

DISTRICT OF HIGHLANDS
REGULAR COUNCIL MEETING

Minutes of the Regular Council meeting held Monday, February 17, 2003, at 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

AGENDA

MOTION 64/03 MOVED BY COUNCILLOR CARDINAL
SECONDED BY COUNCILLOR M. BROTHERSTON AND RESOLVED
THAT: The agenda BE AMENDED by adding the following item:

- Item 7h) Memorandum from the Manager of Administrative Services,
West Shore Parks and Recreation Society
Re: 2003 Restated Budget
- Item 4a)vii) Memorandum from the Planning Technician
Re: Rezoning Application RZ-05-02
Lot A, Section 30, Highland District, Plan VIP58848 (First National
Properties Ltd.)

AND THAT the agenda as amended BE APPROVED.

CARRIED

1. PETITIONS AND DELEGATIONS

- a) Development Permit Application DP-07-03
OWNER/APPLICANT: Mark Cardinal
LOCATION: 1350 Millstream Road

Councillor Cardinal stated a conflict of interest given that the application before Council was submitted by him with respect to his property, and left the meeting at 7:32 p.m.

MOTION 65/03 MOVED BY COUNCILLOR MCPHERSON
SECONDED BY COUNCILLOR KADAR AND RESOLVED THAT:

1. Notification BE ISSUED for the proposed issuance of Development Permit DP-07-03 pertaining to Lot 4, Section 27, Highland District, Plan 24908 that would vary Zoning Bylaw 100:
 - a) in Section 3.3(1)(d) by decreasing the required setback from the natural boundary of watercourses from 30 metres to 15 metres, to permit the construction of an accessory building (Storage Barn);
and

for the purpose of building a Storage Barn, and related site preparation, on lands located within 30 metres of a wetland-watercourse included within Development Permit Area #2 (Water and Riparian Features), as shown generally in the Plan attached as Schedule 1, subject to the following conditions:

1. Throughout the process of site preparation and construction, measures shall be taken to prevent modification of, and impact upon, the existing drainage course.
2. Perimeter roof drainage shall be designed and installed to promote ground infiltration and direct drainage away from the drainage course, to the satisfaction of the Building Inspector.

CARRIED

Councillor Cardinal returned to the meeting at 7:34 p.m.

- b) Community Social Planning Council of Greater Victoria

Maybel Jean Rawlins-Brannan was in attendance and made a presentation to Council regarding the Community Social Planning Council's role in the community and with local government representatives. Ms. Rawlins-Brannan provided written material regarding the Community Social Planning Council to members of Council.

- c) Development Variance Permit DVP-01-03
OWNER/APPLICANT: Highland 1 Holdings Ltd.
LOCATION: Highlands Estates Subdivision Phase 1

MOTION 66/03 MOVED BY COUNCILLOR MCPHERSON
SECONDED BY COUNCILLOR CARDINAL AND RESOLVED
THAT: There be issued Development Variance Permit DVP-01-03, pertaining to Highland Estates Subdivision Phase 1 (Registered Plan VIP74674), that would vary District of Highland's "Subdivision or Development of Land Bylaw No.154, 2001":

- a. in Schedule B, Section D2, Item 2.4, by removing the requirement to create an overland flow route with a right-of-way for the 1:200 year rainfall event, and instead, address major storm events by the natural water courses and drainage routes which are generally protected outside of the Residential Use Zones;
- b. in Schedule B, Section R, Item 13, by varying the requirement for a country lane asphalt width of 5.4 m to permit an asphalt width of 6.0 m. for Road C, as shown on the subdivision concept plan attached as Schedule 1;
- c. in Schedule B, Section R, Item 21, by varying the requirement for driveways to follow proper boulevard slope to avoid flooding the road, and instead, permit the construction of asphalt driveway aprons with water controls to direct driveway water to the roadside ditch.
- d. in Schedule B, Section WA 2, Item 2.1 B, by varying the requirement for, and accept a report using, the "DRASTIC" approach to assess the ground water systems, as per the letter by Thurber Engineering Ltd. dated December 4, 2002.

CARRIED

MOTION 67/03 MOVED BY COUNCILLOR MENDUM

SECONDED BY COUNCILLOR CARDINAL AND RESOLVED

THAT: There be issued Development Variance Permit DVP-01-03, pertaining to Highland Estates Subdivision Phase 1 (Registered Plan VIP74674), that would vary District of Highland's "Subdivision or Development of Land Bylaw No.154, 2001":

- e. in Schedule B, Section R, Item 13, to vary the requirement for a local road asphalt width of 6.6 metres and to permit an asphalt width of 6.0 metres, with 0.5 metre wide gravel shoulders for Road D.

CARRIED

- d) Development Permit Application DP-08-03
OWNER/APPLICANT: Highland 1 Holdings Ltd.
LOCATION: Highlands Estates Subdivision Phase 2

MOTION 68/03 MOVED BY COUNCILLOR CARDINAL

SECONDED BY COUNCILLOR M. BROTHERSTON AND RESOLVED

THAT: There BE ISSUED Development Permit 08 03 relating to the Remainder of Lot 3, Sections 30 and 72, Highland District, Plan VIP59526 except part in Plan VIP63277 and Plan VIP74674, to authorize the subdivision of lands (including the construction of roads and driveways, and tree-cutting) within Development Permit Areas, in general accordance with the Preliminary Subdivision Plan attached hereto as Schedule 1, with the following conditions addressed prior to any further works being undertaken:

- a) That the Subdivisor shall, at their expense, furnish reports, plans and documentation, to the satisfaction of the Approving Officer, identified as follows:
 - i) a report by a Registered Professional Biologist (RPBio) providing recommendations for the protection of significant vegetation and habitat communities, and for mitigation of the impact of construction on such communities, wetlands and watercourses; and,
 - ii) Detailed Design Drawings and recommendations prepared by a Registered Professional Engineer (P.Eng) providing the design to address the construction of the roads, driveways, and the storm drainage system (including culverting).

- b) That all works undertaken for the subdivision which are the subject of this Development Permit, adhere to the recommendations of the Registered Professional Biologist, and Detailed Design of the Professional Engineer, as deemed acceptable by the Approving Officer.

CARRIED

- e) Development Variance Permit Application DVP-02-03
OWNER/APPLICANT: Steven Wunderlich
LOCATION: Lot 9, Section 72, Highland District, Plan VIP74674

MOTION 69/03 MOVED BY COUNCILLOR CARDINAL
SECONDED BY COUNCILLOR K. BROTHERSTON AND RESOLVED
THAT: Notification BE ISSUED for the proposed issuance of Development Variance Permit DVP-02-03 pertaining to Lot 9, Section 72, Highland District, Plan VIP74674, as shown in Schedule A, that would vary Zoning Bylaw 100:

- a) in Section 6.4.3(7) by increasing the maximum floor area of the principle building on a lot from 322 square metres to 358.45 square metres as substantially shown in the floor plans attached as Schedule B.

CARRIED

There was discussion regarding the square footage regulations in the Zoning Bylaw, and varying views and opinions were noted.

MOTION 70/03 MOVED BY COUNCILLOR CARDINAL
SECONDED BY COUNCILLOR K. BROTHERSTON AND RESOLVED
THAT: Staff BE DIRECTED to bring the Zoning Bylaw before Council for consideration of square footage regulations.

CARRIED

(Councillor McPherson recorded as opposed)

- f) Development Permit Application DP-09-03
OWNER/APPLICANT: Blair and Maria Veenstra
LOCATION: Strata Lot 2, Section 4, Range 3W and 4W, Highland District,
Strata Plan VIS5080

MOTION 71/03 MOVED BY COUNCILLOR CARDINAL
SECONDED BY COUNCILLOR KADAR AND RESOLVED

THAT: Notification BE ISSUED for the proposed issuance of Development Permit DP-09-03 pertaining to Strata Lot 2, Section 4, Range 3W and 4W, Highland District, Strata Plan VIS5080, that would vary Zoning Bylaw 100:

- a) in Section 6.8.3(4) to permit the construction of an accessory building (garage):

From: No building or structure shall be sited within 3 metres of a side lot line.

To: No building or structure shall be sited within 1.5 metres of a side lot line.

and for the purposes of site preparation (including tree-cutting, blasting, soil removal and/or deposit) and construction of a proposed residence and accessory building, within lands designated as Development Permit Area 1 (Steep Slope), as shown generally in the plan attached as Schedule A.

CARRIED

- g) Development Permit Application DP-05-03
OWNER/APPLICANT: Joseph and Frances Maillet
LOCATION: 401 Jayhawk Place

MOTION 72/03 MOVED BY COUNCILLOR MENDUM
SECONDED BY COUNCILLOR MCPHERSON AND RESOLVED

THAT: Notification BE ISSUED for the proposed issuance of Development Permit DP-05-03 pertaining to Lot A, Section 31, Highland District, Plan VIP67896 that would vary Zoning Bylaw 100:

- a) in Section 3.3(1)(d) by decreasing the required setback from the natural boundary of watercourses from 30 metres to 27.7 metres, to permit the construction of an accessory building (Garage); and

for the purpose of cutting trees, site preparation (potential blasting, soil removal and/or deposit) and building, for a proposed residence and septic field, within lands designated as Development Permit Area 1 (Steep Slopes) and Development Permit Area 2 (Water and Riparian Areas), as shown generally in the Plan attached hereto as Schedule 1, subject to the following conditions:

1. Prior to cutting trees for the proposed septic field, confirmation of approval by the CRD Environmental Health Officer shall be provided; and

2. Where tree-cutting takes place on designated steep slope areas, stumps shall be retained *in situ*; and
3. Measures shall be taken to mitigate erosion and prevent sedimentation from entering the drainage course, which measures may include the installation of silt-fencing and hay-bales; and
4. Perimeter roof drainage shall be designed and installed to promote ground infiltration and direct drainage away from the drainage course, to the satisfaction of the Building Inspector.

CARRIED

- h) Development Permit Application DP-03-03
OWNER/APPLICANT: Kirk Dodds and Christina Sinnemann
LOCATION: 1725 Millstream Road

MOTION 73/03 MOVED BY COUNCILLOR CARDINAL

SECONDED BY COUNCILLOR MCPHERSON AND RESOLVED

THAT: That there be issued Development Permit DP-03-03 relating to Lot 1, Section 31, Highland District, Plan 41576 that would:

- a) vary Zoning Bylaw No. 100 in Section 3.3.(1)(d) by reducing the required setback of a building from a watercourse from 30 metres to 1.5 metres; and
- b) permit the construction of a garage, and related site preparation, on lands located within 30 metres of a drainage course included within Development Permit Area #2 (Water and Riparian Features), as shown generally in the Plan attached hereto as Schedule 1, subject to the following conditions:
 - i) throughout the process of site preparation and construction, measures shall be taken to prevent modification of the existing drainage course. All recommendations of the Levelton Engineering Report dated January 24, 2003 (Their File: 503-0023) shall be adhered to (Schedule 2).
 - ii) Disturbed areas immediately surrounding the new building, especially between the new building and the drainage course, shall be re-vegetated with indigenous species to the satisfaction of the Administrator, District of Highlands.
 - iii) Perimeter roof drainage shall be designed and installed to promote ground infiltration and direct drainage away from the drainage course, to the satisfaction of the Building Inspector.

CARRIED

- j) Development Permit Application DP-06-03
OWNER/APPLICANT: Roler Developments Ltd.
LOCATION: Section 33 (Davies Road)

MOTION 74/03 MOVED BY COUNCILLOR MENDUM

SECONDED BY COUNCILLOR MCPHERSON AND RESOLVED

THAT: Development Permit DP-06-03 BE ISSUED to the owner of Section 33 Highland District, Except Part In Plan VIP61398, to authorize the performance of works related to the subdivision of lands (tree-cutting, clearing and preparation construction of roads and driveways, trails), and the construction of a single family dwelling, within lands designated as Development Permit Areas, as shown generally in the Plan attached as Schedule A, subject to the following conditions:

1. For the cutting and removal of trees within any Steep Slope Development Permit Area, the Subdividor shall:
 - a) Retain the stump and root systems of all trees cut *in situ* where possible to enhance the stability of any sloped lands on-site; and
 - b) Adhere to the recommendations contained within the report entitled "Roler Property Preliminary Bio-Inventory," prepared by Enkon Environmental Ltd, dated February 2003 (Schedule B).
2. All works to adhere to the recommendations contained in the report entitled "Assessment of Wildfire/Urban Interface Fire Hazard Associated With Section 33, Plan 42201" prepared by Mr. Bruce Blackwell, RPF, RPBio, dated January 24, 2003 (Schedule C).
3. That for the works undertaken in the vicinity of watercourses and wetlands:
 - a) the provisions contained within the Forest Practices Code document titled Fish-stream Crossing Guidebook be followed for those culverts crossing creeks that contain, or may contain, fish.
 - b) ongoing inspection and maintenance be carried out over the winter and spring to identify and remediate any problems that may develop.
 - c) sedimentation and flow control works shall be designed and constructed based on the recommendations, and under the supervision, of a Professional Engineer (P. Eng.).
 - d) any stockpiles of soil and clay during construction be removed from the vicinity of watercourses and wetlands.

- e) on-going inspection and maintenance be carried out over the winter and spring to identify and remediate any problems that may develop, with regular monitoring reports prepared by a RPBio submitted to the District.
 - f) consent and/or approvals be obtained from the Department of Fisheries and Oceans and from the Ministry of Water, Land and Air Protection prior to undertaking any works.
4. That for the works in general:
- a) works related to roads, driveways, trails, construction of the fire reserve pond, culverts and storm drainage are required to be designed by a Professional Engineer and receive Detailed Design Approval, in compliance with the District's Subdivision of Land and Development Bylaw.
 - b) design and construction of the proposed common driveway to Lot C and D shall require an approved engineer design, based on recommendations from a geotechnical engineer addressing stability and drainage, and shall include cross-sectional and profile drawings addressing grades and retaining techniques.
 - c) design and construction of the proposed *cul-de-sac* shall not be undertaken until a design and recommendations by a professional engineer are approved, addressing storm water management and mitigation of the construction impact upon watercourses.

CARRIED

- j) Development Variance Permit Application DVP-05-03
OWNER/APPLICANT: Highland 1 Holdings Ltd./Jason Steele
LOCATION: Lot 6, Section 30, Highland District, Plan VIP74674

MOTION 75/03 MOVED BY COUNCILLOR MCPHERSON
SECONDED BY COUNCILLOR MENDUM AND RESOLVED
THAT: Notification BE ISSUED for the proposed issuance of Development Variance Permit DVP 05-03 pertaining to Lot 6, Section 30 Highland District Plan VIP74674 as shown in Schedule A, that would vary Zoning Bylaw 100:

- a) in Section 6.4.3(7) by increasing the maximum floor area of the principle building on a lot from 322 square metres to 391.2 square metres as substantially shown in the floor plans attached as Schedule B.

for the purpose of constructing a new house on the property, subject to the following conditions:

1. A restrictive covenant is registered against title of the lot prior to approval of the Building Permit, with conditions to preclude the construction of future accessory buildings.

DEFEATED
(Councillor McPherson recorded as in favour)

MOTION 76/03 MOVED BY COUNCILLOR CARDINAL
SECONDED BY COUNCILLOR K. BROTHERSTON AND RESOLVED
THAT: Notification BE ISSUED for the proposed issuance of Development Variance Permit DVP-05-03 pertaining to Lot 6, Section 30 ,Highland District, Plan VIP74674 as shown in Schedule A, that would vary Zoning Bylaw 100:

- b) in Section 6.4.3(7) by increasing the maximum floor area of the principle building on a lot from 322 square metres to 391.2 square metres as substantially shown in the floor plans attached as Schedule B for the purpose of constructing a new house on the property.

CARRIED
(Councillors McPherson and Mendum and Mayor Roessingh recorded as opposed)

- k) Development Permit Application DP-04-03
OWNER/APPLICANT: LGB9 Development Corporation
LOCATION: Section 5, Range 4 West, Highland District, Except Parts in Plans VIP60675 and VIP67875; Section 16, Highland District, Except Part in Plan VIP72555

MOTION 77/03 MOVED BY COUNCILLOR CARDINAL
SECONDED BY COUNCILLOR KADAR AND RESOLVED
THAT: There BE ISSUED Development Permit DP-04-03 relating to Section 5, Range 4 West, Highland District, Except parts in Plans VIP60675 and VIP67875 - Section 16, Highland District, except that part in Plan VIP72555, for the purpose of installing an 8-inch water pipe and 4-inch electrical line at the location substantially shown on Schedule "A," part of which lies within 30 metres of an ephemeral watercourse and wetland (Development Permit Area 2), subject to the following conditions:

1. No trees shall be cut and no vegetation damaged in any area within 30 metres of the natural boundary of the watercourse.
2. Installation shall be limited to the immediate and passable area of the roadway and the decommissioned logging road area. No fill shall be placed within 30 metres of the natural boundary of the watercourse or within any area of the road, which has now been decommissioned, without the necessary permits.

3. Disturbance within the vicinity of any water course or previously remediated areas, shall be remediated to the satisfaction of the Administrator.

CARRIED

2. ADOPTION OF THE MINUTES

- a) Minutes of the Regular Council Meeting held February 3, 2003

MOTION 78/03 MOVED BY COUNCILLOR MCPHERSON
SECONDED BY COUNCILLOR M. BROTHERSTON AND RESOLVED
THAT: The minutes of the Regular Council meeting held February 3, 2003 BE
ADOPTED AS CIRCULATED.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

Nil.

4. REPORTS

a) Committee Reports

- i) Administration and Finance

Councillor Cardinal advised that the Administration and Finance Advisory Committee met February 11, 2003, and elected Bob McMinn as Chair, Angela Aarts-Faris as Vice Chair, and Rose Stanton as Recording Secretary. At that meeting there was discussion regarding improving public communication, and the Highland Parks and Recreation Association and Highland Heritage Park Society's Master Plan. Recommendations will be forthcoming to Council.

The next meeting of the Administration and Finance Advisory Committee is scheduled for March 11, 2003 at 7:30 p.m. at Pike House.

- ii) Environment

Councillor McPherson advised that the Environment Advisory Committee met February 12, 2003 regarding the information pamphlet being prepared by the Committee on pesticide and herbicide use.

The next meeting of the Environment Advisory Committee is scheduled for March 12, 2003 at 7:30 p.m. at Pike House.

iii) Parks and Recreation

Councillor Ken Brotherston advised that the Parks and Recreation Advisory Committee met February 10, 2003, and discussed the possibility of merging that Committee with the Trails Advisory Committee

The next meeting of the Parks and Recreation Advisory Committee is scheduled for March 10, 2003 at 7:30 p.m. at Pike House.

iv) Protective Services

The next meeting of the Protective Services Advisory Committee is scheduled for February 24, 2003 at 7:30 p.m. at the East Fire Hall.

v) Roads

- Roads Advisory Committee
Re: Minutes of the Meeting held January 30, 2003

MOTION 79/03 MOVED BY COUNCILLOR MENDUM
SECONDED BY COUNCILLOR M. BROTHERSTON
AND RESOLVED THAT: The minutes of the Roads Advisory
Committee meeting held January 30, 2003 BE RECEIVED FOR
INFORMATION.

CARRIED

The next meeting of the Roads Advisory Committee is scheduled for February 20, 2003 at 7:30 p.m. at Pike House to reconsider road names for the Highlands Estates Subdivision and to consider Road Condition Report from JBR Highway Consulting.

vi) Trails

The next meeting of the Trails Advisory Committee is scheduled for February 26, 2003 at 7:30 p.m. at Pike House.

vii) Planning and Zoning

- Advisory Planning Commission
Re: Minutes of the Meeting held February 12, 2003

MOTION 80/03 MOVED BY COUNCILLOR
SECONDED BY COUNCILLOR AND RESOLVED
THAT: The minutes of the Planning Advisory Commission meeting
held February 12, 2003 BE RECEIVED FOR INFORMATION.

CARRIED

Memorandum from the Planning Technician
Re: Rezoning Application RZ-05-02
Lot A, Section 30, Highland District, Plan VIP58848 (First National Properties Ltd.)

MOTION 81/03 MOVED BY COUNCILLOR CARDINAL
SECONDED BY COUNCILLOR MCPHERSON AND RESOLVED
THAT: Staff BE DIRECTED to draft Official Community Plan and Zoning Bylaw amendments with respect to Rezoning Application RZ-05-02 (First National Properties Ltd.)

CARRIED

b) Mayor's Report

Mayor Roessingh advised that the Capital Regional District is currently looking at alternative locations for its headquarters. It was noted that a change in building location would not affect the District of Highlands' CRD requisition as the required funding is already set aside in the CRD's Capital Expenditures Fund.

Councillor Cardinal noted that the West Shore Parks and Recreation Society will be looking at the issue of restructuring the requisition formula for participating municipalities. Councillor Cardinal also advised that the Society has unanimously approved design and construction drawings for the new arena.

5. CORRESPONDENCE

- a) Letter from the Solicitor General
Re: Restructuring of Police Financing

MOTION 82/03 MOVED BY COUNCILLOR CARDINAL
SECONDED BY COUNCILLOR MCPHERSON AND RESOLVED
THAT: The letter from the Solicitor General, dated February 10, 2003, regarding the restructuring of police financing BE RECEIVED FOR INFORMATION.

CARRIED

- b) Letters from John and Joy Burkard, Derek and Daryl Stone, Will Carillho and Isabelle Poirier, Fred and Elly Newnham, Norman Pass and James Farndon
Re: Official Community Plan Review

MOTION 83/03 MOVED BY COUNCILLOR MCPHERSON
SECONDED BY COUNCILLOR MENDUM AND RESOLVED

THAT: the letters from the following residents regarding the Official Community Plan Review BE RECEIVED FOR INFORMATION:

John and Joy Burkard	February 2, and 12, 2003
Derek and Daryl Stone	February 9, 2003
Will Carillho and Isabelle Poirier	February 10, 2003
Fred and Elly Newnham	February 10, 2003
Norman Pass	February 10, 2003
James Farndon	February 12, 2003

CARRIED

6. BYLAWS

- a) “West Shore Arena Temporary Borrowing Bylaw No. 193, 2003”

MOTION 84/03 MOVED BY COUNCILLOR MCPHERSON
SECONDED BY COUNCILLOR KADAR AND RESOLVED

THAT: “West Shore Arena Temporary Borrowing Bylaw No. 193, 2003” BE ADOPTED.

CARRIED

- b) “Revenue Anticipation Borrowing Bylaw No. 197, 2003”

MOTION 85/03 MOVED BY COUNCILLOR MENDUM
SECONDED BY COUNCILLOR CARDINAL AND RESOLVED

THAT: “Revenue Anticipation Borrowing Bylaw No. 197, 2003” BE GRANTED FIRST READING.

CARRIED

MOTION 86/03 MOVED BY COUNCILLOR CARDINAL
SECONDED BY COUNCILLOR MENDUM AND RESOLVED

THAT: “Revenue Anticipation Borrowing Bylaw No. 197, 2003” BE GRANTED SECOND READING.

CARRIED

MOTION 87/03 MOVED BY COUNCILLOR KADAR
SECONDED BY COUNCILLOR CARDINAL AND RESOLVED

THAT: “Revenue Anticipation Borrowing Bylaw No. 197, 2003” BE GRANTED THIRD READING.

CARRIED

- c) “Highlands Official Community Plan Amendment Bylaw No. 194, 2003”
“Highlands Zoning Amendment Bylaw No. 195, 2003”
(Amended Rezoning Application RZ-04-02 – Kingco 2000 Developments Ltd.)

MOTION 88/03 MOVED BY COUNCILLOR KADAR
SECONDED BY COUNCILLOR K. BROTHERSTON AND RESOLVED
THAT: “Highlands Official Community Plan Amendment Bylaw No. 197, 2003”
and “Highlands Zoning Amendment Bylaw No. 195, 2003” BE DEFERRED to the
Regular Council meeting scheduled for March 4, 2003.

CARRIED
(Councillor McPherson recorded as opposed)

MOTION 89/03 MOVED BY COUNCILLOR MENDUM
SECONDED BY COUNCILLOR K. BROTHERSTON AND RESOLVED
THAT: Amended Rezoning Application RZ-04-02 (Kingco 2000 Ltd.) BE
REFERRED to the Protective Services Advisory Committee and the Roads
Advisory Committee.

CARRIED
(Councillor McPherson recorded as opposed)

7. NEW BUSINESS

- a) Letter from the Western Communities Youth Centre Society
Re: Grant-in-aid Application

MOTION 90/03 MOVED BY COUNCILLOR CARDINAL
SECONDED BY COUNCILLOR MENDUM AND RESOLVED
THAT: The letter from the Western Communities Youth Centre Society dated
December 31, 2003 requesting a Grant-in-aid BE DEFERRED for consideration
in conjunction with 2003 budget deliberations.

CARRIED

- b) Letter from Evelyn Samuel
Re: Request for Appointment to the Administration and Finance Advisory
Committee

MOTION 91/03 MOVED BY COUNCILLOR CARDINAL
SECONDED BY COUNCILLOR MENDUM AND RESOLVED
THAT: Evelyn Samuel BE APPOINTED to the Administration and Finance
Advisory Committee for the remainder of a two-year term expiring December 31,
2004.

CARRIED

- c) Memorandum from the Planning Technician
Re: Delegation of Development Permit Approvals

MOTION 92/03 MOVED BY COUNCILLOR CARDINAL
SECONDED BY COUNCILLOR K. BROTHERSTON AND RESOLVED
THAT:

1. Staff BE DIRECTED to prepare a bylaw, in accordance with the provisions of Section 192 of the *Local Government Act*, to delegate the approval of all Development Permits, including Development Permits with Variances, to the Administrator and the Planning Technician; and
2. That staff BE DIRECTED to prepare a bylaw, in accordance with the provisions of Section 194 of the *Local Government Act*, to establish procedures for the reconsideration of, including how a person may apply for reconsideration, a decision made by Council's delegate in the matter of a Development Permit application.

DEFEATED

(Councillors Cardinal and K. Brotherston recorded as in favour)

MOTION 93/03 MOVED BY COUNCILLOR MCPHERSON
SECONDED BY COUNCILLOR MENDUM AND RESOLVED

THAT: The memorandum from the Planning Technician dated February 7, 2003, regarding delegation of Development Permit Approvals to municipal staff BE DEFERRED to the Regular meeting scheduled for March 4, 2003.

CARRIED

- d) Capital Regional District Bylaw Enforcement Summary – December 2002

MOTION 94/03 MOVED BY COUNCILLOR MCPHERSON
SECONDED BY COUNCILLOR CARDINAL AND RESOLVED

THAT: The Capital Regional District Bylaw Enforcement Summary report dated January 20, 2003, for the month of December 2002 BE RECEIVED FOR INFORMATION.

CARRIED

- e) JBR Highway Consulting Ltd. – Project Estimate
Re: Lost Lake Reconstruction

MOTION 95/03 MOVED BY COUNCILLOR MENDUM
SECONDED BY COUNCILLOR MCPHERSON AND RESOLVED

THAT: The Project Estimate for Lost Lake Road Reconstruction, prepared by JBR Highway Consulting Ltd. and dated January 22, 2003, BE REFERRED to the Roads Advisory Committee for review and a recommendation to Council, AND FURTHER that the Roads Consultant be invited to attend the Roads Advisory Committee meeting when the item is being considered.

CARRIED

- f) Memorandum from the Planning Technician
Re: Tree Cutting by BC Hydro

MOTION 96/03 MOVED BY COUNCILLOR CARDINAL
SECONDED BY COUNCILLOR M. BROTHERSTON AND RESOLVED
THAT: The letter from Mr. Bruce Vye of BC Hydro, dated February 4, 2003
regarding tree pruning and tree removal standards, BE RECEIVED FOR
INFORMATION.

CARRIED

MOTION 97/03 MOVED BY COUNCILLOR MENDUM
SECONDED BY COUNCILLOR CARDINAL AND RESOLVED
THAT: BC Hydro BE REQUESTED to contact owners of properties adjacent to
areas of road rights of way with trees to be removed in order that the owners may
have the option to acquire the timber for their own use, as previously stated in
the August 17, 2002 resolution; AND FURTHER that BC Hydro be advised that
Council holds BC Hydro responsible for communicating with the Municipal Office
and providing a workplan prior to any pruning or tree removal taking place.

CARRIED

- g) Memorandum from the Administrator
Re: Corporate and Operational Priorities

MOTION 98/03 MOVED BY COUNCILLOR CARDINAL
SECONDED BY COUNCILLOR M. BROTHERSTON AND RESOLVED
THAT: the following Corporate and Operational Priorities BE ESTABLISHED:

Corporate Priorities:

1. OCP Review
2. Community Hall Task Force
3. Development Permit Process (Delegation to Staff)
4. Review of Committee Structure and Operation
5. Improve Public Communication

Operational Priorities:

1. Emergency Plan – Municipal Emergency Coordinator
2. Report on Municipal Office Construction Finances **Priority**
3. Building - Sprinkler Regulations
4. Major Subdivision/Rezoning Applications
5. Update Bylaws from CRD

CARRIED

- h) Memorandum from the Manager of Administrative Services, West Shore Parks and Recreation Society
Re: 2003 Restated Budget

MOTION 99/03 MOVED BY COUNCILLOR CARDINAL
SECONDED BY COUNCILLOR KADAR AND RESOLVED
THAT: The 2003 Restated Budget for the West Shore Parks and Recreation Society, dated February 14, 2003, BE APPROVED.

CARRIED

8. OTHER BUSINESS

- a) Correspondence from the City of Colwood, District of Langford, District of Saanich, District of Sooke, District of Central Saanich
Re: Official Community Plan Review Consultation Process

MOTION 100/03 MOVED BY COUNCILLOR CARDINAL
SECONDED BY COUNCILLOR MCPHERSON AND RESOLVED
THAT: The letters from the City of Colwood, District of Langford, District of Saanich, District of Sooke, and the District of Central Saanich regarding Official Community Plan Review consultation processes BE RECEIVED FOR INFORMATION.

CARRIED

9. ADJOURNMENT

MOTION 101/03 MOVED BY COUNCILLOR CARDINAL
SECONDED BY COUNCILLOR M. BROTHERSTON AND RESOLVED
THAT: The Regular meeting of Council BE ADJOURNED at 10:45 p.m. AND THAT, pursuant to Section 242.2 of the *Local Government Act*, a meeting *in camera* be convened to discuss:

- Litigation

CARRIED