

**DISTRICT OF HIGHLANDS**  
**REGULAR COUNCIL MEETING**

Minutes of the Regular Council meeting held Monday, July 21, 2003, at Caleb Pike House, 1589 Millstream Road at 7:30 p.m.

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

**ABSENT** Councillor M. Brotherston

**IN ATTENDANCE:** Bruce Woodbury, Administrator  
Laurie Taylor, Deputy Clerk

**AGENDA**

**MOTION 497/03**

**MOVED BY COUNCILLOR MCPHERSON**

**SECONDED BY COUNCILLOR K. BROTHERSTON**

**THAT:** The agenda BE AMENDED by adding the following items:

- Item 1 c) **Paul Weyer, 3702 Blue Valley Road**
- Item 4 a) i) **Minutes of the Administration & Finance Advisory Committee Meeting held July 15, 2003**
- Item 6 d) **Road Naming Bylaw No. 211, 2003**

**AND THAT** the agenda, as amended, BE APPROVED

**CARRIED**

**PETITIONS AND DELEGATIONS**

**1. PETITIONS AND DELEGATIONS**

a) **Presentation by Jeff Ward, Capital Regional District  
Re: Status of the CRD Parks Land Acquisition Fund**

- CRD Parks Land Acquisition Fund that was established in 2000
- Generates approximately \$1.6 million dollars per year to purchase land for parks and trails.
- Average contribution from the Highlands was \$10.59 per residence resulting in a contribution of \$7245 in 2002.
- Plan is scheduled for a major review in 2004 and at that time the CRD will be seeking input from the local municipalities.

- b) **Development Variance Permit Application No. DVP 16-03**  
OWNER/APPLICANT: David & Patricia Lees  
LOCATION: Lot 11, Sec. 26 & 62, Highland District, Plan VIP62473  
CIVIC ADDRESS: 240 Old Mossy Road

**David Lees, applicant**

- Responded to questions from Council

**Andrew Fall, 220 Old Mossy Road**

- Outlined the letter of opposition he had submitted opposing the variance as the size of the house is out of character with the neighbourhood and the house site is on ecologically sensitive land

**MOTION 498/03**

**MOVED BY COUNCILLOR CARDINAL**

**SECONDED BY COUNCILLOR KADAR**

**THAT:** THAT Development Variance Permit DVP 16-03 BE ISSUED for LOT 11, SECTIONS 26 AND 62, HIGHLAND DISTRICT, PLAN VIP62473, to vary the following provisions of the District of Highlands Zoning Bylaw No. 100:

1. Section 7.2.3(7) from "the total *floor area* of a *dwelling unit* shall not exceed 322 square metres" to "the total *floor area* of a *dwelling unit* shall not exceed 471 square metres."
2. Section 7.2.3(8) from "the total *floor area* of all *accessory buildings* on a *lot* shall not exceed 275 square metres and no single *accessory building* shall exceed 100 square metres in *floor area*" to "the total *floor area* of all *accessory buildings* on a *lot* shall not exceed 275 square metres (2960 square feet) and no single *accessory building* shall exceed 166 square metres (1787 square feet) in *floor area*."

**COUNCILLORS CARDINAL AND KADAR WITHDREW THE MOTION**

**MOTION 499/03**

**MOVED BY COUNCILLOR CARDINAL**

**SECONDED BY COUNCILLOR MENDUM**

**THAT** consideration of the issuance of Development Variance Permit DVP 16-03 for LOT 11, SECTIONS 26 AND 62, HIGHLAND DISTRICT, PLAN VIP62473 BE DEFERRED until the Regular Council meeting of August 5, 2003 to permit staff time to arrange a site meeting between the property owner and Council.

CARRIED

- c) **Paul Weyer, 3702 Blue Valley Road**
- Expressed his concerns over the public hearing process regarding LGB9.

2. **ADOPTION OF THE MINUTES**

a) **Minutes of the Regular Council Meeting - July 7, 2003**

**MOTION 500/03**

**MOVED BY COUNCILLOR MENDUM**

**SECONDED BY COUNCILLOR K. BROTHERSTON**

**THAT:** The minutes of the Regular Council meeting held July 7, 2003 BE ADOPTED AS CIRCULATED.

CARRIED

b) **Minutes of the Committee of the Whole Meeting - July 8, 2003**

**MOTION 501/03**

**MOVED BY COUNCILLOR MENDUM**

**SECONDED BY COUNCILLOR KADAR**

**THAT:** The minutes of the Committee of the Whole meeting held July 8, 2003 BE AMENDED by changing the budget figures reference on page 5 to read "\$15,000 being included in the 2003 budget" instead of \$30,000.

CARRIED

**MOTION 502/03**

**MOVED BY COUNCILLOR KADAR**

**SECONDED BY COUNCILLOR CARDINAL**

**THAT:** The minutes of the Committee of the Whole meeting held July 8, 2003 BE ADOPTED AS AMENDED.

CARRIED

3. **BUSINESS ARISING FROM THE MINUTES**

a) **OCP Draft Review  
Structuring the OCP Review and Consultation Process**

**MOTION 503/03**

**MOVED BY COUNCILLOR MCPHERSON**

**SECONDED BY COUNCILLOR CARDINAL**

**THAT:** Highlands OCP Consultation Plan and Review Process Outline dated July 2003 prepared by CitySpaces Consulting Ltd. BE ADOPTED in principle.

CARRIED

**MOTION 504/03**

**MOVED BY COUNCILLOR CARDINAL**

**SECONDED BY COUNCILLOR MCPHERSON**

**THAT** Brenda McBain of CitySpaces Consulting Ltd BE HIRED to act as facilitator for the OCP Consultation Plan and Review Process.

CARRIED

**MOTION 505/03**

**MOVED BY COUNCILLOR MENDUM**

**SECONDED BY COUNCILLOR MCPHERSON**

**THAT** a seven-member OCP Core Planning Co-ordinating Team BE ESTABLISHED composed of three Councillors, three representatives from the OCP Task Force and one staff member, with the Task Force representatives being selected by the existing OCP Task Force

CARRIED

**MOTION 506/03**

**MOVED BY COUNCILLOR MCPHERSON**

**SECONDED BY COUNCILLOR K. BROTHERSTON**

**THAT** the mandate for the OCP Core Planning Co-ordinating Team BE ESTABLISHED as follows:

- a) To determine a detailed work plan identifying specific timeframes, resources and deliverables for the OCP review (including the public consultation process), presented for Council's consideration and authorization at its meeting of September 02, 2003;
- b) To determine a detailed Contract of Services identifying the specific terms of contract, and the specific costs and timeframes for deliverables, for the purpose of hiring Ms. Brenda McBain of CitySpaces Consulting Ltd in the role of facilitator-planner for the OCP review, presented for Council's consideration and authorization at its meeting of September 02, 2003;
- c) To identify the three major focus areas of the OCP review, with each focus area being represented by a topic-focussed working group as recommended by the work plan;
- d) To direct the work of the facilitator and topic-focussed working groups in accordance with the work plan and the terms endorsed by Council;
- e) To co-ordinate the OCP review process by ensuring that the content of the OCP review, the work plan, and consultative processes reflect the community's values as determined by Council;
- f) To receive all public input, and the input from topic-focussed working groups, for presentation to Council within those timeframes specified by the work plan

CARRIED

**MOTION 507/03**

**MOVED BY COUNCILLOR MENDUM**

**SECONDED BY COUNCILLOR MCPHERSON**

**THAT** the OCP Task Force BE REQUESTED to select three representatives from among their members for appointment to the OCP Core Planning Co-ordinating Team.

CARRIED

**MOTION 508/03**

**MOVED BY COUNCILLOR MCPHERSON**

**SECONDED BY COUNCILLOR MENDUM**

**THAT** the OCP Core Planning Co-ordinating Team be requested to provide their recommendations for the detailed work plan, the detail contract of service and the topic-focussed working groups as outlined above, to Council at their September 2, 2003 meeting.

CARRIED

**MOTION 509/03**

**MOVED BY COUNCILLOR MCPHERSON**

**SECONDED BY COUNCILLOR MENDUM**

**THAT** three topic-focussed working groups, each composed of one Council liaison and five members of the OCP Task Force as selected by the OCP Core Planning Co-ordinating Team BE ESTABLISHED;

**AND THAT** the mandate for each of the three topic-focussed working groups BE ESTABLISHED as follows:

- a) Host and participate in a weekend of workshops for the broader public and receive input from the public, and ;
- b) Provide advice and recommendations on its designated focus area to the Team based on the input received.

CARRIED

- Councillors Cardinal, McPherson, M. Brotherston and Kadar expressed interest in being appointed to the OCP Core Planning Co-ordinating Team. Council voted by secret ballot to determine the appointees to the team.

**MOTION 510/03**

**MOVED BY COUNCILLOR MENDUM**

**SECONDED BY COUNCILLOR K. BROTHERSTON**

**THAT** the ballots BE DESTROYED

CARRIED

**MOTION 511/03**

**MOVED BY COUNCILLOR CARDINAL**

**SECONDED BY COUNCILLOR MCPHERSON**

**THAT** Councillors Cardinal, M. Brotherston and Kadar be appointed to the OCP Core Planning Co-ordinating Team.

CARRIED

4. **REPORTS**

a) **Committee Reports**

- i) Administration and Finance – Councillor Cardinal

**MOTION 512/03**

**MOVED BY COUNCILLOR CARDINAL**

**SECONDED BY COUNCILLOR MCPHERSON**

**THAT:** The minutes of the Administration and Finance Advisory Committee meeting held July 15, 2003 BE ADOPTED AS CIRCULATED.

CARRIED

- ii) Environment – Councillor McPherson

- Next Environment Advisory Committee meeting has been scheduled for July 22, 2003 at 7:30 p.m. to tour Millstream Industrial Park.
- Councillor McPherson reported that citizens have expressed concern that people using the trails are smoking. Staff will look into extra signage at trailheads regarding the fire hazard

- iii) Parks, Trails and Recreation - Councillor K. Brotherston

- Next scheduled Parks, Trails and Recreation Advisory Committee meeting is July 23, 2003 at 7:30 p.m. at Caleb Pike House.

- iv) Protective Services - Councillor M. Brotherston

- Next Protective Services Advisory Committee meeting is July 28, 2003 at 7:30 p.m. at the West Fire Hall.

- iv) Roads – Councillor Mendum

- Next scheduled Roads Advisory Committee meeting is August 21, 2003 at 7:00 p.m. at the Pike House. A meeting will be arranged prior to that to deal with outstanding issues.

- vii) Planning and Zoning

- a) Advisory Planning Commission – Councillor Kadar

Nil

- b) OCP Task Force – Councillor Kadar

Nil

b) **Mayor's Report** - Mayor Roessingh

- Both the CRD Transportation and Housing Studies are nearing completion.
- Orrin Smith, former contractor in the Highlands, recently passed away.
- The deadline for the Highlands Newsletter is July 22, 2003.

5. **CORRESPONDENCE**

a) **Letter from Regional District Comox-Strathcona**  
**Re: Bill 48 – Agriculture Food & Fisheries Statute Amendment Act**  
**2003**

**MOTION 513/03**

**MOVED BY COUNCILLOR CARDINAL**  
**SECONDED BY COUNCILLOR MENDUM**

**THAT:** the copy of the letter from Jim Abram, Chair of the Regional District Comox-Strathcona, dated July 10, 2003 sent to the Minister of Community, Aboriginal and Women's Services regarding the Regional District's objection to the Bill 48 – Agriculture Food & Fisheries Amendment Act BE RECEIVED FOR INFORMATION.

CARRIED

b) **Letter from 2010 Vancouver Bid Corporation**

**MOTION 514/03**

**MOVED BY COUNCILLOR MENDUM**  
**SECONDED BY COUNCILLOR K. BROTHERSTON**

**THAT:** the letter from John Furlong, Chair of the Vancouver 2010 Bid Corporation, dated July 10, 2003 thanking the District for their continued support BE RECEIVED FOR INFORMATION.

CARRIED

6. **BYLAWS**

a) **Juan de Fuca Recreation Centre Fees & Charges Amendment Bylaw**  
**No. 208, 2003**

**MOTION 515/03**

**MOVED BY COUNCILLOR MCPHERSON**  
**SECONDED BY COUNCILLOR K. BROTHERSTON**

**THAT:** "Juan de Fuca Recreation Centre Fees and Charges Amendment Bylaw No. 208, 2003" BE ADOPTED

CARRIED

b) **Advisory Planning Commission Bylaw No. 209, 2003**

**MOTION 516/03**

**MOVED BY COUNCILLOR CARDINAL**

**SECONDED BY COUNCILLOR MENDUM**

**THAT:** "Advisory Planning Commission Bylaw No. 209, 2003" BE REFERRED to the Advisory Planning Commission for comment.

CARRIED

c) **Five Year Financial Plan Amendment Bylaw No. 210, 2003**

**MOTION 517/03**

**MOVED BY COUNCILLOR MENDUM**

**SECONDED BY COUNCILLOR K. BROTHERSON**

**THAT:** "Five Year Financial Plan Amendment Bylaw No. 210, 2003" BE GRANTED FIRST READING.

CARRIED

**MOTION 518/03**

**MOVED BY COUNCILLOR MCPHERSON**

**SECONDED BY COUNCILLOR K. BROTHERSTON**

**THAT:** "Five Year Financial Plan Amendment Bylaw No. 210, 2003" BE GRANTED SECOND READING.

CARRIED

**MOTION 519/03**

**MOVED BY COUNCILLOR MCPHERSON**

**SECONDED BY COUNCILLOR CARDINAL**

**THAT:** "Five Year Financial Plan Amendment Bylaw No. 210, 2003" BE GRANTED THIRD READING.

CARRIED

d) **Road Naming Bylaw No. 211, 2003**

- Name proposed is Gowlland Road and staff is to check with 911 as to the proposed name

**MOTION 520/03**

**MOVED BY COUNCILLOR CARDINAL**

**SECONDED BY COUNCILLOR MCPHERSON**

**THAT:** "Road Naming Bylaw No. 211, 2003" BE GRANTED FIRST READING.

CARRIED

**MOTION 521/03**

**MOVED BY COUNCILLOR CARDINAL**

**SECONDED BY COUNCILLOR MCPHERSON**

**THAT:** "Road Naming Bylaw No. 211, 2003" BE GRANTED SECOND READING.

CARRIED

**MOTION 522/03**  
**MOVED BY COUNCILLOR CARDINAL**  
**SECONDED BY COUNCILLOR KADAR**  
**THAT:** "Road Naming Bylaw No. 211, 2003" BE GRANTED THIRD READING.

CARRIED

7. **NEW BUSINESS**

a) **Letter from Karen Burns**  
**Re: Request for Appointment to the Environment Advisory Committee**

**MOTION 523/03**  
**MOVED BY COUNCILLOR MCPHERSON**  
**SECONDED BY COUNCILLOR MENDUM**  
**THAT:** Karen Burns BE APPOINTED to the Environment Advisory Committee for the remainder of a two-year term expiring December 31, 2004.

CARRIED

b) **Letter from Ballet Victoria Society**  
**Re: Request for Grant-In-Aid**

**MOTION 524/03**  
**MOVED BY COUNCILLOR CARDINAL**  
**SECONDED BY COUNCILLOR MENDUM**  
**THAT:** the funding request outlined in the letter from Jeanette Sloan, Fundraising Committee Chair, Ballet Victoria Society, received July 10, 2003, BE DENIED and further that they BE PROVIDED with a copy of the District of Highlands Grant in Aid Policy.

CARRIED

c) **Letter from Tara Parkinson**  
**Re: Request for Appointment to Roads Advisory Committee**

**MOTION 525/03**  
**MOVED BY COUNCILLOR CARDINAL**  
**SECONDED BY COUNCILLOR MENDUM**  
**THAT:** Tara Parkinson BE APPOINTED to the Roads Advisory Committee for the remainder of a two-year term expiring December 31, 2004.

CARRIED

8. **OTHER BUSINESS**

- a) **BC Hydro and Power Authority donation for Tree Replacement Program**

**MOTION 526/03**

**MOVED BY COUNCILLOR CARDINAL**

**SECONDED BY COUNCILLOR MCPHERSON**

**THAT:** the \$10,000 donation from BC Hydro and Power Authority BE ALLOCATED to the following projects:

1. \$5000 to the completion of the landscaping around the District Office; and
2. the allocation of the balance of the funds be deferred

CARRIED

- b) **Closure of Victoria Land Titles Office**

**MOTION 527/03**

**MOVED BY COUNCILLOR MENDUM**

**SECONDED BY COUNCILLOR CARDINAL**

**THAT:** The Mayor BE AUTHORIZED to issue of a "Letter of Concern" on behalf of the Municipality to Stan Hagen, the Honorable Minister of Sustainable Resource Management, noting the Municipality's concerns with the scheduled closure of the Victoria Land Titles Branch Office.

CARRIED

- c) **Community Charter Implementation Checklist**

**MOTION 528/03**

**MOVED BY COUNCILLOR MENDUM**

**SECONDED BY COUNCILLOR CARDINAL**

**THAT:** The Community Charter Implementation Checklist from the Lidstone, Young and Anderson June 2003 Newsletter BE RECEIVED for informational purposes and for discussion at the Corporate Priorities Session.

CARRIED

- d) **Capital Regional District Storm Sewer & Watercourse Bylaw**

**MOTION 529/03**

**MOVED BY COUNCILLOR CARDINAL**

**SECONDED BY COUNCILLOR KADAR**

**THAT:** The draft Capital Regional District Storm Sewer and Watercourse Bylaw, Codes of Practice and the Discussion Paper dated March 14, 2003 BE RECEIVED for information and BE ADVANCED for discussion at the Committee of the Whole meeting on August 11, 2003.

CARRIED

9. **ADJOURNMENT**

a) **Resolution to Convene to In-Camera Meeting**

**MOTION 530/03**

**MOVED BY COUNCILLOR CARDINAL**

**SECONDED BY COUNCILLOR KADAR**

**THAT:** That the regular meeting of Council be adjourned at 10:15 p.m;

**AND THAT,** pursuant to Section 242.2 of the *Local Government Act* an *in-camera* meeting be convened to discuss:

- Litigation or potential litigation

**CARRIED**

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Karel Roessingh, Mayor

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Bruce Woodbury, Administrator