

**DISTRICT OF HIGHLANDS**

**2004 ANNUAL REPORT**



**Presented to Council:  
June 20, 2005**

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**As presented to Municipal Council on June 20, 2005**

**1. INTRODUCTION**

Recent changes to Provincial legislation, specifically the implementation of the new *Community Charter* in January 2004 is the culmination of a number of years of legislative reform designed to provide greater transparency in local government decision making, recognize local government as a independent form of government; provide broader corporate powers to local governments and make the local governments more accountable. At the centre of the accountability provisions are the new requirements for the preparation of an annual municipal report and a public meeting to present the report.

The purpose of the annual report is to provide financial and operational information for the previous year to the public. Under the provisions of the *Community Charter* standard financial information such as the audited financial statements and disclosure of the value of permissive tax exemptions must be provided. As well, the municipality must include a *progress* report in relation to set objectives. The report must also set out future year's objectives and the measures that will be used in determining progress towards those objectives.

However, as this is the second year that an annual report is required under the *Charter*, transitional provisions allow for a "phase-in" of the implementation of the progress-reporting element of the annual report. The timetable established is as follows:

**June 2004 First Annual Report** – Progress report must contain statement of municipal objectives for 2005

**January 2005** – Develop and set measures for the 2005 objectives that were published in 2004 report

**June 2005 Second Annual Report** – Restatement of 2005 objectives along with measures to evaluate those objectives. Report must also contain objectives and associated measure for 2006

**January 2006** – Collect data in relation to measures established for 2005 to determine progress

**June 2006 Third Annual Report** (first full report) – Progress report for 2005; restate the 2006 objectives and measures (published in 2005 report) and statement of objectives and measure for 2007.

## **2. COUNCIL**

The current Mayor and Council were elected at the general election in November 2002. The Council assignments for 2004-2005 are as follows:

### **Mayor Karel Roessingh**

Mayor Roessingh is in his second terms as Mayor and previously served one term as Councillor. He currently serves as the Council representative on the Greater Victoria Public Library Board, the Capital Regional District Arts Committee and serves as Alternate Director for the Capital Regional District Board.

### **Councillor Marie Brotherston**

Councillor M. Brotherston is in her first term as a Councillor. She currently serves as the Council's representative, as Director, on the Capital Regional District Board and as Director on the Capital Region Emergency Service Telecommunications Inc. Board of Directors and Vice-Chair to the Capital Regional District's Environmental Committee. Councillor M. Brotherston is also appointed as the Council Liaison for the District of Highlands Emergency Planning Committee and sits on the Capital Regional District's Park Committee and Hospital Board. In addition, Councillor M. Brotherston is the spokesperson for the Capital Regional District's Solid Waste program.

### **Councillor Ken Brotherston**

Councillor K. Brotherston is in his first term as a Councillor. He currently serves as the alternate Council representative to the Greater Victoria Family Court Committee and as the alternate Council representative on the West Shore Parks and Recreation Society's Board of Directors.

### **Councillor Mark Cardinal**

Councillor Cardinal is in his third term as a Councillor. He currently serves as the Council representative on the West Shore Parks and Recreation Society's Board of Directors.

### **Councillor Joe Kadar**

Councillor Kadar is in his first term as a Councillor. He currently serves as the alternate Council representative on the Inter-Municipal Committee on Disability Issues and as alternate Council representative to the Western Communities Policing Advisory Committee. Councillor Kadar was also appointed as Council liaison to the Advisory Planning Commission.

## **Councillor Sandy McPherson**

Councillor McPherson is in her second term as a Councillor. She currently serves as the Council representative to the Inter-municipal Committee on Disability Issues, the Greater Victoria Family Court Committee, the Capital Regional District Solid Waste Advisory Committee and the Capital Regional District Community Energy Planning Steering Committee.

## **Councillor Jane Mendum**

Councillor Mendum is in her second term as a Councillor. She currently serves as the Council representative for the Western Communities Community Policing Advisory Committee and as alternate Council representative for the District of Highlands' Emergency Planning Committee. Councillor Mendum was also appointed as alternate Council Liaison to the Advisory Planning Commission.

## **3. SERVICES**

### **Fire Protection**

The District has a Fire Specified Area that covers most, but not all, of the municipality and the service is paid for by a *separate* property tax levy. There are a number of large undeveloped provincial and regional park lands that are outside of the fire protection area, as well as a few large vacant privately owned parcels of land. There are only a couple of occupied properties not in the fire protection area. Our fire department is a volunteer department with about 30 members. The Fire Chief and Deputy Chief are each provided with an annual stipend of \$8,000 and \$4,000 respectively. Individual firefighters receive no payment. The Firefighters Association is provided with an annual grant of \$9,500, a significant portion of which is spent by the Association on fire equipment. We have two fire halls and six fire vehicles (two main pumpers, two mini pumpers, one tanker and one pickup).

**Municipal Fire Taxes levied in 2004 for the above services was \$195,000.**

Under the Municipal levy on taxes, the District of Highlands provides the following services to its residents:

### **Animal Control**

The District contracts its animal control services to the Capital Regional District (CRD). The service includes dog licencing and control as well as any other animal related matters. The contract is for a 5 year term and expires December 2006. The contract provides that the District shares in the total cost for the animal control service with other participating areas and municipalities, as if we were a participant in a regional service. Therefore, the CRD collects and keeps any dog licence fees and fines.

## **Bylaw Enforcement**

The District has a fee for service contract with the CRD for Bylaw Enforcement Services. The current 5-year contract expires December 2006. Under the provisions of the contract, we can call upon CRD Bylaw Enforcement staff at an hourly rate of \$68 to undertake any bylaw enforcement activity. Our use of CRD Bylaw Enforcement staff has decreased significantly since we have engaged our own Building Inspector/Bylaw Enforcement Officer. As development increases throughout the District of Highlands, more time will be spent in his role as Building Inspector.

## **Municipal Emergency Program**

The District has a small volunteer emergency program. The primary responsibility is emergency planning, as well as some on site support for major fire events or search and rescue. The District has, over the last couple of years, acquired two emergency program vehicles. A used mini bus was purchased for \$3,000 in 2001 to be used as an on site support vehicle and a van was donated in 2003 to be used as a command post.

## **Library**

The District participates, along with most of the local municipalities, in the Greater Victoria Public Library system. The local branch is located at the Juan de Fuca recreation site in Colwood and is paid for jointly by Colwood, Highlands, Langford, and Metchosin. We also pay a portion of the central branch costs for the administration of all of the branches. District of Highland residents may access any branch of the Greater Victoria Public Library within the Capital Region. The Greater Victoria Public Library Board is presently discussing a new operating agreement with all of its members. This agreement is due to be signed in January 2006.

## **Recreation**

### *Juan de Fuca Recreation Centre*

The main recreation facility is located at the Juan de Fuca Recreation site in Colwood and consists of two arenas, an indoor pool, veladrome, playing fields, 9 hole golf course, seniors centre, etc. The facility is jointly owned by Colwood, Highlands, Langford and Metchosin and the CRD, on behalf of a portion of the Juan de Fuca Electoral Area. The facility is operated by a jointly owned Society. The Society has a joint Board of Directors and engages all of the recreation staff. Given the large geographical area of the Highlands, a number of our residents also use facilities in other municipalities, such as the District of Saanich, that are closer to their homes than the Juan de Fuca facilities.

### *Municipal Parks – Twinflower and others*

The District has a management agreement with the Highlands Parks and Recreation Association whereby they manage and maintain our active use municipal parks. The primary municipal park is Twinflower Park, which has a tot lot play ground, a non-regulation size ball field, and a horse-riding ring. The other primary active recreation park is Eagles Lake Park, which has a very small swimming beach and picnic area. The District pays for any capital cost or operating cost items.

*Caleb Pike Homestead*

The District has a management agreement with the Highlands Heritage Parks Society, whereby they operate and maintain the municipally owned Caleb Pike homestead. The homestead consists of Caleb Pike House, the Little Red Schoolhouse, a heritage orchard and the Gregory House which is used as a caretaker’s residence.

**Road Maintenance**

The maintenance of the District’s 38 kilometers of paved roads is contracted out to Victoria Contracting and Municipal Maintenance Corporation. This five year contract expired in November 2004, but was extended for one year so as to give ample time to tender or renegotiate a new long term contract.

**Municipal taxes levied in 2004 to cover the cost of municipal services, including the above services, was \$740,000.**

In addition to the services listed above a number of bodies requisition the District annually and the District collects taxes on their behalf. These bodies, along with their 2004 requisition, are as follows:

<b>School District (61, 62 &amp; 63)</b>	<b>\$858,751</b>
<b>Capital Regional Hospital</b>	<b>\$ 72,693</b>
<b>Municipal Finance Authority</b>	<b>\$ 69</b>
<b>BC Assessment Authority</b>	<b>\$ 25,257</b>
<b>BC Transit</b>	<b>\$ 39,546</b>
<b>Capital Regional District</b>	<b><u>\$111,855</u></b>
	<b>\$1,108,171</b>

**4. AUDITED FINANCIAL STATEMENTS**

See Appendix A

**5. STATEMENT OF PROPERTY TAX EXEMPTIONS**

Nil

**6. DECLARATION AND IDENTIFICATION OF DISQUALIFIED COUNCIL MEMBERS**

Nil

## **7. VOLUNTEERS**

Citizen involvement is an important element of maintaining a successful community as no community can succeed without the active participation of its volunteers. Many of the District's functions would not be possible without the collective efforts of the District, volunteers and residents.

Special recognition must be given to Chief Barry Ford and the members of the Highlands Fire Department for their continued and extraordinary efforts in making the Highlands a safer place to live.

### **DISTRICT OF HIGHLANDS VOLUNTEER FIRE DEPARTMENT**

Barry Ford, Chief  
Guy Brisebois, Deputy Chief  
Peter Schuttinga, Captain  
Peter Talavs, Lieutenant (Safety)  
Mandy Schuttinga, Lieutenant  
Ken Leason, Lieutenant  
Mark Montgomery, Lieutenant  
Dwayne Brideaux, Lieutenant  
Andrea Barale, Firefighter  
T.J. Barkley, Prob. Firefighter  
Max Bates, Junior Firefighter  
Joshua Baur, Firefighter  
Stew Bender, Firefighter  
Bob Brown, Firefighter  
Meara Fletcher, Junior Firefighter  
Gregg Fletcher, Firefighter  
Dean Ford, Firefighter  
Diane Gill, Lieutenant  
Regine Klein, Prob. Firefighter  
Stephen Lester, Firefighter  
Trevor Newnham, Firefighter  
Bryce Patey, Firefighter  
Paul Reynolds, Firefighter  
Glen Ridout, Firefighter  
Ray Schuttinga, Junior Firefighter  
Garry Shade, Firefighter  
Andy Stewart, Firefighter  
Robert Tuit, Firefighter  
Richard Warrington, Firefighter

In the year 2004, the District engaged George B. Cuff & Associates Ltd. to carry out a Corporate Review for the District. As a result of this review, Mr. Cuff made a recommendation, which was subsequently endorsed by Council, to rescind the current committee structure and replace it with an alternate committee structure.

Accordingly, the following committees were rescinded:

- ▶ Administration and Finance Advisory Committee;
- ▶ Environment Advisory Committee;
- ▶ Parks, Trails and Recreation Advisory Committee;
- ▶ Protective Services Advisory Committee; and
- ▶ Roads Advisory Committee.

***The District was very fortunate to have such a large number of volunteers who served on the above five advisory committees. The District expresses great gratitude to each and every one of you.***

#### **NEW COMMITTEE STRUCTURE:**

The following two new Advisory Committees were established as of January 1, 2005.

#### **▶ Community Infrastructure and Services Advisory Committee**

Membership:

Lyle Ferguson  
Bob Flitton  
Verna Ford  
Frank Hiebert  
Elaine Limbrick  
Tara Parkinson  
Alan Philip  
Evelyn Samuel  
Pete Talavs

► **Fiscal & Environmental Advisory Committee.**

Membership:

Karen Burns  
Rob Jirucha  
Warren Lee  
Michelle Mahovich  
Bob McMinn  
Hans Waelti  
Paul Weyer  
Bev York  
Adam Sullivan

► **Advisory Planning Commission**

Pursuant to Section 898, of the *Local Government Act*, a Council May, by bylaw, establish an Advisory Planning Commission to advise Council on all matters respecting land use, community planning or proposed bylaws and permits. Accordingly, Pursuant to “Advisory Planning Commission Bylaw No. 209, 2003” the following are members of the District’s Advisory Planning Commission:

Council Liaison, Councillor Joe Kadar

Membership:

Michael Bocking  
Eric Bonham  
Rod Glover  
Eleanor Rayner, Chair  
Colleen Robertson, Vice Chair  
Sheila Taylor  
Kent Willner

► **Board of Variance**

Pursuant to Section 899, of the *Local Government Act*, if a local government has adopted a zoning bylaw it **must**, by bylaw, establish a Board of Variance. Pursuant to “Board of Variance Bylaw No. 248, 2005”, the following are members of the Board of Variance:

Membership:

Will Carrilho  
Paul Henry  
Job Kuijt

Secretary, Laura Beckett, Municipal Planner

## **8. STAFF**

Scott Coulson, Administrator  
Terry Trace, Clerk  
Heinz Burki, Building Inspector  
Laura Beckett, Planner  
Sandi Chesley, Administrative Assistant  
Brigitte Lapierre, Accounting Clerk  
June Parker, Secretary/Receptionist/Cashier

## **9. STATEMENT OF OBJECTIVES FOR 2005**

Council set the following objectives which it hopes to accomplish in 2005.

### **A. Completion of implementation of recommendations from Corporate Review report**

During the period of April and May 2004 a Corporate review was conducted by G.B. Cuff & Associates. The purpose of the review was to provide Council and senior management with recommendations on the most effective organizational structure, council decision-making processes, advisory committee structure, and organizational and system requirements. Shortly after the writing of the first annual report the Cuff Report was received by Council. Within the report there were 38 recommendations which related to all functions of the Municipality. Presently Council and Staff are vigorously working to implement all of the recommendations. Due to the recent turnover of staff, all of the recommendations will not be completed in 2005. It is difficult to determine how many of the recommendations can be implemented by the end of 2005, however Council has indicated that any of the recommendations not implemented in 2005, should be done in early 2006.

**Please see the following list of G.B. Cuff Report recommendations and status statement:**

## **STATEMENT OF OBJECTIVES FOR 2005 (Continued)**

### **B. Review of Council compensation**

Currently the Mayor receives an annual indemnity of \$5500.00 and each Councillor receives \$3500.00. These amounts have not changed since 1993 when the District was incorporated. A review of Council compensation will be conducted in 2005 with any changes to be implemented after the election in the fall of 2005.

### **C. Review of regulatory bylaws related to new OCP**

At the time of the writing of this annual report it is anticipated the new OCP will be adopted prior to the end of 2005. Once it is adopted a review of the District's regulatory bylaws (i.e. Zoning and Subdivision) should be done so that these bylaws are in compliance with the OCP.

### **D. Community Facilities review including community hall, recreation facilities, Council Chambers and East Fire hall renovations**

The need for a community hall has been identified as a priority by Council for a number of years. As well the need for renovations to the east firehall and a council chamber has been identified. Council has established that community facilities be looked at as one issue with the specific needs and types identified and prioritized so that a plan can be established. At the time of the writing of this report, Bylaw 262 "District of Highlands Zoning Bylaw Amendment Bylaw No. 262 (Bear Mountain), 2005" had received 1<sup>st</sup> and 2<sup>nd</sup> reading. Once Bylaw 262 passes a \$2,500,000 amenity will be placed in a reserve fund established by Council as the Bear Mountain Amenity Reserve Fund to be used by Council to assist in the provision of a Community Hall, a Fire Hall and a Municipal Hall within the District of Highlands.

### **E. Lobby for cleanup of polluted lands owned by the Crown and CRD**

While it is outside the jurisdiction of the District to demand that the CRD cleanup their contaminated lands on Millstream Road, the Council will continue their lobbying of the CRD and the Province in order to get the problem rectified. During 2005, the Council continued to lobby for this cleanup at numerous meetings held between the CRD and the Province.

**F. Establish policy for piped services and create regulatory bylaws and agreements related to piped services.**

Since August 2003, the industrial lands along the south east portion of Millstream Road have been included within the Regional Urban Containment and Servicing Boundary. This is reflected in the District of Highland's Official Community Plan.

As of early 2005, the rezoning of 195 hectares of land (commonly known as "Bear Mountain") to the south west of Millstream Road was adopted. The rezoning allowed densities and uses that would ultimately require piped services to that area. Amendments to the Regional Growth Strategy, especially the Regional Urban Containment and Servicing Boundary, is the next step in this process.

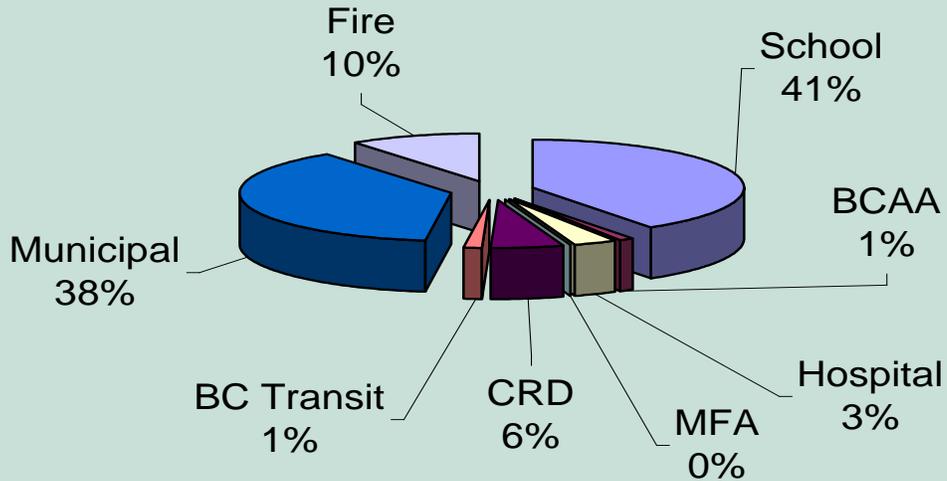
# **APPENDIX A**

## **AUDITED FINANCIAL STATEMENTS FOR 2004**

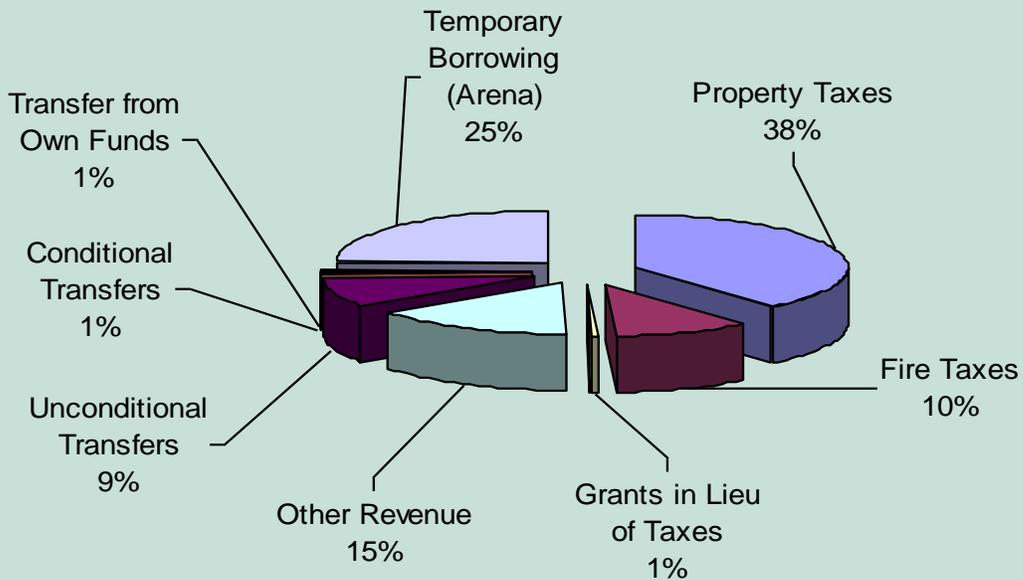
**APPENDIX B**

**STATISTICS**

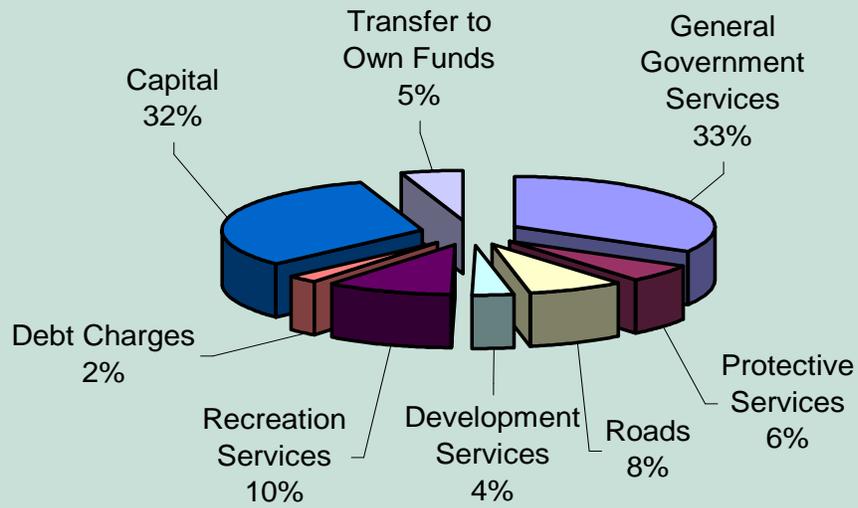
## 2003 PROPERTY TAXES



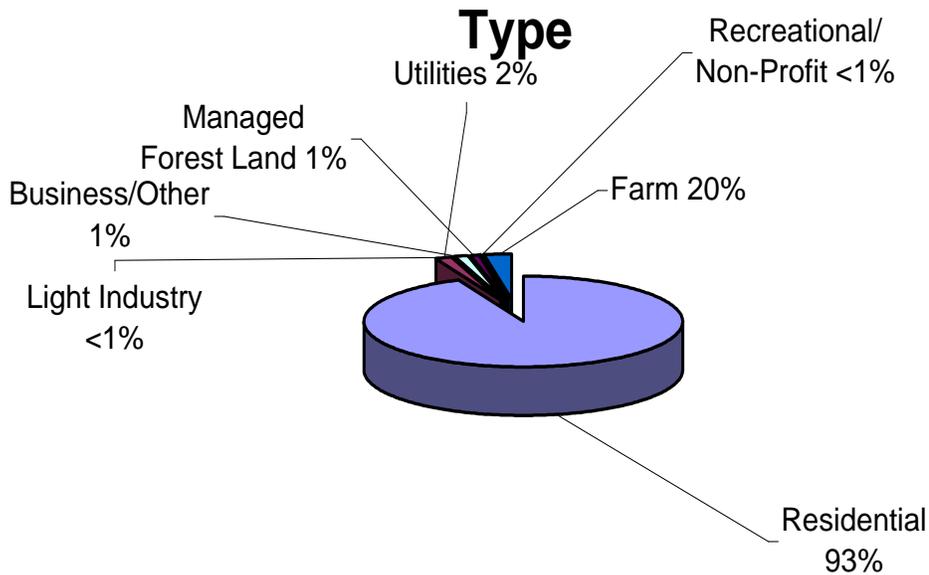
## 2003 MUNICIPAL REVENUE



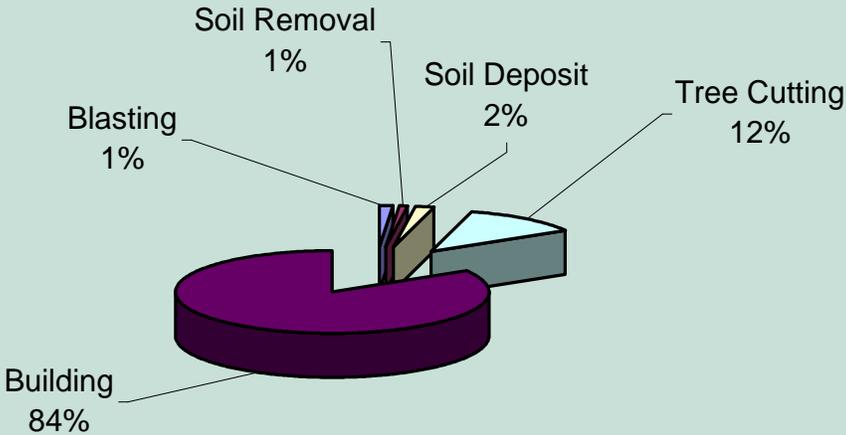
# 2003 MUNICIPAL EXPENDITURES



# 2003 Property Taxes by Property



# 2003 PERMIT REVENUE



# 2003 DEVELOPMENT FEES

