenants. It was pointed out that there are some missing connections between the existing parks.

Ms. Cullington went on to provide an overview of Map 4 which included the Steering Committee's recommendations for north-south and east-west connections for wildlife travel between existing parks, potential sites for park land, and identified a need for more public meeting space and a community hall.

In summary, Ms. Cullington noted that Plan's compatibility with the CRD Parks Master Plan and the Regional Growth Strategy maps. She encouraged the municipality to take advantage of opportunities to create more parkland, to continue using volunteers in parks management, and to obtain external funding.

Members of Council expressed their thanks and appreciation to the Steering Committee and the consultant for their efforts.

There was discussion regarding disbanding the Steering Committee, and there was consensus to postpone this following discussion at the November 5, 2001 Regular Council meeting.

MOTION 526/01 MOVED BY COUNCILLOR MCPHERSON
SECONDED BY COUNCILLOR MENDUM AND RESOLVED

THAT: The members of the Highland Parks and Recreation Master Plan Steering Committee and the consultant be thanked for their valuable work

in preparing the Parks and Recreation Master Plan.

CARRIED

MOTION 527/01 MOVED BY COUNCILLOR VOGEL
SECONDED BY COUNCILLOR MCLELLAN AND RESOLVED

THAT: Council members provide staff with any concerns or opportunities related to parks and recreation issues in preparation for discussion of the Parks and Recreation Master Plan at the Regular Council meeting scheduled for November 5, 2001.

CARRIED

b) Development Permit Application DP-14-01
OWNER/APPLICANT: Western Forest Products Ltd./
J. E. Anderson & Associates
LEGAL DESCRIPTION: Section 5, Range 4 West, Highland District

MOTION 528/01 MOVED BY COUNCILLOR VOGEL
SECONDED BY COUNCILLOR MCPHERSON AND RESOLVED

THAT: There BE ISSUED Development Permit DP-14-01 relating to Section 5, Range 4 West, Highland District, except part in Plans VIP60675 and VIP67875, for the construction of a detention pond and a public road substantially as shown on Site Plan A and Drawing A with the following conditions:

? There be substantial adherence to the Environmental Management Plan as provided in excerpts of the report from Enkon Environmental dated July 12, 2001; AND THAT

? Approval of roadworks in Area 2, 3 and 4 on Site Plan A be conditional on the approval of road design drawings as part of a Preliminary Layout Approval for subdivision of the lands on which the roads are located.

CARRIED

c) Mount Work Area Coalition
Re: Commercial Quarrying at Hartland Landfill

Mr. Ron McMillan of the Mount Work Area Coalition was in attendance. Mr. McMillan outlined the Coalition's concerns regarding potential long term negative effects with respect to the Capital Regional District's proposal for a commercial quarry at Hartland Landfill, as indicated in a written report and position paper prepared by the Coalition, which was included in the agenda package. Mr. MacMillan noted that the Coalition is seeking support for its position paper.

Following his presentation, Mr. McMillan answered queries of members of Council with respect to the Coalition's concerns with a quarry at Hartland Landfill.

MOVED BY COUNCILLOR VOGEL

THAT: Consideration of the Mount Work Area Coalition's position paper regarding the Capital Regional District's proposed quarry at Hartland Landfill BE DEFERRED until after the consideration of the subject at the CRD Environment Committee meeting.

Motion failed due to the lack of a seconder.

MOTION 529/01 MOVED BY COUNCILLOR FARIS
SECONDED BY COUNCILLOR VOGEL AND RESOLVED
THAT:

1. Council's concerns regarding the CRD proposal for a quarry at Hartland Landfill BE EXPRESSED to the CRD; AND FURTHER
2. That the Capital Regional District BE REQUESTED to provide information regarding the proposed quarry at Hartland Landfill.

CARRIED

2. ADOPTION OF THE MINUTES

- a) Minutes of the Regular Council Meeting held October 1, 2001

MOTION 530/01 MOVED BY COUNCILLOR MCPHERSON
SECONDED BY COUNCILLOR VOGEL AND RESOLVED
THAT: The minutes of the Regular Council meeting held October 1, 2001 BE ADOPTED as circulated.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

- a) Development Permit Application DP-13-01

OWNER/APPLICANT: Robert McMinn

LEGAL DESCRIPTION: Section 20, Highland District

MOTION 531/01 MOVED BY COUNCILLOR VOGEL

SECONDED BY COUNCILLOR MCPHERSON AND RESOLVED

THAT: There BE ISSUED Development Permit DP-13-01 relating to Section 20, Highland District, for the construction of a bridge with the following conditions:

- a. the bridge be constructed in conformance with Drawings 1 and 2 and in the location described in Section 3 of the report from Enkon Environmental dated October 11, 2001 and as substantially shown on Site Plan A;

- b. the bridge design be structurally certified for its intended use by a professional engineer with relevant competency and experience;

- c. there be substantial adherence to the Environmental Management Plan as provided in Section 5 of the report from Enkon Environmental dated October 11, 2001; AND THAT

- d. all work related to the bridge construction and site rehabilitation be completed prior to Thursday, November 15, 2001.

There was discussion regarding the proposed issuance of DP-13-01, and varying views and opinions were noted.

In response to queries of members of Council, the Administrator noted that Council's decision is relative to the Development Permit area within which the proposed works are to take place, not beyond.

CARRIED

(Councillor McPherson recorded as opposed)

b) Fire Department Vehicle

In response to queries of members of Council, the Administrator reviewed the process followed in obtaining quotations for the purchase or lease of a Fire Department vehicle.

There was discussion regarding the specifications of the vehicle, and varying views and opinions were noted in this regard. The Administrator advised Council of the uses envisaged for the vehicle, and the rationale behind the various specifications requested in the process of obtaining quotations from dealerships.

Discussion ensued regarding the possible development of a Council policy with respect to the use of Municipal vehicles.

c) Memorandum from the Deputy Clerk

Re: Employee Policy Amendments

MOTION 532/01 MOVED BY COUNCILLOR MCPHERSON

SECONDED BY COUNCILLOR FARIS AND RESOLVED

THAT: The Deputy Clerk BE AUTHORIZED to exceed Section 2 e. of Employee Policy 1104 - Hours of Work for the years 2000 and 2001 with respect to maximum banked overtime.

CARRIED

MOTION 533/01 MOVED BY COUNCILLOR VOGEL

SECONDED BY COUNCILLOR MCLELLAN AND RESOLVED

THAT: The Building Inspector BE AUTHORIZED to exceed Section 2 e. of Employee Policy 1104 - Hours of Work for the year 2001 with respect to maximum banked overtime.

CARRIED

MOTION 534/01 MOVED BY COUNCILLOR VOGEL

SECONDED BY COUNCILLOR MCPHERSON AND RESOLVED

THAT: Section 1 b. of Employee Policy 1104 - Hours of Work BE REPLACED with the following:

b. The normal work week for the positions of Accounting Clerk and Secretary/Receptionist/Cashier shall be as follows:

i. Accounting Clerk - Monday through Friday, twenty (20) hours per week.

ii. Secretary/Receptionist/Cashier - Monday through Friday, twenty (20) hours per week.

CARRIED

MOTION 535/01 MOVED BY COUNCILLOR MCPHERSON

SECONDED BY COUNCILLOR FARIS AND RESOLVED

THAT: Section 3 of Employee Policy 1107 - Leave of Absence BE REPLACED with the following:

3. General Leave

An employee may be entitled to leave of absence without pay when he/she requests such leave, in writing, for good and sufficient cause. A request for leave of up to one week requires the approval of the Administrator. A request for leave in excess of one week requires the approval of Council.

CARRIED

MOTION 536/01 MOVED BY COUNCILLOR VOGEL

SECONDED BY COUNCILLOR MCPHERSON AND RESOLVED

THAT: Employee Policy 1119 - Wage Schedule - General Staff BE REPLACED with the following:

Wage Schedule

Wages will be paid according to a two-step schedule as follows:

Step I Probationary period (3 months for part time, 6 months for full time). Pay rates during the probationary period for all positions will depend on the employee's qualifications and experience.

Step II Upon successful completion of a probationary period, a salary review will be conducted.

CARRIED

4. REPORTS

a) Committee Reports

i) Administration and Finance

- Administration and Finance Advisory Committee
Re: Minutes of the Meeting held October 9, 2001

MOTION 537/01 MOVED BY COUNCILLOR MCPHERSON
SECONDED BY COUNCILLOR FARIS AND RESOLVED

THAT: The minutes of the Administration and Finance
Advisory Committee meeting held October 9, 2001 BE
RECEIVED FOR INFORMATION.

CARRIED

The next meeting of the Administration and Finance Advisory
Committee is scheduled for November 13, 2001 at 7:30 p.m. at Pike
House.

ii) Environment

The next meeting of the Environment Advisory Committee is
scheduled for October 22, 2001 at 7:30 p.m. at Pike House.

iii) Parks and Recreation

- Parks and Recreation Advisory Committee
Re: Minutes of the Meeting held October 9, 2001

MOTION 538/01 MOVED BY COUNCILLOR VOGEL
SECONDED BY COUNCILLOR MCLELLAN AND
RESOLVED THAT: The minutes of the Parks and Recreation
Advisory Committee meeting held October 9, 2001 BE
RECEIVED FOR INFORMATION.

CARRIED

- Parks and Recreation Advisory Committee
Re: Safety of Playground Equipment

MOTION 539/01 MOVED BY COUNCILLOR VOGEL
SECONDED BY COUNCILLOR MCPHERSON AND
RESOLVED THAT: The possibility of arsenic in pressure-
treated wood used in playground equipment or picnic tables in
the Highlands be investigated by staff.

CARRIED

iv) Protective Services

- Protective Services Advisory Committee
Re: Minutes of the Meeting held September 24, 2001

MOTION 540/01 MOVED BY COUNCILLOR MCLELLAN
SECONDED BY COUNCILLOR MCPHERSON AND
RESOLVED THAT: The minutes of the Protective Services

Advisory Committee meeting held September 24, 2001 BE
RECEIVED FOR INFORMATION.

CARRIED

- Protective Services Advisory Committee
Re: Sprinkler Systems

MOTION 541/01 MOVED BY COUNCILLOR MENDUM
SECONDED BY COUNCILLOR FARIS AND RESOLVED

THAT: The recommendation from the Protective Services
Advisory Committee dated September 26, 2001, regarding
sprinkler systems BE REFERRED to the Building Inspector.

CARRIED

The next meeting of the Protective Services Advisory Committee is
scheduled for October 22, 2001 at 7:30 p.m. at the East Fire Hall.

v) Transportation and Public Works

The next meeting of the Roads Advisory Committee is scheduled for
October 18, 2001 at 7:30 p.m. at Pike House.

Councillor Mendum provided an update with respect to current road
projects and their estimated completion times.

vi) Trails

The next meeting of the Trails Advisory Committee is scheduled for
October 23, 2001 at 7:30 p.m. at Pike House.

vii) Planning and Zoning

Nil.

b) Mayor's Report

The Mayor noted the recent "planting bee" at the Municipal Office,
acknowledging the tremendous amount of work accomplished by the
volunteers.

Mayor Roessingh noted that he recently attended the moving dedication
service for the Langford war memorial.

Councillor McPherson introduced some housing affordability information
received from the Capital Families Association noting that it would be
desirable to have Mr. Stott of the Capital Families Association make a
presentation to Council at a future date.

5. CORRESPONDENCE

a) Letter from the Mayor, City of Courtenay

Re: September 11 United Way Fund

MOTION 542/01 MOVED BY COUNCILLOR FARIS
SECONDED BY COUNCILLOR MENDUM AND RESOLVED

THAT: The letter from the Mayor, City of Courtenay, dated September 21, 2001, regarding a request for a donation to the September 11 United Way Fund BE RECEIVED FOR INFORMATION.

CARRIED

6. BYLAWS

- a) "Tree Management Bylaw Amendment Bylaw No. 167, 2001"

MOTION 543/01 MOVED BY COUNCILLOR MCPHERSON
SECONDED BY COUNCILLOR FARIS AND RESOLVED

THAT: "Tree Management Bylaw Amendment Bylaw No. 167, 2001" BE ADOPTED.

CARRIED

7. NEW BUSINESS

- a) Revenue and Expense Summary Report - September 30, 2001

MOTION 544/01 MOVED BY COUNCILLOR MCPHERSON
SECONDED BY COUNCILLOR MENDUM AND RESOLVED

THAT: The Revenue and Expense Summary Report for the month ending September 30, 2001 BE RECEIVED FOR INFORMATION.

CARRIED

- b) Letter from Ron Burke

Re: Request to Purchase Road Right of Way - Stag Road

MOTION 545/01 MOVED BY COUNCILLOR VOGEL
SECONDED BY COUNCILLOR MENDUM AND RESOLVED

THAT:

1. A public consultation process be undertaken with respect to the requested road closure and purchase of road right of way on Stag road as outlined by Ron Burke in his letter and attached plan dated October 6, 2001, with the consultation to include a bulk mailout to residents indicating that presentations or correspondence to Council will be received at the Regular meeting scheduled for December 3, 2001; AND FURTHER

2. That Mr. Burke's request for road closure and purchase of road right of way BE REFERRED to the Parks and Recreation Advisory

Committee for comment to be submitted to Council for the December 3, 2001 Regular meeting.

CARRIED

c) Letter from Ron Burke

Re: Request for Appointment to the Parks and Recreation Advisory Committee

MOTION 546/01 MOVED BY COUNCILLOR MCLELLAN

SECONDED BY COUNCILLOR MENDUM AND RESOLVED

THAT: Ron Burke BE APPOINTED to the Parks and Recreation Advisory Committee for the remainder of a two-year term expiring December 31, 2002

CARRIED

d) Letter from Erin Sanford

Re: Request for Appointment to the Environment Advisory Committee

MOTION 547/01 MOVED BY COUNCILLOR FARIS

SECONDED BY COUNCILLOR MCLELLAN AND RESOLVED

THAT: Erin Sanford BE APPOINTED to the Environment Advisory Committee for the remainder of a two-year term expiring December 31, 2002

CARRIED

e) Memorandum from the Planning Technician

Re: Eco-Industrial Project

MOTION 548/01 MOVED BY COUNCILLOR MCPHERSON

SECONDED BY COUNCILLOR FARIS AND RESOLVED

THAT: The District of Highlands participate in a scoping study for a pilot Eco-Industrial Project and that staff be directed to prepare and submit an Expression of Interest for the study.

CARRIED

8. OTHER BUSINESS

a) Highway Abandonment - "Stag Road Closure Bylaw No. 165, 2001"

MOTION 549/01 MOVED BY COUNCILLOR VOGEL

SECONDED BY COUNCILLOR MCPHERSON AND RESOLVED

THAT: A request for highway abandonment BE INITIATED with respect to that part of the Road Right of Way on Stag Road as outlined on Schedule "A" to "Stag Road Closure Bylaw No. 165, 2001".

CARRIED

9. ADJOURNMENT

a) MOTION 550/01 MOVED BY COUNCILLOR MCPHERSON
SECONDED BY COUNCILLOR VOGEL AND RESOLVED

THAT: The regular meeting of Council be adjourned at 9:52 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
Monday, October 15, 2001

Bruce Woodbury, Administrator