



**DISTRICT OF HIGHLANDS
MINUTES OF ELECTRONIC COUNCIL MEETING
TUESDAY, APRIL 19, 2022 @ 7:00 PM
PUBLIC INVITED TO ATTEND ELECTRONICALLY VIA ZOOM &
IN PERSON AT COMMUNITY HALL, 729 FINLAYSON ARM ROAD**

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
Municipal Planner Laura Beckett
Building Inspector Chris Leek

Public Observation: 10

1. APPROVAL OF THE AGENDA

MOTION: 77-2022

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

CARRIED

MOTION: 78-2022

Moved Councillor Roessingh, Seconded Councillor Stanton
That Doone Watson, Highlands District Community Association (HDCA), be added under delegations to speak to Item 10.2; and

That Katie Blake, Habitat Acquisition Trust, be added to speak to Item 10.3; and further that 10.3 be considered prior to 5. Ratification of Committee Recommendations

2. PETITIONS AND DELEGATIONS

2.1

Doone Watson addressed Council in regards to Item 10.2 - HDCA Request for Community Hall Rental Waiver and presented information on the upcoming Ukrainian Refugee Speaker Series event.

3. ADOPTION OF MINUTES

3.1

MOTION: 79-2022

Council – March 21, 2022

Moved Councillor Roessingh, Seconded Councillor Gord Baird
That the minutes of the March 21, 2022 Regular Council meeting be adopted.

CARRIED

3.2

MOTION: 80-2022

Council – April 4, 2022

Moved Councillor Stanton, Seconded Councillor Anderson
That the minutes of the April 4, 2022 Regular Council meeting be adopted.

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

SLUSC met March 23rd to discuss the Staff report on the Step Code. Mr. Leek was in attendance. The committee understood that commentary was sought from them and not a recommendation. They recognize that commentary is not allowed in the minutes therefore thought it best to have the council liaison share the commentary in my report to council, and they express their preference in relation to the options presented by staff. I have summarized the discussion that took place, and had it reviewed for accuracy by the Chair of SLUSC.

Discussion:

Can we regulate building size to decrease the carbon footprint?

If budgetary considerations are influencing building, then higher step would influence smaller building size. Owners would still build out to their maximum budget, but that would result in a more efficient and smaller home.

If a higher step leads to smaller footprints, then the smaller footprint could offset the potentially higher carbon footprint of the more efficient building. It would be valuable to have a report that looked at the building cost and carbon footprint of conventional home across three scenarios (i.e. standard building, that same building at step 3, and again at step 4) How many new residential and commercial buildings are anticipated (leads back to the question of maximum build-out in the Highlands that Councillor Ann Baird brought up).

Builders in the area are becoming very familiar with advanced building types, likely not an issue over access of skilled trades in our region.

SLUSC Members unanimously voted their preference to push to the higher end of the step code and be out ahead of the curve.

Links requested by SLUSC on carbon footprint of building:

[Chris Magwood - Embodied Carbon resources](#) - PDF of Masters thesis

[Chris Magwood - VIDEO - Introduction to embodied carbon](#)

[Build Carbon Neutral](#)

[Living Building Zero Carbon Certification Living Building Zero Energy Certification](#)

[Canadian Green Building Council Zero Carbon Building Standard and Program](#)

[Builders for Climate Action - Carbon-positive resources City of Vancouver - Zero Emission Building policy](#)

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

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

Mayor Williams

Thurs. March 24th, 2022 Municipal Finance Authority of BC AGM

Members of MFABC met at the Hotel Grand Pacific for our Annual General Meeting. The MFA provides long term capital financing to all of BC's municipalities, regional districts, regional hospital districts, ECOMM and CREST. In 2021, the MFA issued \$1,925,000,000 in Bonds. This is the largest single year issuance. Total dollar value of all bonds issued since 1970 is \$22,375,000,000.

The meeting featured four information sessions:

Session 1) Chief Economist of BMO, Douglas Porter provided a geopolitical outlook on 2022 with warnings of increasing volatility due to the Russian sanctions and uncertainty of supply chains during the continuing pandemic. China is experiencing a new COVID breakout. Basically inflation is up and growth is down. Look for interest rates to continue to rise this summer.

Session 2) MFA CEO, Peter Urbanc led a discussion on Diversified Multi-asset Class pooled investment funds (DMAC). All strategies in the DMAC are managed using ESG integration (environmental, social, governance). 3 out of the 8 of the DMAC strategies use a fossil free screen.

Session 3) This was a roundtable on the challenges of technology for local governments. Items discussed were cyber security, cyber attacks and IT collaboration with other local governments.

Session 4) MFA Portfolio Manager, Andrew Sweeney held a forum on the MFA's approach to responsible investing. The MFA has been working to improve disclosures and improving impact measurement reporting metrics for green and socially responsible projects.

MFA Chair Malcolm Brodie and the trustees were all re-elected.

Wed. March 30th, CRD Environmental Services Committee

The ESC recommended to the board that staff return to the committee in June with the financial implications, timing and resource requirements to trial the beneficial use of construction, demolition, renovation waste for existing biosolid thermal processing proponents. The Township of Esquimalt is looking into an Integrated Resource Management gasification solution to process their municipal waste and is working with CRD staff.

The ESC also received a report on the curbside recycling program that has finally returned to normal after being disrupted by the atmospheric storms, snow and pandemic induced staff shortages.

Report, Municipal Planner, March 29, 2022 (RZ-01-21)

RE: INTRODUCTORY REPORT: APPLICATION RZ-01-21 – 499 MILLSTREAM LAKE ROAD

Katie Blake, (HAT) and the applicant addressed Council and provided the following comments:

- Applying for a rezoning with the forested portions of the property remaining in Managed Forest classification, as indicated in their

application. The OCP designation over the entire property would be a CD Zone.

- Proposal includes 7 residential lots over 222 acres, yielding an average of 30 acre minimum per lot. This zoning density is significantly lower than many of the surrounding lots and equal to the lowest zoning density in the District. Over 60% of the land will be protected through an eco-forestry covenant which puts eco-system health as the basis for forest management decisions.
- Of the 7 residential lots, 3 have existing primary dwellings. One new lot would require a new driveway. All but one lot have other existing access. One lot has no cleared area for a house and 2 have house sites with partial clearing. The remainder have existing houses or have been previously cleared for pasture. Four of the residential lots would likely have a Residential provincial land classification. The other 3 lots with significant forest cover would likely have a split Residential/Managed Forest classification. Land classification is provincially designated so would not be determined until after re-zoning.
- The Private Managed Forest Act prohibits local governments from limiting activity on land classified as Managed Forest. Conservation covenant, therefore cannot be part of the rezoning process nor can the District be a signatory of the covenant. Preliminary legal review indicates that an eco-forestry covenant between ourselves and Habitat Acquisition Trust (HAT) would not be invalidated by the Act.
- The applicants have committed many hours and significant funds on the drafting of an eco-forestry covenant which will be applied to the forested lots (#'s 8-12). HAT has the experience and resources to monitor and enforce the covenant, and a long term plan for transfer of covenants to another conservation organization should HAT be longer be able to act as the covenant holder. Costs of ensuring protection of the covenant would not fall to the District.
- The best means of preserving the historically significant Mitchell Cottage is to grandfather it as a secondary dwelling. Income generated from rental of the house would provide a means for maintenance to continue. Its continued designation as a primary dwelling would likely mean it would be decommissioned and maintenance would cease. The application seeks to grandfather two other small existing residences as accessory dwellings. As accessory dwellings, the 3 above mentioned residences would continue to contribute to Highlands' affordable housing stock. (OCP 8.1(2)).
- The applicant advised that they are committed to working collaboratively with the District to come to a mutually beneficial outcome for this rezoning.

MOTION: 81-2022

Moved Councillor Roessingh, Seconded Councillor Gord Baird

That the application be referred to the Heritage Select Committee and the Sustainable Land Use Select Committee for each to recommend to Council whether it supports or does not support the application based on each select committee's mandate.

CARRIED

5. RATIFICATION OF COMMITTEE RECOMMENDATIONS

- 5.1 Special Committee of the Whole – March 28, 2022
RE: COVID-19 SAFE RESTART GRANT – ALLOCATION FOR ROSS DURRANCE ROAD PATCHING (1855.38 / 5400.13)
- MOTION: 82-2022 *Moved Councillor Roessingh, Seconded Councillor Stanton*
 That the use of \$16,780 of the COVID-19 Safe Restart Grant be approved for patching to Ross Durrance Road in the vicinity of the Mt. Work Park access. CARRIED
- 5.2 Committee of the Whole – April 11, 2022
RE: GRANT IN AID FUNDING (1850.02.22)
- Councillor Stanton declared a perceived conflict of interest due to a personal relationship with a Director on the Highland Heritage Park Society and left the meeting at 8:01 p.m.*
- MOTION: 83-2022 *Moved Councillor Gord Baird, Seconded Councillor Ann Baird*
 That the Highland Heritage Park Society be awarded \$3000 in grant in aid funding for 2022. CARRIED
- Councillor Stanton returned to the meeting at 8:01 PM*
- MOTION: 84-2022 *Moved Councillor Gord Baird, Seconded Councillor Stanton*
 That the following be awarded as follows with West Shore RCMP being increased to \$1500:
- | | |
|---|--------|
| Highland Heritage Park Society | \$3000 |
| Highlands District Community Association | \$3000 |
| Highland Parks and Recreation Association | \$2000 |
| West Shore Arts Council | \$500 |
| Royal Canadian Legion – Prince Edward #91 | \$1000 |
| Peninsula Streams Society | \$1000 |
| Intermunicipal Advisory Committee on Disability Issues | \$200 |
| NEED2 Suicide Prevention Education and Support | \$500 |
| Capital Region Food and Agriculture Initiatives Round Table | \$500 |
| West Shore RCMP | \$1500 |
| Habitat Acquisition Trust | \$1000 |
- CARRIED
With Councillor Ann Baird Opposed
- 5.3 Committee of the Whole – April 11, 2022
RE: BC ENERGY STEP CODE IMPLEMENTATION (3800.01)
- MOTION: 85-2022 *Moved Councillor Gord Baird, Seconded Councillor Ann Baird*
 That staff prepare a report on the implications of implementing the following BC Step Code approach:
- Require Step 3 as a condition for new standard (Part 9) residential buildings less than 75 m²
 - Require Step 4 as a condition for new standard (Part 9) residential buildings 75 m² to 300 m²

- 5.4 • Require Step 5 as a condition for new standard (Part 9) residential buildings greater than 300 m² including alignment with applicable District of Highlands bylaws, Provincial legislation, and incorporation of Low Carbon Energy Systems (LCES) incentives. CARRIED
Committee of the Whole – April 11, 2022
RE: HERITAGE SELECT COMMITTEE (0540.20)

MOTION: 86-2022

Moved Councillor McLean, Seconded Councillor Anderson
That the Heritage Select Committee 2022 Work Plan be approved as presented.

CARRIED

- 5.5 Committee of the Whole – April 11, 2022

RE: FIVE YEAR FINANCIAL PLAN 2022-2026 (1700.26)

MOTION: 87-2022

Moved Councillor Stanton, Seconded Councillor Anderson
That staff be directed to bring forward a Financial Plan Bylaw and Tax Rates Bylaw to the May 2, 2022 Council meeting based on current tax policy and draft budget.

CARRIED

6. INTRODUCTION OF LATE ITEMS

7. UNFINISHED BUSINESS

8. CORRESPONDENCE

- 8.1 Correspondence, Alistair MacGregor, MP, March 17, 2022 (0110.20)
RE: BILL C-216, THE HEALTH-BASED APPROACH TO SUBSTANCE USE ACT

MOTION: 88-2022

Moved Councillor Roessingh, Seconded Councillor Stanton
That Council direct staff to have a letter of support sent to Alistair MacGregor's office.

CARRIED

9. BYLAWS

10. NEW BUSINESS

- 10.1 Report, Corporate Officer, March 29, 2022 (8100.20)
RE: VICTORIA CYCLING ASSOCIATION – CYCLING RACE REQUEST

MOTION: 89-2022

Moved Councillor Stanton, Seconded Councillor Roessingh
That Council approve the cycling races hosted by the Victoria Cycling Association and occupancy of Millstream and Caleb Pike Roads as listed below:

- Sunday, April 10, 2022 – 10:00 AM to 1:30 PM
- Sunday, May 1, 2022 – 10:00 AM to 1:30 PM
- Wednesday, May 11, 2022 – 5:30 PM to 8:00 PM
- Wednesday, June 29, 2022 – 5:30 PM to 8:00 PM

subject to the Event Organizer entering into a Public Property Occupancy Agreement, substantially as shown attached to the report of the Corporate Officer dated March 29, 2022; and

That the Corporate Officer be authorized to execute such agreement on behalf of the District of Highlands.

CARRIED

- 10.2 Report, Corporate Officer, March 30, 2022 (7900.03)
RE: COMMUNITY HALL RENTAL WAIVER REQUEST – HIGHLANDS DISTRICT COMMUNITY ASSOCIATION
- MOTION: 90-2022 *Moved Councillor Stanton, Seconded Councillor Roessingh*
 That Council approve the rental waiver for a 3 hour (\$175 – ½ day rental rate) rental by the Highlands District Community Association for a community workshop on April 27, 2022 with the HDCA being charged for insurance (\$10), refundable security deposit (\$100) and caretaking.
 Motion DEFEATED
 With Mayor Williams and Councillors’ Anderson, Ann Baird, Roessingh being Opposed
- MOTION: 91-2022 *Moved Councillor Ann Baird, Seconded Councillor Stanton*
 That Council approve the rental waiver for a 3 hour rental by the Highlands District Community Association for a community workshop on April 27, 2022 with all fees being waived.
 CARRIED
- MOTION: 92-2022 *Moved Councillor McLean, Seconded Councillor Stanton*
 That the Community Hall Rental Rates and Use Policy and Community Hall Rental Subsidized Rates Policy come forward to Council for review.
 CARRIED
- 10.3 *Considered prior to 5.1 as per Council resolution.*
- 10.4 Report, Municipal Planner, April 11, 2022 (6480.20)
RE: REFERRAL – COLWOOD OCP AMENDMENT
- MOTION: 93-2022 *Moved Councillor Anderson, Seconded Councillor Ann Baird*
 That a reply of “no objections,” regarding Colwood Official Community Plan Bylaw No. 1700, 2018 Amendment Bylaw No. 1700-05 (2021 Housekeeping Amendments) be provided to Colwood City Hall.
 CARRIED
- 10.5 Report, Corporate Officer, April 12, 2022 (0530.01)
RE: IN-PERSON COUNCIL MEETINGS
- MOTION: 94-2022 *Moved Councillor McLean, Seconded Councillor Gord Baird*
 That staff bring forward a potential amendment to the Council Procedure Bylaw to consider a hybrid model for Council meetings; and that in the interim, members of Council continue to meet electronically.
 CARRIED

11. NOTICE OF MOTION

Councillor Roessingh introduced the following Notice of Motion:

“That consideration for a non-statutory climate reserve fund from annual surplus as available with a target of \$100K over 10 years be included in the upcoming Highlands Reserves & Surplus Policy review”.

12. MOTION TO MOVE IN CAMERA

**13. RELEASE OF IN CAMERA
RESOLUTIONS**

14. ADJOURNMENT

MOTION: 95-2022

Moved Councillor Gord Baird, Seconded Councillor Ann Baird
That the Regular Council meeting of April 19, 2022 adjourn at 8:55 pm.
CARRIED

MAYOR

CORPORATE OFFICER

Adopted May 16, 2022