



DISTRICT OF HIGHLANDS  
MINUTES OF COUNCIL  
MONDAY, JULY 15, 2019 @ 7:00 PM  
SCHOOL HOUSE, 1589 MILLSTREAM ROAD

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**COUNCIL MEMBERS PRESENT:**

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

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**IN ATTENDANCE:**

|                                  |                        |
|----------------------------------|------------------------|
| Corporate Officer Tina Neurauter | Public in Attendance 2 |
| Planner Laura Beckett            |                        |

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**1. APPROVAL OF THE AGENDA**

**MOTION: 217-2019**

*Moved Councillor Roessingh, Seconded Councillor McLean*  
That the agenda be approved.

CARRIED

**2. PETITIONS AND DELEGATIONS**

**3. ADOPTION OF MINUTES**

3.1

**MOTION: 218-2019**

**RE: COUNCIL – June 17, 2019**

*Moved Councillor McLean, Seconded Councillor Anderson*  
That the Council minutes of June 17, 2019 be adopted.

CARRIED

3.2

**MOTION: 219-2019**

**RE: EMERGENCY PLANNING COMMITTEE – June 19, 2019**

*Moved Councillor Stanton, Seconded Councillor McLean*  
That the Emergency Planning Committee minutes of June 19, 2019 be received.

CARRIED

3.3

**MOTION: 220-2019**

**RE: WEST SHORE PARKS AND RECREATION SOCIETY 2018 AGM – June 14, 2018**

*Moved Councillor Roessingh, Seconded Councillor McLean*  
That the West Shore Parks and Recreation Society 2018 AGM minutes of June 14, 2018 be received.

CARRIED

**4. REPORTS OF COMMITTEES AND COMMISSIONS**

Councillor Leslie Anderson  
*Heritage Select Committee and Western Communities Policing Advisory Committee*

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

Councillor Gord Baird

Councillor Marcie McLean  
*Coexisting with Carnivores Alliance, Greater Victoria Family Court Youth Justice Committee, Intermunicipal Advisory Committee on Disability Issues and Sustainable Land Use Select Committee*

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

Councillor Rose Stanton  
*Emergency Planning and Social Sustainability Select Committee*

## Mayor Williams

### Wednesday, June 19, 2019 CRD Planning and Protective Services Committee

The Planning and Protective Services Committee recommended that the Regional Growth Strategy Indicator Report be received by the Board for information. This allows the CRD Board to review and evaluate the progress of reaching RGS goals. (link)

<https://crd.ca.legistar.com/LegislationDetail.aspx?ID=16241&GUID=622DD8E6-57A2-4981-BA92-A0938D382F93>

The PPS Committee also recommended that the CRD Board approve the Regional Food and Agriculture Task Force Terms of Reference (link)

<https://crd.ca.legistar.com/LegislationDetail.aspx?ID=16243&GUID=5E1FE231-9446-4467-8648-466C8B14DF4C>

### Thursday, June 20, 2019 Westshore Parks and Recreation AGM

Manager of Recreation, Geoff Welham, presented the 2018 Annual Report which was well received by the owners.

[http://www.westshorerecreation.ca/wp-content/uploads/2011/06/WSPR\\_AnnualReport\\_2018-Final-web.pdf](http://www.westshorerecreation.ca/wp-content/uploads/2011/06/WSPR_AnnualReport_2018-Final-web.pdf)

Finance Manager Grant Brown presented the financial statements and KPMG was appointed auditor. Generally revenues were up, reflecting the improved admission and pass sales. Requisitions represented 44% of all revenues and 2018 concluded with an annual surplus of \$215,000.00. Staff was commended on their excellent job of holding the budget line while the ongoing facility review continues with consultant Jonathan Huggett. I heard many comments from staff complementing the CAO's on their performance as the Board of Directors.

### Tuesday, June 25, 2019 South Island Prosperity Partnership AGM

The SIPP Annual General Meeting was held at the Mary Winspear Centre in Sidney. It was a milestone year for SIPP with growth being doubled to over 50 members including many First Nations.

Annual update video link: <https://www.youtube.com/watch?v=NHpWKKVqclE>

Annual report link: <http://www.southislandprosperity.ca/wp-content/uploads/2019/06/impact-report-2019.pdf>

The term of the current Board of Directors was extended for an additional year in place of electing new directors. The proposed motion to approve the Climate Change Mitigation addition to the SIPP constitution was unanimously endorsed.

### Wednesday, June 26, 2019 CRD Board Emergency Role Orientation

The CRD held a session to review Emergency Procedures for Board Members. Emergency Coordinator Sean Carby took us over the 3 levels of response, small, moderate and major, within the Corporate plan.

Here is a link to emergency information for the general public:

[https://www.crd.bc.ca/docs/default-source/prepareyourself/epworkbook-ed4.pdf?sfvrsn=a2526dca\\_16](https://www.crd.bc.ca/docs/default-source/prepareyourself/epworkbook-ed4.pdf?sfvrsn=a2526dca_16)

It is interesting to note that the blue fire hydrants you see throughout the region are for the emergency water supply.

### Tuesday, July 2, 2019 South Island Prosperity Project Partners Meeting

The Partners Committee membership thanked Mayor Lisa Helps (chair) and Mayor Fred Haynes (vice chair) for their hard work especially during the Smart Cities Challenge and elected Esquimalt Councillor Ken Armour (chair) and me (vice chair). We reviewed comments from the adjudication committee regarding our excellent bid for the Smart Cities Challenge. The focus now is looking for the funding of two great pilot project initiatives; The Indigenous On-Demand Transit Project and the Creation of a Civic Tech Hub.

### Wednesday, July 3, 2019 CRD Governance and Finance Committee

The Governance and Finance Committee recommended that the CRD Board approve the CRD Recreation Services and Facilities Fees and Charges Bylaw. (link)

<https://crd.ca.legistar.com/LegislationDetail.aspx?ID=16373&GUID=4E4A42E5-6427-45AD-BB4E-524E651D4954&Options=&Search=>

We also recommended adoption of a revised policy on the Non-Disclosure and Confidentiality Agreement for CRD Commissions (link)

<https://crd.ca.legistar.com/LegislationDetail.aspx?ID=16377&GUID=8E5EF310-E5B6-4FE4-8A93-B985161038A8&Options=&Search=>

A Notice of Motion regarding potential review of the Family Court and Youth Justice Committee was received for the next Governance and Finance Committee meeting in September. There are concerns over jurisdictional issues that are being investigated.

**Monday, July 8, 2019 Mayors and Police Chiefs Meeting with Head of BC RCMP Brenda Butterworth-Carr**

This was an excellent meeting as the Regional Mayors and Police Chiefs look for funding and governance solutions for a Regional Integrated Crime Unit.

**Wednesday, July 10, 2019 CRD Board Meeting**

The CRD Board received a presentation on the Arts and Culture Report by Arts Chair Jeremy Loveday (link)

<https://crd.ca.legistar.com/LegislationDetail.aspx?ID=16445&GUID=67EF9013-31DA-4C69-87B7-060A93F0E819&Options=&Search=>

Mayor Lisa Helps was appointed to the Vancouver Island and Coastal Communities Climate Leadership Plan Steering Committee

The Drinking Water Quality 2018 Annual Report was approved. (link)

<https://crd.ca.legistar.com/LegislationDetail.aspx?ID=16248&GUID=F0D8FF54-ECC7-4D41-8B24-CC65350DD48F&Options=&Search=>

Staff was directed to continue administration of the Invasive Species Service. The CRD Board received a report on Landfill Gas Utilization. (Link)

<https://crd.ca.legistar.com/LegislationDetail.aspx?ID=16344&GUID=A46718D9-2E8C-41B0-9E4B-209E9CD6F6EE&Options=&Search=>

**5. RATIFICATION OF COMMITTEE RECOMMENDATIONS**

**6. INTRODUCTION OF LATE ITEMS**

**7. UNFINISHED BUSINESS**

**8. CORRESPONDENCE**

8.1

Correspondence – Chair Parmar, Board of Education, Sooke School District

**RE: VICTORIA FAMILY COURT YOUTH JUSTICE COMMITTEE**

*Moved Councillor McLean, Seconded Councillor Stanton*

**MOTION: 221-2019**

That the correspondence from the Board of Education of the Sooke School District regarding the Victoria Family Court Youth Justice Committee be received.

**CARRIED**

8.2

Correspondence – Chair Plant, Capital Regional District Board

**RE: REGIONAL GROWTH STRATEGY AMENDMENT**

*Moved Councillor Roessingh, Seconded Councillor Stanton*

**MOTION: 222-2019**

That the correspondence from the Capital Regional District Board regarding the Regional Growth Strategy Amendment be received.

**CARRIED**

8.3

Correspondence – E. Rayner, Highlands Resident

**RE: OK INDUSTRIES MINE PERMIT APPLICATION**

*Moved Councillor McLean, Seconded Councillor Stanton*

**MOTION: 223-2019**

That the correspondence from E. Rayner regarding OK Industries Mine's Act Permit application be received.

**CARRIED**

8.4

Correspondence – A. Pape-Salmon, Director, S. Vancouver Island Nature Trails Society

**RE: INVITATION AND REQUEST FOR LETTER OF SUPPORT**

*Moved Councillor Gord Baird, Seconded Councillor Roessingh*

**MOTION: 224-2019**

That a representative from the Southern Vancouver Island Nature Trails Society be invited to a future Council meeting.

**CARRIED**

- 8.5  
**MOTION: 225-2019**  
 Correspondence – S. Richardson, Chair HDCA – (2 letters)  
**RE: MINES ACT PERMIT APPLICATION – OK INDUSTRIES**  
*Moved Councillor Stanton, Seconded Councillor Roessingh*  
 That the correspondence from S. Richardson, Chair, HDCA regarding OK Industries Inc Mines Act Permit application be received. CARRIED
- 8.6  
**MOTION: 226-2019**  
 Correspondence – Acting Mayor M. Lahti, Port Moody  
**RE: UBCM RESOLUTION - PROPERTY ASSESSED CLEAN ENERGY ENABLING LEGISLATION FOR BC**  
*Moved Councillor Gord Baird, Seconded Councillor Ann Baird*  
 That the correspondence from Acting Mayor Lahti, regarding Property Assessed Clean Energy Enabling Legislation for BC be received. CARRIED
- 8.7  
**MOTION: 227-2019**  
 Correspondence – Mayor L. Hall, Prince George  
**RE: UBCM RESOLUTION – PROCEEDS OF CRIME and CLEAN-UP NEEDLES AND OTHER HARM REDUCTION PARAPHERNALIA**  
*Moved Councillor McLean, Seconded Councillor Anderson*  
 That the correspondence from Mayor Hall, regarding Proceeds of Crime and Clean-Up Needles and other Harm Reduction Paraphernalia be received. CARRIED
9. BYLAWS
10. NEW BUSINESS
- 10.1  
**MOTION: 228-2019**  
 Notice of Motion – Councillor McLean  
**RE: 1943 MILLSTREAM ROAD**  
*Moved Councillor McLean, Seconded Councillor Ann Baird*  
 That the following motion be included on the August 12, 2019 Council Agenda: That staff be directed to invite the property owners and operators of the facility located at 1943 Millstream Road to an upcoming Council meeting to introduce themselves to Council and update Council on the change of operation and ownership of the site. CARRIED
- 10.2  
**MOTION: 229-2019**  
 Notice of Motion – Councillor McLean  
**RE: CRD STAFF REPORT**  
*Moved Councillor McLean, Seconded Councillor Ann Baird*  
 That the following motion be included on the August 12, 2019 Council Agenda: That staff be directed to place the May 22, 2019 CRD Staff report to the Parks and Environmental Committee entitled: Amendment to Millstream Meadows Capital Plan, on the next Council Agenda. CARRIED  
**OPPOSED: COUNCILLORS STANTON AND MAYOR WILLIAMS**
- 10.3  
**MOTION: 230-2019**  
 Report – Corporate Officer  
**RE: FINLAYSON ARM 28, 50 AND 100 K TRAIL RUNNING EVENT**  
*Moved Councillor Gord Baird, Seconded Councillor Ann Baird*  
 That Council grant approval to Coastline Endurance Running for the use of the following rights-of-way and road crossing from Friday, September 6 to Sunday September 8, 2019 for the Finlayson Arm 28, 50 and 100 kilometre trail race:

- Viart Road/Rowntree Road – runners will run along the side of the road
- Finlayson Arm Road - runners will run along the side of road
- Ross-Durrance Road - runners will cross the road to connect Gowland Tod Park and Mt. Work Park; and further;

That the District of Highlands and the Event Organizer enter into a Public Property Occupancy Agreement substantially as shown attached to the report from the Corporate Officer dated July 11, 2019 with the Corporate Officer authorized to execute such an agreement on behalf of the District of Highlands. CARRIED

10.4

Report – Planner

**RE: RE-INTRODUCTION OF APPLICATION RZ-02-15  
1965 MILLSTREAM ROAD - MILLSTREAM MEADOWS**

MOTION: 231-2019

*Moved Councillor Gord Baird, Seconded Councillor Roessingh*

That Council receive the CRD's letter dated April 28, 2019 for information and defer further consideration regarding zoning for 1965 Millstream Road pending the outcome of the South Highlands Local Area Plan. CARRIED

10.5

Report – Planner

**RE: PROJECT TERMS OF REFERENCE – SOUTH HIGHLANDS  
LOCAL AREA PLAN**

MOTION: 232-2019

*Moved Councillor Roessingh, Seconded Councillor Stanton*

That under the “Members” title, that the sentence end after the word “views” and reads as follows:

“The Task Force voting participants will be preferably 7 and up to 9 people. Voting participant selection will ultimately be decided by Council, and will be based on an application process that seeks to achieve a broad range of views.”

MOTION: 233-2019

*Moved Councillor Roessingh, Seconded Councillor Stanton*

That under the “Members” title regarding non-voting participants that a Council Alternate also be appointed as a non-voting participant. CARRIED

MOTION: 234-2019

*Moved Councillor Ann Baird, Seconded Councillor Gord Baird*

That the terms of reference include as a discussion point the implications of the Climate Emergency.

MOTION: 235-2019

*Moved Councillor Gord Baird, Seconded Councillor Roessingh*

That the motion be amended to read “That the terms of reference include as a discussion point the implications of climate change to be considered in land use decisions.”

Question was called on the Amendment CARRIED  
Question was called on the Main Motion as Amended CARRIED

MOTION: 236-2019

*Moved Councillor McLean, Seconded Councillor Gord Baird*

That under the title “Conduct” item number 6 regarding meeting notes – that the wording be changed to read “Meeting Notes: Formal minutes of Task Force meetings will be taken by the consultant or the Planner with recommendations forwarded to Council.” DEFEATED

OPPOSED: COUNCILLORS STANTON, ANN BAIRD, GORD BAIRD, ROESSINGH, ANDERSON AND MAYOR WILLIAMS.

MOTION: 237-2019

*Moved Councillor McLean, Seconded Councillor Roessingh*

That the word "decisions" be changed to "recommendations" under the title "Conduct" in the Terms of Reference. CARRIED

10.6

Report – Corporate Officer

MOTION: 238-2019

**RE: CONTRACT AWARD – 2019 PAVING PROJECT**

*Moved Councillor Roessingh, Seconded Councillor Gord Baird*

That, based on low bid, the Mayor and Corporate Officer be authorized to execute a contract with Capital City Paving at a cost of \$198,800 excluding applicable taxes for paving work as detailed in the report from the Corporate Officer dated July 12, 2019. CARRIED

11. IN CAMERA

MOTION: 239-2019

*Moved Councillor Roessingh, Seconded Councillor Stanton*

That Council move In Camera at 8:50 PM to discuss items specific to the Community Charter, specifically 90 (1) (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose. CARRIED

*Council reconvened from In Camera at 8:52 PM.*

12. RISE AND REPORT

13. ADJOURNMENT

MOTION: 240-2019

*Moved Councillor Anderson, Seconded Councillor Roessingh*

That the Council meeting of July 15, 2019 adjourn at 8:52 PM. CARRIED

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MAYOR

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CORPORATE OFFICER