



**DISTRICT OF HIGHLANDS  
MINUTES OF ELECTRONIC COUNCIL MEETING  
MONDAY, MAY 2, 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  
Municipal Planner Laura Beckett

Public Observation: 9

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**1. APPROVAL OF THE AGENDA**

MOTION: 96-2022

*Moved Councillor Roessingh, Seconded Councillor McLean*  
That the agenda be approved, with the addition of Kenn Faris, Robert McMinn, and Sally Gose under Petitions and Delegations.

CARRIED

**2. PETITIONS AND DELEGATIONS**

2.1

Presentation from Liette Bates-Eamer, KPMG LLP

**RE: DRAFT 2021 FINANCIAL STATEMENTS AND AUDIT FINDINGS REPORT**

Liette Bates-Eamer presented the Draft 2021 Financial Statements and Audit Findings to Council.

Ms. Bates-Eamer answered questions from Council regarding audit highlights, materiality, areas of audit focus and results, audit risks, control deficiencies and other control observations, and further noted there were no issues identified in relation to significant accounting policies and practices.

MOTION: 97-2022

*Moved Councillor Stanton, Seconded Councillor Gord Baird*

That Council approve the draft 2021 Financial Statements and receive the Audit Findings Report.

CARRIED

2.2

Kenn Faris, Highlands District Community Association (HDCA) addressed Council regarding item 5.2 highlighting that he was recently appointed Chair of the HDCA and thanked Scott Richardson for his work over the past 16 years serving in the role. The speaker further advised that the HDCA would like to formally request use of the Community Hall Grounds for the Broom Bash drop off.

Mayor Williams advised that this request could be considered under 5.2 where Council will be considering funding the Broom Bash Disposal Costs.

Kenn Faris then specified that he wished to address Council as a resident in relation to item 10.2, advising that he will be contacting the

CRD in regard to concerns with the Mount Work Park Draft Management Plan, and encouraged Council to advocate for an environmental assessment to be conducted and preservation of the west side of the mountain.

2.3 Robert McMinn, resident addressed Council urging that they consider placing significant amounts of reserves toward a heritage fund to be used for varying purposes.

2.4 Sally Gose, resident addressed Council regarding item 10.2, commending the work the CRD has done thus far on the Mount Work Park Draft Management Plan, and that the document is intended to be a balance between environmental protection and recreational opportunity. The speaker further expressed that the plan seems vague in that it lacks projected dates and timelines and urged Council to advocate for a clear and comprehensive plan that offers more clarity in this regard.

### 3. ADOPTION OF MINUTES

3.1 Council – April 19, 2022

*Staff advised that the April 19, 2022 Council Minutes would appear at the next Regular meeting for approval, as there was an error identified.*

3.2 Emergency Planning Committee – April 21, 2022

MOTION: 98-2022

*Moved Councillor Roessingh, Seconded Councillor Stanton That the minutes of the April 21, 2022 Emergency Planning Committee meeting be received.*

CARRIED

3.3 West Shore Parks and Recreation Society – March 10, 2022

MOTION: 99-2022

*Moved Councillor Anderson, Seconded Councillor Roessingh That the minutes of the March 10, 2022 West Shore Parks and Recreation Society 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

#### **West Shore Parks and Recreation Society**

Thanked staff and Council for their assurance in getting the word out regarding the extended deadline for the call for art submissions for the new JDF Childcare Centre room that bears the District's name and also thanked the local artists who responded to the callout.

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 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

### **Emergency Planning Committee**

The Emergency Planning Committee met on April 21st. The Chief provided an update on the strategic plan and the recent Fire Smart presentation.

Emergency Preparedness Week information is now available on both the Provincial and Federal Government websites and encouraged everyone visit the websites to learn more.

### **Inter-Municipal Advisory Committee on Disability Issues-**

IACDI held its AGM on April 21st. All the executive were reappointed. Discussion about accessibility in regional parks and trails took place.

Mayor Williams

### **Wed. April 13th, 2022 CRD Housing Corporation Board**

The CRHC received the Capital Region Housing Corporation Operational Update report for the first quarter 2022. 2007 units of low cost housing across 54 properties are managed by the CRHC. link:

<https://crd.ca.legistar.com/LegislationDetail.aspx?ID=30910&GUID=749F02E9-E1B9-4F6E-9F13-9186A516EDC2>

We also received the first quarter Capital Region Capital Plan Status Report.

<https://crd.ca.legistar.com/LegislationDetail.aspx?ID=30911&GUID=4DDD6691-C225-4B95-8864-B966C53F4B3F>

### **Wed. April 13th, 2022 CRD Board Meeting**

Items that may be of interest to council in the consent agenda:

6.1 Rainfall Intensity Duration and Frequency Curves

<https://crd.ca.legistar.com/LegislationDetail.aspx?ID=30874&GUID=77F41FF5-C757-4510-A475-0BA19CEA7CF6>

6.2 Biosolids Management and Planning Update

<https://crd.ca.legistar.com/LegislationDetail.aspx?ID=30875&GUID=E0399C9-B7B4-4FBD-9AE4-886C2B183E82>

The CRD Board received CAO Quarterly Progress Report No.1 2022

<https://crd.ca.legistar.com/LegislationDetail.aspx?ID=30984&GUID=07B73CB5-A303-40AC-B701-9DC6B679226F>

In response to the humanitarian crisis that has been caused by the ongoing war in Ukraine, the CRD passed the following resolution:

*That the CRD make a one-time grant-in-aid to the Ukrainian Canadian Cultural Society of Vancouver Island in the amount of \$15,000.00 and, that staff investigate how the CRD can support the Ukrainian Canadian Cultural Society of Vancouver Island without providing direct financial support.*

The CRD Board moved that the Mount Work Draft Management Plan be made available for public review and comment and that staff include the addition of bike storage facilities at Killarney Lake and that staff include the addition of new drinking water fountain stations where domestic water is available.

Public engagement on this draft management plan has commenced and comments can be made online at:

<https://getinvolved.crd.bc.ca/mount-work>

Please complete the comment form by May 16th, 2022

Upcoming on May 11th, is an open house event at Saanich Commonwealth Place, Douglas Fir Room 4:30-7:30pm

According to the engagement flowchart, the draft management plan will be referred to First Nations, key government agencies and key stakeholders to seek their review and comments.

After the input is analyzed, the final plan is slated to emerge during the 3rd or 4th quarter 2022. Endorsement is expected in the first quarter 2023.

<https://crd.ca.legistar.com/LegislationDetail.aspx?ID=30849&GUID=D4D9B61-20F5-46C3-BDB0-1A1F461B4AF1>

#### **Wed. April 20th, CRD Environmental Services Committee**

The ESC received the CRD Climate Action 2021 Annual Report

<https://crd.ca.legistar.com/LegislationDetail.aspx?ID=31041&GUID=B24BF2B7-EE82-43CC-A8DB-F917547BEE11>

The tertiary wastewater treatment plant at McLoughlin Point in Esquimalt along with pandemic conditions and population growth were cited as reasons for an increase in CRD corporate GHG emissions.

Annual CRD Corporate GHG emissions

3,834 t CO<sub>2</sub>e (19% increase compared to 2020)

<https://crd.ca.legistar.com/LegislationDetail.aspx?ID=31041&GUID=B24BF2B7-EE82-43CC-A8DB-F917547BEE11>

The ESC also received the Solid Waste 2021 Annual Report and recommended to the CRD Board that the Solid Waste Advisory Committee review the 2021 Plan Monitoring Update.

#### **Wed. April 27th, First Nations Relations Committee**

The First Nations Relations Committee recommended to the

CRD Board that our CRD procurement policy be amended to give

First Nations a bigger profile and increased opportunities when goods

and services are needed.

<https://crd.ca.legistar.com/LegislationDetail.aspx?ID=31074&GUID=D265BB22-BD17-4E77-A9B0-EFEEDA985A4C>

## 5. RATIFICATION OF COMMITTEE RECOMMENDATIONS

5.1

Special Committee of the Whole – April 19, 2022

**RE: SECONDARY SUITES AND ACCESSORY DWELLING UNITS – STAFF SUGGESTION** (6410.02)

MOTION: 100-2022

*Moved Councillor Stanton, Seconded Councillor Gord Baird*

That the document entitled, “April 19, 2022 Suggestions,” be used as a basis to draft bylaw amendments and any companion policy(ies) for Council consideration. CARRIED

*With Councillor McLean voting opposed*

MOTION: 101-2022

*Moved Councillor Roessingh, Seconded Councillor Stanton*

That staff report back on feasible options for building proof of water into the secondary suites policy. CARRIED

MOTION: 102-2022

*Moved Councillor McLean, Seconded Councillor Gord Baird*

That Council direct staff to apply the District’s Public Participation and Community Engagement Policy and appropriately advertise and hold an open house for Highlands residents and property owners at the Community Hall in the near future on the matter of the potential legalization of secondary suites and accessory dwelling units and provide sufficient information on the issue including a concise clear survey in order for Council to more thoroughly receive local input and responses on the matter.

DEFEATED

*With Councillors’ Anderson, Ann Baird, Gord Baird, Roessingh, Stanton and Mayor Williams voting opposed*

5.2

Committee of the Whole – April 11, 2022

**RE: HDCA – BROOM BASH DISPOSAL COSTS** (0230.25 / 5280.13))

MOTION: 103-2022

*Moved Councillor Gord Baird, Seconded Councillor Stanton*

That the Highlands District Community Association’s Community Broom Bash disposal costs be funded from the Invasive Species budget for 2022. CARRIED

MOTION: 104-2022

*Moved Councillor Gord Baird, Seconded Councillor Roessingh*

That use of the Community Hall grounds for the Highlands District Community Association’s broom removal program for 2022 be approved subject to staff satisfaction of the implementation requirements.

CARRIED

## 6. INTRODUCTION OF LATE ITEMS

## 7. UNFINISHED BUSINESS

7.1

Report, Corporate Officer, April 25, 2022 (0530.01)

**RE: HYBRID COUNCIL & COMMITTEE MEETINGS**

MOTION: 105-2022

*Moved Councillor Roessingh, Seconded Councillor Stanton*

That Council resume in-person meetings, subject to any new Provincial Health Orders or guidelines that may impact in-person meetings.

CARRIED

*With Councillors' Ann Baird and Gord Baird voting opposed***8. CORRESPONDENCE**

8.1 Victoria Family Court &amp; Youth Justice Committee (4800.20)

**RE: 2021 ANNUAL REPORT**

8.2 Correspondence, Capital Regional District, April 27, 2022 (0400.05)

**RE: SUPPORT FOR UKRAINIAN REFUGEES ON VANCOUVER ISLAND**

MOTION: 106-2022

*Moved Councillor McLean, Seconded Councillor Gord Baird  
That Correspondence items 8.1 and 8.2 be received.*

CARRIED

**9. BYLAWS**

9.1 Report, Corporate Officer, April 21, 2022 (3900.436 / 3900.437)

**RE: FIVE YEAR FINANCIAL PLAN BYLAW NO. 436, 2022; TAX RATES  
BYLAW NO. 437, 2022**

MOTION: 107-2022

*Moved Councillor Roessingh, Seconded Councillor Anderson  
That "Five Year Financial Plan Bylaw No. 436, 2022" be read a first time.*

CARRIED

*With Councillors' Ann Baird and McLean voting opposed*

MOTION: 108-2022

*Moved Councillor Roessingh, Seconded Councillor Stanton  
That "Five Year Financial Plan Bylaw No. 436, 2022" be read a second time.*

CARRIED

*With Councillors' Ann Baird and McLean voting opposed*

MOTION: 109-2022

*Moved Councillor Roessingh, Seconded Councillor Anderson  
That "Five Year Financial Plan Bylaw No. 436, 2022" be read a third time.*

CARRIED

*With Councillors' Ann Baird and McLean voting opposed*

MOTION: 110-2022

*Moved Councillor Gord Baird, Seconded Councillor Roessingh  
That "Tax Rates Bylaw No. 437, 2022" be read a first time.*

CARRIED

MOTION: 111-2022

*Moved Councillor Gord Baird, Seconded Councillor Roessingh  
That "Tax Rates Bylaw No. 437, 2022" be read a second time.*

CARRIED

MOTION: 112-2022

*Moved Councillor Roessingh, Seconded Councillor Anderson  
That "Tax Rates Bylaw No. 437, 2022" be read a third time.*

CARRIED

**10. NEW BUSINESS**

10.1 Report, Municipal Planner, April 27, 2022 (DVP-03-21)

**RE: DEVELOPMENT PERMIT WITH VARIANCE – DVP-03-21 – 1720  
MARY PLACE***Moved Councillor McLean, Seconded Councillor Gord Baird  
That Council defer issuing notification for the consideration of application  
DVP-03-21 until Council and staff have had an opportunity to do a site visit*

of the proposed DP with Variance area.

MOTION: 113-2022

*Moved Councillor Roessingh, Seconded Councillor Anderson*

That the motion be amended by removing the reference to deferring issuance of notification and rather that the issuance of notification be added, and that a site visit be coordinated for Council and staff of the proposed DP with Variance area.

CARRIED

*With Councillor McLean voting opposed*

*Voting resumed on the main motion as amended*

MOTION: 114-2022

*Moved Councillor McLean, Seconded Councillor Gord Baird*

That Council direct staff to issue notification for the consideration of application DVP-03-21 at a future Council Meeting; and  
That a site visit of the proposed DP with Variance area be coordinated for Council and staff.

CARRIED

*With Councillor McLean voting opposed*

10.2

Report, Municipal Planner, April 28, 2022 (5810.01)

**RE: MOUNT WORK PARK DRAFT MANAGEMENT PLAN**

There was discussion among Council regarding the Mount Work Park Draft Management Plan. The following points were highlighted:

- Need for environmental assessment and inventory
- Preference would be that there are no mountain bike trails in the environmental zone
- Enforcement concerns
- Increasing use of the trails leading to misuse and degradation of environmentally sensitive areas
- Would like to see a full plan for the decommissioning and restoration of unused trails in the conservation zone

MOTION: 115-2022

*Moved Councillor Roessingh, Seconded Councillor McLean*

That item 10.2 *Mount Work Park Draft Management Plan* be referred to the May 9, 2022 Committee of the Whole meeting, and that CRD staff be invited to attend.

CARRIED

MOTION: 116-2022

*Moved Councillor McLean, Seconded Councillor Gord Baird*

That Highlands Council direct staff to request that CRD staff host an open house in Highlands regarding the Mount Work Park Draft Management Plan, and further ask that the deadline for the public response survey be extended to June 15, 2022.

CARRIED

10.3

Notice of Motion, Councillor Roessingh, April 19, 2022 Regular Council Meeting

**RE: NON-STATUTORY CLIMATE RESERVE FUND**

MOTION: 117-2022

*Moved Councillor Roessingh, Seconded Councillor Anderson*

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

CARRIED

**11. NOTICE OF MOTION**

**12. MOTION TO MOVE IN CAMERA**

**13. RELEASE OF IN CAMERA  
RESOLUTIONS**

**14. ADJOURNMENT**

MOTION: 118-2022

*Moved Councillor Stanton, Seconded Councillor Anderson*  
That the Regular Council meeting of May 2, 2022 adjourn at 9:35 pm.

CARRIED

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MAYOR

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CORPORATE OFFICER

Adopted May 16, 2022