

DISTRICT OF HIGHLANDS
REGULAR COUNCIL MEETING

Minutes of the Regular Council meeting held Monday, December 16, 2002, at the Caleb Pike House, 1589 Millstream Road at 7:30 p.m.

PRESENT: Mayor Roessingh, Chair
Councillor K. Brotherston
Councillor M. Brotherston
Councillor Cardinal
Councillor Kadar
Councillor McPherson
Councillor Mendum

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

1. PETITIONS AND DELEGATIONS

- a) Development Permit Application DP-21-02
APPLICANT: Island View Development Corporation
LOCATION: Highlands Estates Subdivision

Mr. Danny Carrier of J. E. Anderson and Associates was in attendance in support of the application, and answered queries of Council in this regard.

MOTION 468/02 MOVED BY COUNCILLOR MENDUM
SECONDED BY COUNCILLOR CARDINAL AND RESOLVED
THAT:

1. Development Permit DP-21-02A BE ISSUED in relation to Part of the Remainder of Lot 3, Plan VIP59526, Sections 30, 35, 71 and 72, Highland District in order to authorize the subdivision of the lands, AND FURTHER,
2. That Development Permit DP-21-02B, in relation to Part of the Remainder of Lot 3, Plan VIP59526, Sections 30, 35, 71 and 72, Highland District in order to authorize selective vegetation removal, tree cutting and removal of debris for the purposes of installing a firebreak flanking the westerly portion of the lands BE DEFERRED pending receipt of the information referenced in the report from the Planning Technician dated December 16, 2002.

Discussion ensued and varying views and opinions were noted.

CARRIED
(Councillor K. Brotherston recorded as opposed)

2. ADOPTION OF THE MINUTES

- a) Minutes of the Regular Council Meeting held December 2, 2002

MOTION 469/02 MOVED BY COUNCILLOR MCPHERSON
SECONDED BY COUNCILLOR KADAR AND RESOLVED
THAT: The minutes of the Regular Council meeting held December 2,
2002 BE ADOPTED AS CIRCULATED.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

Nil.

4. REPORTS

a) Committee Reports

- i) Administration and Finance

It was noted that recommendations regarding Kingco's rezoning application RZ-04-02 and the minutes from the last Administration and Finance Advisory Committee would be forthcoming.

The next meeting of the Administration and Finance Advisory Committee is scheduled for January 14, 2003.

- ii) Environment

The next Environment Advisory Committee meeting has yet to be scheduled.

- iii) Parks and Recreation

Councillor K. Brotherston noted that the Parks and Recreation Advisory Committee met December 9, 2002 and the minutes would be forthcoming.

The next meeting of the Parks and Recreation Advisory Committee is scheduled for January 13, 2002.

iv) Protective Services

The Protective Services Advisory Committee is scheduled to meet January 27, 2003 at 7:30 p.m. at the West Fire Hall.

v) Roads

- Roads Advisory Committee
Re: Minutes of the Meeting held November 21, 2002

MOTION 470/02 MOVED BY COUNCILLOR MENDUM
SECONDED BY COUNCILLOR MCPHERSON AND
RESOLVED THAT: The minutes of the Roads Advisory
Committee meeting held November 21, 2002 BE RECEIVED
FOR INFORMATION.

CARRIED

It was noted that the next meeting of the Roads Advisory
Committee is scheduled for December 19, 2002.

vi) Trails

It was noted that the next meeting of the Trails Advisory Committee
is scheduled for December 17, 2002.

vii) Planning and Zoning

Nil.

b) Mayor's Report

Mayor Roessingh advised that the Santa Run is scheduled for Sunday,
December 22.

The Mayor also noted that a 7.5% increase is proposed in the Capital
Regional District provisional budget, which will be under discussion.

5. CORRESPONDENCE

- a) Letter from Inspector R. D. Betker, Officer In Charge, West Shore RCMP
Detachment
Re: RCMP Service for the District of Highlands

Mayor Roessingh advised that Inspector Betker's letter was in response to
inquires by the District of Highlands regarding RCMP service.

MOTION 471/02 MOVED BY COUNCILLOR MENDUM
SECONDED BY COUNCILLOR M. BROTHERSTON AND RESOLVED
THAT: The letter from Inspector R. D. Betker, Officer in Charge, West
Shore RCMP Detachment, dated November 14, 2002 regarding RCMP
service for the District of Highlands, BE RECEIVED FOR INFORMATION.

CARRIED

6. BYLAWS

- a) “District of Highlands Parks Reserve Fund Expenditure Bylaw No. 191,
2002”

MOTION 472/02 MOVED BY COUNCILLOR MCPHERSON
SECONDED BY COUNCILLOR MENDUM AND RESOLVED
THAT: “District of Highlands Parks Reserve Fund Expenditure Bylaw No.
191, 2002” BE ADOPTED.

CARRIED

7. NEW BUSINESS

- a) Memorandum from the Deputy Clerk
Re: Bank Signing Authority

MOTION 473/02 MOVED BY COUNCILLOR MENDUM
SECONDED BY COUNCILLOR MCPHERSON AND RESOLVED
THAT:

1. Bruce Woodbury the Treasurer of the District of Highlands

(the “Corporation”) be and is hereby authorized for and on behalf of
the Corporation to negotiate with, deposit with, or transfer to
ROYAL BANK OF CANADA (the “Bank”), for credit to the
Corporation’s account only all or any cheques and other orders for
the payment of money, and for that purpose to endorse the same
on behalf of the Corporation either in writing or by rubber stamp.
2. That all cheques of the Corporation be drawn in the name of the
Corporation and be signed on its behalf by Bruce Woodbury,
Treasurer/Administrator OR Lorraine Hilton, Deputy Clerk, and
signed/countersigned by Karel Roessingh, Mayor, OR Mark
Cardinal, Councillor and Liaison to the Finance Committee.

3. That any one of them be and are hereby authorized for and on behalf of the Corporation from time to time to receive from the said Bank a statement of the account of the Corporation together with all relative vouchers and all unpaid bills lodged for collection by the Corporation and all items returned unpaid and charged to the account of the Corporation, and to sign and deliver to the Bank the Bank's form of verification, settlement of balance and release.

4. That Bruce Woodbury, Treasurer/Administrator OR Lorraine Hilton, Deputy Clerk, together with Karel Roessingh, Mayor OR Mark Cardinal, Councillor and Liaison to the Finance Committee be and are hereby authorized for and on behalf of the Corporation to obtain delivery from the Bank of all or any stocks, bonds and other securities held by the Bank in safekeeping or otherwise for the account of the Corporation and to give valid and binding receipts therefor.

5. That this resolution be communicated to the Bank and remain in force until written notice to the contrary shall have been given to the Manager for the time being of the branch of the Bank at which the account of the corporation is kept and receipt of such notice duly acknowledged in writing.

CARRIED

- b) Letter from Simon Joslin, CRD Manager, Property and Bylaw Enforcement Services
Re: Increase in Hourly Rate for CRD Bylaw Enforcement Services

There was discussion regarding the Capital Regional District's Bylaw Enforcement Services, and the Administrator provided information in this regard.

MOTION 474/02 MOVED BY COUNCILLOR MENDUM
SECONDED BY COUNCILLOR M. BROTHERSTON AND RESOLVED
THAT: The increase in the hourly rate for CRD Bylaw Enforcement from \$62.00 per hour to \$68.00 per hour, as noted in the letter from the CRD Manager, Property and Bylaw Enforcement Services dated November 25, 2002, BE AUTHORIZED.

CARRIED

- c) Memorandum from the Deputy Clerk
Re: Advisory Committee Re-appointments

MOTION 475/02 MOVED BY COUNCILLOR MENDUM
SECONDED BY COUNCILLOR M. BROTHERSTON AND RESOLVED
THAT: The following residents BE RE-APPOINTED to the District of
Highlands' Advisory Committees, all for two-year terms expiring December
31, 2004, as follows:

Administration and Finance:

Angela Aarts-Faris

Environment:

Marcie McLean Erin Sanford

Parks and Recreation:

Marian Taylor

Protective Services:

Mandy Schuttinga

Roads:

John Chew

Trails:

Sheila Herbert

CARRIED

- d) Appointment of Board of Variance Secretary

MOTION 476/02 MOVED BY COUNCILLOR MCPHERSON
SECONDED BY COUNCILLOR CARDINAL AND RESOLVED
THAT: That pursuant to "Board of Variance Bylaw No. 8, 1993", the
appointment of Kevin Key as the Secretary to the District of Highlands of
Highlands Board of Variance BE RESCINDED, AND FURTHER, that
Planning Technician Jay Bradley BE APPOINTED as Secretary.

CARRIED

- e) Memorandum from the Deputy Clerk
Re: UBCM Seminar for Newly Elected Officials

MOTION 477/02 MOVED BY COUNCILLOR MENDUM
SECONDED BY COUNCILLOR KADAR AND RESOLVED
THAT: The registration fees and related expenses for the attendance of
all members of Council at the UBCM Seminar for Newly Elected Officials,
to be held January 22 to 24, 2003 in Nanaimo, BC BE AUTHORIZED.

CARRIED

- f) Revenue and Expense Summary Report

MOTION 478/02 MOVED BY COUNCILLOR CARDINAL
SECONDED BY COUNCILLOR MCPHERSON AND RESOLVED
THAT: The Revenue and Expense Summary Report to December 13,
2002 BE RECEIVED FOR INFORMATION.

CARRIED

- g) CRD Bylaw Enforcement Summary – November 2002

MOTION 479/02 MOVED BY COUNCILLOR MENDUM
SECONDED BY COUNCILLOR M. BROTHERSTON AND RESOLVED
THAT: The Capital Regional District Monthly Bylaw Enforcement
Summary report dated December 6, 2002, for the month of November
2002, BE RECEIVED FOR INFORMATION.

CARRIED

- h) Memorandum from the Administrator
Re: Employee Banked Overtime

MOTION 480/02 MOVED BY COUNCILLOR MCPHERSON
SECONDED BY COUNCILLOR CARDINAL AND RESOLVED
THAT: The Planning Technician BE AUTHORIZED to exceed Section 2.e
of Employee Policy 104 – Hours of Work for the year 2002 with respect to
maximum banked overtime.

CARRIED

8. OTHER BUSINESS

- a) Advisory Planning Commission Appointments

A vote by secret ballot was conducted for the vacant positions on the
Advisory Planning Commission.

MOTION 481/02 MOVED BY COUNCILLOR CARDINAL
SECONDED BY COUNCILLOR M. BROTHERSTON AND RESOLVED
THAT: Michael Bocking BE APPOINTED to the Advisory Planning
Commission for the remainder of a two-year term expiring March 31,
2004.

CARRIED

MOTION 482/02 MOVED BY COUNCILLOR CARDINAL
SECONDED BY COUNCILLOR MENDUM AND RESOLVED
THAT: Colleen Robertson BE APPOINTED to the Advisory Planning
Commission for the remainder of a two-year term expiring March 31,
2003.

CARRIED

MOTION 483/02 MOVED BY COUNCILLOR MENDUM
SECONDED BY COUNCILLOR K. BROTHERSTON AND RESOLVED
THAT: The ballots used for the vote with respect to the vacant positions
on the Advisory Planning Commission BE DESTROYED.

CARRIED

9. ADJOURNMENT

MOTION 484/02 MOVED BY COUNCILLOR CARDINAL
SECONDED BY COUNCILLOR MENDUM AND RESOLVED
THAT: The Regular meeting of Council BE ADJOURNED at 8:23 p.m. AND
THAT, pursuant to Section 242.2 of the *Local Government Act*, a meeting *in
camera* be convened to discuss:

- Disposition of Lands
- Personnel

CARRIED