



DISTRICT OF HIGHLANDS  
MINUTES OF ELECTRONIC COUNCIL MEETING  
MONDAY, JANUARY 10, 2022 @ 7:00 PM  
PUBLIC INVITED TO ATTEND ELECTRONICALLY VIA ZOOM &  
IN PERSON AT COMMUNITY HALL, 729 FINLAYSON ARM ROAD

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**COUNCIL MEMBERS PRESENT:**

Mayor Ken Williams  
Councillor Leslie Anderson  
Councillor Ann Baird  
Councillor Gord Baird  
Councillor Marcie McLean  
Councillor Karel Roessingh  
Councillor Rose Stanton

**IN ATTENDANCE:**

Chief Administrative Officer Lorraine Hilton  
Corporate Officer Melisa Miles  
Building Official/Approving Officer Chris Leek

Public Observation: 1

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**1. APPROVAL OF THE AGENDA**

MOTION: 01-2022

*Moved Councillor Roessingh, Seconded Councillor Gord Baird*  
That the agenda be approved as presented.

CARRIED

**2. PETITIONS AND DELEGATIONS**

**3. ADOPTION OF MINUTES**

3.1

Council – December 6, 2021

MOTION: 02-2022

*Moved Councillor Roessingh, Seconded Councillor Gord Baird*  
That the minutes of the December 6, 2021 Regular Council meeting be adopted.

CARRIED

3.2

West Shore Parks & Recreation Society – November 18, 2021

MOTION: 03-2022

*Moved Councillor Anderson, Seconded Councillor Roessingh*  
That the minutes of the November 18, 2021 West Shore Parks & Recreation Society meeting be received.

CARRIED

3.3

Heritage Select Committee – November 17, 2021

MOTION: 04-2022

*Moved Councillor Stanton, Seconded Councillor Gord Baird*  
That the minutes of the November 17, 2021 Heritage Select Committee meeting be received.

CARRIED

3.4

Emergency Planning Committee – December 9, 2021

MOTION: 05-2022

*Moved Councillor Stanton, Seconded Councillor Gord Baird*  
That the minutes of the December 9, 2021 Emergency Planning Committee meeting be received.

CARRIED

#### 4. REPORTS OF COMMITTEES & COMMISSIONS

Councillor Leslie Anderson  
Heritage Select Committee, South Highlands Local Area Plan Task Force,  
West Shore Parks and Recreation Society and Western Communities  
Policing Advisory Committee

Councillor Ann Baird  
CRD Climate Action Committee and CRD Housing Trust Fund Commission

Councillor Gord Baird  
CRD Regional Water Supply Commission and CRD JDF Water Distribution  
Commission, and Sustainable Land Use Select Committee

Councillor Marcie McLean  
Coexisting with Carnivores Alliance and Greater Victoria Family Court  
Youth Justice Committee

##### **Greater Victoria Family Court Youth Justice Committee**

Councillor McLean provided a brief Greater Victoria Family Court Youth  
Justice Committee update, and that their AGM will be held January 19<sup>th</sup>  
where there will be election of officers, and presentation of the Annual  
Report.

Councillor Karel Roessingh  
Capital Region Emergency Services Telecommunications (CREST), CRD  
Arts and Greater Victoria Public Library Board

Councillor Rose Stanton  
Emergency Planning, Social Sustainability Select Committee, and Inter-  
Municipal Advisory Committee on Disability Issues

The Emergency Preparedness Committee met on December 9, 2021. The  
Chief updated the committee on the Emergency Program Strategic Plan.  
90% of the 2021 deliverables are complete and all the annual deliverables  
are complete. Completion of work on the Hazard, Risk & Vulnerability  
Analysis (HRVA) has been moved into 2022.

The Committee agreed with the Chief's recommendation that 5 items on the  
HRVA be removed as they do not apply to the Highlands (Fuel Source  
Interruption), they have a low likelihood of having a significant impact  
(Dams and Spillways Failure) or they would have a more regional rather  
than local impact (Space Weather, Lightning, Animal Disease).

The Committee discussed an email received from a resident which  
references a video about Logan Lake Wildfire Protection. The Chief  
commented on the differences between Logan Lake and the Highlands and  
why some of the preventive measures taken in Logan Lake would be  
impossible to implement in the Highlands.

The Committee agreed that Fire Smart assessments are the best education  
for homeowners who want to reduce fire risk. The committee also  
discussed timely roadside management by our road contractor to reduce

ladder growth. The Impacts of the atmospheric rivers on Highlands Roads could have been much worse. Water course damaged the West Firehall access, and several roads were flooded. Fast action by staff to secure a contractor had the road repairs done in record time.

The Chief reported that the new Public Emergency Alerting Service is up and running (Highlands is part of WESTSHORE ALERT which currently uses the platform ALERTABLE). It was invaluable having current and accurate information during the Atmospheric Rivers. Information about weather, roads closed or reopened, and water quality was shared through the ALERTABLE app. The committee discussed how to inform Highlanders about ALERTABLE and how valuable ALERTABLE was during the Atmospheric River events, and to encourage more residents to sign up for this alert system. Signage will be added to the Fire Risk signs at the entrances to the Highlands and the District's Website will be reviewed to see if improvements can be made on how the information on WESTSHORE ALERT could be made more prominent

Mayor Ken Williams

#### **Wed. Dec 8th, CRD Board and Housing Corporation Board**

The Board approved the CRHC 2022 Operating and Capital Budgets:

<https://crd.ca.legistar.com/LegislationDetail.aspx?ID=30008&GUID=52E3F7F8-F475-498E-8107-747BE83BD9B6>

We also received the Regional Growth Strategy Indicator Report:

<https://crd.ca.legistar.com/LegislationDetail.aspx?ID=29967&GUID=7CE6CE18-BD3A-438E-BFD4-4474098D6B3F>

A report on the consideration of mountain bike opportunities was received:

<https://crd.ca.legistar.com/LegislationDetail.aspx?ID=29986&GUID=BB8EEFF7-8C6F-46EE-B8BC-E24BFE51BE01>

The CRD Board approved amending the Board Procedures Bylaw to reduce the time limit per delegation to 3 minutes. This policy will be reviewed by the first quarter of 2024.

<https://crd.ca.legistar.com/LegislationDetail.aspx?ID=29714&GUID=47F13AE6-FFFC-4194-9189-5A009DBD3E3A>

#### **Sat. Dec. 11th, Highlands Volunteer Firefighters Association's Santa Run**

Thanks you to the Highlands Firefighters for another great Santa Run. Lots of smiles and laughter as excited kids enjoyed the colorful parade of decked out fire trucks with sirens blazing.

#### **Wed. Jan. 6th CRD Finance Committee**

The Finance Committee received a presentation from KPMG auditor Lenora Lee outlining the terms of the 2021 financial audit.

MFA CAO Peter Urbanc gave a presentation and a request for more flexible debt borrowing terms as market conditions are more volatile. The Committee requested more information from staff as legislative processes

had already occurred and any changes may require a vote on the security issuing bylaw.

Mr Urbanc also gave an update on fossil free investments and new products. Director Loveday made a motion that was passed by the committee for staff to bring to the CRD Board any new options or information for socially and environmentally responsible investing by the CRD.

5. RATIFICATION OF COMMITTEE RECOMMENDATION

6. INTRODUCTION OF LATE ITEMS

7. UNFINISHED BUSINESS

8. CORRESPONDENCE

8.1

Correspondence, BC Crisis Line Network, December 7, 2021 (0110.20)  
**RE: CONCERNS REGARDING CRISIS LINE SERVICES BEING PUT TO BID**

MOTION: 06-2022

*Moved Councillor Roessingh, Seconded Councillor Gord Baird*  
That the December 7, 2021 correspondence from BC Crisis Line Network be received.

CARRIED

8.2

Correspondence, Dr. Sara Dubois, BC SPCA (5280.05)  
**RE: BC SPCA REQUEST FOR LETTER SUPPORT TO THE PROVINCE REGARDING REDUCTION OF RODENTICIDE USE IN BC**

MOTION: 07-2022

*Moved Councillor Ann Baird, Seconded Councillor Roessingh*  
That a letter be sent thanking the Province for the work done thus far in order to help reduce rodenticide use in BC; And that the District of Highlands is in favour of further work to be done to assist in continued protection of animals and communities in BC.

CARRIED

9. BYLAWS

10. NEW BUSINESS

10.1

Notice of Motion, Councillor McLean, December 6, 2021 Regular Council Meeting  
**RE: FLOODPLAIN BYLAW**

*"That staff be directed to prepare a report outlining options for the implementation of a floodplain bylaw"*

MOTION: 08-2022

*Moved Councillor McLean, Seconded Councillor Gord Baird*  
That staff be directed to prepare a report outlining options for the implementation of a floodplain bylaw.

Motion DEFEATED  
With all members voting opposed

MOTION: 09-2022

*Moved Councillor Roessingh, Seconded Councillor Stanton*

That staff be directed to prepare a high level document to be brought to the next strategic planning session outlining the tools currently available to address flood risk within municipal boundaries.

CARRIED

10.2

Report, Corporate Officer, January 5, 2022 (4200.20)

**RE: 2022 GENERAL LOCAL ELECTION – OCTOBER 15, 2022**

MOTION: 10-2022

*Moved Councillor Gord Baird, Seconded Councillor Roessingh*

- 1) That the 2022 General Local Election Voting Day be held on Saturday, October 15, 2022 from 8:00 a.m. to 8:00 p.m. at the District of Highlands Community Hall located at 729 Finlayson Arm Road.
  - 2) That the first and required Advance Poll be held on Wednesday, October 5, 2022 from 8:00 a.m. to 8:00 p.m. at the East Fire Hall, 3163 Woodridge Place.
  - 3) That the second Advance Poll be held on Wednesday, October 12, 2022 from 8:00 a.m. to 8:00 p.m. at the District of Highlands Community Hall located at 729 Finlayson Arm Road.
  - 4) That the rate of pay for election officials outside of members of staff be set at:
 

Presiding Election Official:	\$430.00 per day
Election Officials (poll clerks)	\$325.00 per day
Additional person for Ballot Counting	\$40.00 per hour
- and,
- 5) That Council appoint Melisa Miles as the Chief Election Officer and Liz Condon as Deputy Chief Election Officer.

11. NOTICE OF MOTION

12. IN CAMERA

13. RELEASE OF IN CAMERA  
RESOLUTIONS

14. ADJOURNMENT

MOTION: 11-2022

*Moved Councillor Roessingh, Seconded Councillor Stanton*

That the Regular Council meeting of January 10, 2022 adjourn at 7:59 pm.

CARRIED