

**DISTRICT OF HIGHLANDS  
REGULAR COUNCIL MEETING**

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Minutes of the Regular Council meeting held on March 7<sup>th</sup>, 2005 at Caleb Pike House, 1589 Millstream Road at 7:00 p.m.

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

**IN ATTENDANCE:** Scott Coulson, Administrator  
Terry Trace, Municipal Clerk

**1. APPROVAL OF THE AGENDA**

**MOTION NO. 82/05**

**MOVED BY: COUNCILLOR M. BROTHERSTON**

**SECONDED: COUNCILLOR KADAR**

**THAT** the Agenda be approved as amended: Add additional Items:

a) 5(c) Infrastructure Grant Application for Piped Services to the Industrial sites in the south portion of Highlands;

Under Section 9(b) add:

b) Grant-in-Aid request for School Outreach Program;

c) Grant-in-Aid request for West Shore Arts Council;

d) Grant-in-Aid request for Inter-municipal Advisory Committee on Disability Issues;  
and

e) Grant-in-Aid request for Western Communities Youth Centre Society.

**CARRIED.**

**2. ADOPTION OF THE MINUTES**

a) Minutes of the Regular Council Meeting held on February 21, 2005

**MOTION NO. 83/05**

**MOVED BY: COUNCILLOR M. BROTHERSTON**

**SECONDED: COUNCILLOR MCPHERSON**

**THAT** Council adopt the Minutes of the Regular Council Meeting held on February 21, 2005 as circulated.

**CARRIED.**

- b) Minutes of the Committee of the Whole (Policies and Priorities) held on February 28, 2005

**MOTION NO. 84/05**

**MOVED BY: COUNCILLOR M. BROTHERSTON**

**SECONDED: COUNCILLOR K. BROTHERSTON**

**THAT** Council adopt the Minutes of the Committee of the Whole (Policies and Priorities) hold on February 28, 2005.

CARRIED.

**3. INTRODUCTION OF LATE ITEMS**

**4. PETITIONS AND DELEGATIONS**

Mr. Bob McMinn questioned whether or not the committees will be able to provide input or make recommendations on the Five Year Financial Plan for Bear Mountain that is referred to the committees for information only.

The Mayor advised not at this time, as Council are still working with the budget. He further noted that there will be a budget meeting on March 14<sup>th</sup> and March 29<sup>th</sup> and that the Committees are welcome to attend the March 29<sup>th</sup> Budget Meeting.

**5. UNFINISHED BUSINESS**

- a) Report – Municipal Clerk  
Re: Agreement and Masterplan – Highlands Parks and Recreation Association

**MOTION NO. 85/05**

**MOVED BY: COUNCILLOR M. BROTHERSTON**

**SECONDED: COUNCILLOR KADAR**

**THAT** Council approve the Highlands Parks and Recreation Association Master Plan;

**FURTHER THAT** Council approve the amended Highlands Parks and Recreation Association Management Agreement for a community park known and described as Lot A, Section 35 and Section 71, Highland District, Plan VIP 58520 (Twinflower Park) and Park Plan VIP 56106, Sections 30 and 35, Highland District (Riding Ring);

**FURTHER THAT** the District instruct staff to have signs prepared for Twinflower Park that reads “Bicycle Riding is Prohibited within the Twinflower Park Premises”; and that the installation of a bike rack at Twinflower Park be considered in the 2005 budget; and

**FURTHER THAT** the District request MIA to inspect the Riding Ring and Eagles Lake Beach during their 2005 bi-annual inspection.

CARRIED.

**MOTION NO. 86/05**

**MOVED BY: COUNCILLOR MCPHERSON**

**SECONDED: COUNCILLOR M. BROTHERSTON**

**THAT** staff be requested to set up a meeting between staff, the Fiscal & Environmental Advisory Committee, the Community Infrastructure Advisory Committee, and the youth who have been setting up bike jumps at Twinflower Park, to the Committee Meeting to examine the bicycle use at Twinflower Park and work together to find a possible alternate solution for the youth bicycle activities and report back to Council by the end of April, 2005.

CARRIED.

It was suggested that staff look into the Liability aspects of this type of activity with the Municipal Insurance Association and report to Council.

It was also suggested that the meeting involving the youth take place prior to signage being erected in order to break the news gently to the youth using the park for bicycle activities.

- b) Report – Municipal Clerk  
Re: Agreement and Masterplan - Highlands Heritage Park Society

**MOTION NO. 87/05**

**MOVED BY: COUNCILLOR MCPHERSON**

**SECONDED: COUNCILLOR M. BROTHERSTON**

**THAT** Council approve the Heritage park Society Master Plan for the community park known and described as Lot A, Plan 46113, Section 30 and Section 35, Highlands District, as presented to Council; and

**FURTHER THAT** Council approve the amended agreement between the District of Highlands and the Highlands Heritage Park Society.

CARRIED.

- c) Infrastructure Grant Application for Piped Services to the Industrial Properties Located in the South Highlands

The Administrator advised Council that a Council resolution is required to accompany the grant application.

**MOTION NO. 88/05**

**MOVED BY: COUNCILLOR MCPHERSON**

**SECONDED: COUNCILLOR M. BROTHERSTON**

**THAT** Council authorize staff to submit an Infrastructure Grant Application for Piped Services to the Industrial Properties Located in the South Highlands.

CARRIED.

**6. REPORTS OF COMMITTEES, COMMITTEE OF THE WHOLE & COMMISSIONS**

a) Committee Reports

- i) Advisory Planning Commission – Nothing to Report
- ii) Capital Regional Board

Councillor M. Brotherston reported on the Capital Regional District Board. She referred to the CRD Board Minutes of February 25, 2005. Councillor Brotherston noted that the CRD Board directed staff to submit a formal request to UBCM to include \$35,000 in funding for the Economic Development Opportunities Blueprint implementation plan as part of its part of its formal request to access \$25 million in provincial funds earmarked for tourism related activities.

Councillor Brotherston then noted that the CRD Board Chair received a letter from the Minister of National Defense requesting that the Department of National Defense reserve a portion of the Work Point/Macaulay Point site as a potential wastewater treatment facility.

Councillor Brotherston then noted that the CRD has concerns with respect to the Burner located on the Hi-West properties in south Highlands. She noted that Hi-West obtained their permit through the Province and was therefore non-conforming at this time. However, requested that the Administrator contact the Ministry of Water, Land and Air Protection to inquire if there is a sunset clause on burning regulations and to inquire as to the expiration date for Hi-West's burning permit. She noted that CRD is working towards banning the disposal of wood waste burning.

Councillor Brotherston then reported on a roundtable meeting regarding alternatives to pesticides in the CRD Region. She noted that support was expressed for a region wide bylaw due to the potential for harm from pesticide use and to provide educational initiatives with respect to the use of pesticides. She further noted that there is currently an inability for municipalities to control the sale of pesticides.

She then reported on the Parks Committee with respect to visitor use estimates. She noted that it is estimated that 3.3 million people visited regional parks and trails in 2004. She noted that people from the various communities view parks differently and there needs to be some way to evaluate resident's views of the parks. She noted that a resident survey would be distributed to obtain the views of residents regarding their regional parks and trails.

She reported that the purpose of the survey is to estimate the level of use of the regional parks and trails by residents of the region, to gain an understanding of the type of activities that residents participate in while in regional parks and trails, to gain an understanding of the importance and benefits of regional parks and trails to the residents of the region, and to determine what residents views are about the management of regional parks and trails and management priorities.

She further noted that she suggested to the Board that this questionnaire be forwarded to all municipalities to forward to their Advisory Committees.

Councillor Brotherston then noted that the CRD Parks Committee has a surplus of \$284,940 and that \$148,000 would be transferred to the Parks Capital Reserve Fund.

iii) CREST

Councillor Brotherston reported on CREST and advised that a meeting took place February 17, 2005 with the Minister of Public Safety and Solicitor General, a senior staff member of UBCM and a staff member from the Ministry of Community, Aboriginal & Women's Services with respect to the Call Answer Levy. She noted that they supported a levy being placed on cell/wireless providers. She noted that this was the first of a series of meetings to take place and noted that Spring of 2006 would be the earliest date to implement the levy.

She then advised Council that CREST has drafted a request for proposal and draft personal services agreement regarding an independent review of the CREST operations. She further noted that this service would be contracted out and that they are looking for someone with a broad range of skill sets to conduct the review.

Councillor Brotherston then noted that she would be absent from the next CREST meeting and CRD Board meeting and requested that someone take her place at the CREST meeting and requested Mayor Karel to attend the next Board Meeting.

The Mayor agreed to attend both meetings in Councillor Brotherston's absence.

iv) Emergency Planning Committee

Mayor Karel noted that an Emergency Planning Exercise would be taking place at the West Fire Hall on March 12, 2005.

v) Greater Victoria Family Court Committee

Councillor McPherson advised that she attended a forum on Crystal Methamphetamine. She noted that a couple of very moving presentations were made at the forum by former users. She further noted that the forum was video taped with funding provided by the Family Court Committee. She noted that there was a request for a web site to provide Vancouver Island with resources on how to help someone addicted to drugs and advised that the videotape would be distributed to Parent Advisory Committees and Libraries.

vi) Inter-Municipal Committee on Disability Issues

Councillor McPherson then spoke on the Inter-municipal Committee on Disability Issues. She noted that there were posters on mailboxes advertising a forum to be held April 16<sup>th</sup> at the Seniors Centre at Juan de Fuca Recreation Centre with respect to providing information for seniors and the disabled. She noted that this is co-sponsored by B.C. Transit, who will be there to provide information on transit.

- vii) Western Communities Policing Advisory Committee – Nothing to Report
- viii) West Shore Parks and Recreation Society's Board of Directors - Nothing to Report

b) Mayor's Report

The Mayor advised meetings are still taking place with respect to the clean up of Millstream Meadows and that a meeting will be taking place this week.

i) Greater Victoria Public Library Board

The Mayor noted that the Greater Victoria Public Library Board would undergo a governance review. He noted that the concept of a new downtown branch is being considered and advised that the Chair of the Library Board, himself and Mayor Stew Young met to discuss library services for the Western Communities. He noted that Mayor Young advised that he is opposed to a larger new branch.

Mayor Roessingh then noted that the National Federation for the blind's request for the District to increase its contribution to the Greater Victoria Public Library, in this year's budget, to make up for a shortfall of \$25,000 is beyond what they should be asking of the District of Highlands. He confirmed that there would be no cut backs in the budget for the cost of technology and services for the blind in the Greater Victoria Libraries Budget this year.

ii) CRD Arts Committee

Mayor Roessingh noted that the CRD Arts Committee held a work shop two (2) weeks ago on what to do next year.

The Mayor then advised that the City of Victoria will soon be using bio-diesel fuel for their vehicles and will be making it available to others. He then noted that it would soon be available to the region.

**7. CORRESPONDENCE**

- a) Letter – District of Langford (File No. 7710-07)  
Re: Olympic Paralympic Live Sites Application

**MOTION NO. 89/05**

**MOVED BY: COUNCILLOR M. BROTHERSTON**

**SECONDED: COUNCILLOR MENDUM**

**THAT** Council support “In-Principle” a joint Olympic Paralympic Live Sites application at Juan de Fuca for a jumbo tron with the West Shore Parks and Recreation Society at the Bear Mountain Arena, subject to the support of other municipal Council’s within the Western Communities.

CARRIED.

- b) Letter – National Federation of the Blind: Advocates for Equality  
Re: Request to Increase Highland’s Contribution to Greater Victoria Public Library (File No. 7960-05)

**MOTION NO. 90/05**

**MOVED BY: COUNCILLOR M. BROTHERSTON**

**SECONDED: COUNCILLOR MCPHERSON**

**THAT** Council receive the letter from the National Federation of the Blind with respect to Advocates for Equality and request to increase District of Highland’s contribution to the Greater Victoria Public Library for information.

CARRIED.

- c) Letter – Inter-municipal Advisory Committee on Disability Issues  
Re: Children with Hearing Impairments (7710-07)

**MOTION NO. 91/05**

**MOVED BY: COUNCILLOR MCPHERSON**

**SECONDED: COUNCILLOR K. BROTHERSTON**

**THAT** Council receive the letter from the Inter-municipal Advisory Committee on Disability Issues with respect to children with hearing impairments, for information.

CARRIED.

- d) Letter – Bob Flitton (File: Bear Mtn.)  
Re: Letter from Andrew Fall regarding Administrator’s Financial Report

**MOTION NO. 92/05**

**MOVED BY: COUNCILLOR M. BROTHERSTON**

**SECONDED: COUNCILLOR K. BROTHERSTON**

**THAT** Council receive the letter from Mr. Bob Flitton, with respect to a letter from Andrew Fall regarding the Administrator’s Financial Report for information.

CARRIED.

- e) Letter – Bob Flitton (File: Bear Mtn.)  
Re: Letter from Marcie McLean to the Editor

**MOTION NO. 93/05**

**MOVED BY: COUNCILLOR M. BROTHERSTON**

**SECONDED: COUNCILLOR K. BROTHERSTON**

**THAT** Council receive the letter from Mr. Bob Flitton, with respect to a letter from Marcie McLean regarding the Public Hearing Input for Bear Mountain for information.

CARRIED.

- f) Letter – Marcie McLean (File: Bear Mtn.)  
Re: Public Hearing Minutes for LGB( Rezoning

**MOTION NO. 94/05**

**MOVED BY: COUNCILLOR CARDINAL**

**SECONDED: COUNCILLOR M. BROTHERSTON**

**THAT** Council receive the letter from Marcie McLean with respect to the Public Hearing Minutes for LGB9 rezoning for information.

CARRIED.

- g) Letter – Mark Hornell, Director, Regional Planning Services, CRD  
Re: Draft Memorandum of Understanding Concerning the Principles and Objectives To Guide Preparation of the Administrative Bylaw for Regional Housing Trust Fund (File No. 0470-52)

It was noted that only 5 out of 13 municipalities were willing to the Memorandum of Understanding and bylaw presented by the Capital Regional District.

**MOTION NO. 95/05**

**MOVED BY: COUNCILLOR MCPHERSON**

**SECONDED: COUNCILLOR M. BROTHERSTON**

**THAT** Council receive the Memorandum of Understanding for information and that Council support the Regional Housing Trust Fund “In-Principle” and refer the concept of contributing \$1,000 to the Trust Fund to budget deliberations.

CARRIED.

- h) Letter – Bill Jordan, Capital Regional District (File No. 0470-52)  
Re: Housing Trust Fund Bylaw No. 3266

This item is essentially dealt with through item 7 (i)

**MOTION NO. 96/05**

**MOVED BY: COUNCILLOR MCPHERSON**

**SECONDED: COUNCILLOR M BROTHERSTON**

**THAT** Council receive the Capital Regional District Housing Trust Fund Bylaw No. 3266.

CARRIED.

- i) Letter – Greater Victoria Public Library (File No. 7960-05)  
Re: GVPL's 2005 Operating Budget for Council's approval

**MOTION NO. 97/05**

**MOVED BY: COUNCILLOR MCPHERSON**

**SECONDED: COUNCILLOR M. BROTHERSTON**

**THAT** Council defer the Greater Victoria Public Library Budget for the year 2005, until the Mayor has had the opportunity to take Councillors concerns with respect to the Greater Victoria Public Library Budget to their next meeting for clarification.

CARRIED.

**8. BYLAWS**

- a) Bylaw No. 251, “Council Procedure Bylaw No. 251, 2005”

**MOTION NO. 98/05**

**MOVED BY: COUNCILLOR MCPHERSON**

**SECONDED: COUNCILLOR M. BROTHERSTON**

**THAT** Council adopt “Council Procedure Bylaw No. 251, 2005”.

CARRIED.

OPPOSED: COUNCILLOR MENDUM

**9. NEW BUSINESS**

- a) Report – Municipal Clerk (File No. 0530-00)  
Re: Grants in Aid Policy

**MOTION NO. 99/05**

**MOVED BY: COUNCILLOR MCPHERSON**

**SECONDED: COUNCILLOR K. BROTHERSTON**

**THAT** Council approve the amendment to Grant-in-Aid Policy No. 1601 to change the deadline for receipt of completed grant applications to the end of February of each year.

CARRIED.

Council requested that the Administrator speak to other Administrators within the region at the Administrator's monthly meeting with respect to standardizing the process for Grants-in-Aid.

- b) Report – Municipal Clerk (File No. 1850-02)  
Re: Grants in Aid – Consideration of Grants-in-Aid

**MOTION NO. 100/05**

**MOVED BY: COUNCILLOR MENDUM**

**SECONDED: COUNCILLOR MCPHERSON**

**THAT** Council approve that \$5,500 be incorporated into the District of Highland's budget as a line item to cover Insurance cost for:

- a) Highlands District Community Association;
- b) Highland Heritage Park Society; and
- c) Highlands Parks and Recreation Association.

CARRIED.

**MOTION NO. 101/05**

**MOVED BY: COUNCILLOR MCPHERSON**

**SECONDED: COUNCILLOR CARDINAL**

**THAT** Council approve the following grants-in-aid:

- a) Highland Heritage Park Society's in the amount of \$2,000
- b) Mr. Stan Orchard for a program to Eradicate American Bullfrogs in the amount of \$1,400;
- c) Ms. Wendy Hobbs for a forum for Parents of Young Drivers and Passengers in the amount of \$500.;
- d) Inter-Municipal Advisory Committee on Disability Issues in the amount of \$100.;
- e) Western Community Youth Centre Society in the amount of \$500.;
- f) Westshore Arts Council in the amount of \$400.;
- g) CRD Affordable Housing Trust Fund in the amount of \$1,000.

CARRIED.

- c) Report – Municipal Clerk (File No. 0570-01)  
Re: Cancellation of March 21 Council Meeting

**MOTION NO. 102/05**  
**MOVED BY: COUNCILLOR CARDINAL**  
**SECONDED: COUNCILLOR K. BROTHERSTON**

**THAT** Council authorize the cancellation of the Regular Scheduled Council Meeting of March 21, 2005.

MOTION DEFEATED.

OPPOSED: MAYOR ROESSINGH, COUNCILLORS KADAR, MCPHERSON AND MENDUM.

- d) Report – Municipal Clerk (File No. 0750-20)  
Re: Council Meetings - Caleb Pike House  
**Recommended Action:** As per report

**MOTION NO. 103/05**  
**MOVED BY: COUNCILLOR CARDINAL**  
**SECONDED: COUNCILLOR M. BROTHERSTON**

**THAT** Council instruct staff to obtain quotes to provide adequate parking at the Caleb Pike House site and to install a walkway with appropriate lighting to the School House, prior to holding regular Council Meetings and Committee of the Whole Meetings at the School House, and report back to Council.

**ADMENDING MOTION NO. 104/05**  
**MOVED BY: COUNCILLOR CARDINAL**  
**SECONDED: COUNCILLOR MENDUM**

**THAT** Council instruct staff to obtain quotes to provide adequate parking at the Caleb Pike House site and to install a walkway with appropriate lighting, meeting code requirements, to the School House, using the consultation of an electrical engineer, prior to holding regular Council Meetings and Committee of the Whole Meetings at the School House, and report back to Council.

CARRIED.

9. **ADJOURNMENT**

**MOTION NO. 105/05**

**MOVED BY: COUNCILLOR K. BROTHERSTON**

**SECONDED: COUNCILLOR KADAR**

**THAT** the Regular Meeting of Council be adjourned at 9:00 p.m.

**AND THAT**, pursuant to Section 90(a) of the *Community Charter*, a meeting be convened "In-Camera" to discuss personal issues.

CARRIED.

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MAYOR

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MUNICIPAL CLERK