



**DISTRICT OF HIGHLANDS
MINUTES OF COUNCIL MEETING**

**Monday, February 19, 2018 @ 7:00 pm
SCHOOL HOUSE, 1589 MILLSTREAM ROAD**

PRESENT:

Mayor
Councillors

Ken Williams
Leslie Anderson
Ann Baird
Gord Baird
Karen Burns
Marcie McLean
Karel Roessingh

IN ATTENDANCE:

Chief Administrative Officer
Corporate Officer
Planner
Public

Loranne Hilton
Tina Neurauter
Laura Beckett
3 members

1. APPROVAL OF THE AGENDA

MOTION: 039 / 2018
MOVED BY: COUNCILLOR ROESSINGH
SECONDED: COUNCILLOR MCLEAN

That the agenda be approved.

CARRIED

2. PETITIONS AND DELEGATIONS

3. ADOPTION OF MINUTES

a) Council – February 5, 2018

MOTION: 040 / 2018
MOVED BY: COUNCILLOR GORD BAIRD
SECONDED: COUNCILLOR ANDERSON

That the Council minutes of February 5, 2018 be adopted as amended: Motion 033/2018 be amended to read "That Council approve the subsidy request of \$200 with a \$50 operational fee, by Shauna Janz for a full day community event on March 24, 2018 providing Ms. Janz rents the community hall a minimum of three times in 2018;

CARRIED

4. REPORTS OF COMMITTEES AND COMMISSIONS

- i) Councillor Leslie Anderson
- ii) Councillor Ann Baird
- iii) Councillor Gord Baird
- iv) Councillor Karen Burns
- v) Councillor Marcie McLean
- vi) Councillor Karel Roessingh
- vii) **Mayor's Report**

Wed. Feb 7, 2018 CRD Finance Committee

The Finance Committee recommended the resumption of an oversight Subcommittee to review the service budgets of the McPherson and Royal Theatres. This subcommittee has not convened since 2010.

The Finance Committee also recommended to the Board that the 2018 Finance Committee Terms of Reference be approved. We then recommended that the CRD Board support the imposition of an accommodation (Hotel) tax by the City of Langford.

Tuesday Feb 13, 2018 2018 Legislative Session: 41st Parliament 3rd Session

At the invitation of the Premier, I attended the Speech from the Throne presented by the Honourable Judith Guichon OBC Lieutenant-Governor. Affordable housing and health care were the dominant themes.

<https://www.leg.bc.ca/parliamentary-business/legislation-debates-proceedings/41st-parliament/3rd-session/throne-speech>

Wed. Feb 14, 2018 CRD Board Meeting

Reports on the Wastewater Project were received as well as updates on various grants. The contract with Recycle BC dealing with Curbside Recycling Services was renewed until 2023. An updated report on the Energy Step Code Program will be sent to municipal councils.

A motion by Director Colin Plant to allow district board chairs to serve two year terms was defeated. The Terms of Reference for the Regional Food Land Access Improvement Feasibility Study and Business Case were approved. Development of regional land banking solution was identified as a Board Priority in 2015. Staff will now look for a consultant and project competition is targeted for yearend 2018.

Staff were directed to bring back reports and options on a Regional Emergency Notification System. Concerns were expressed over the notification protocol and the ensuing confusion from the recent tsunami incident.

Thurs. Feb 15, 2018 Regional Food and Agriculture Task Force

I was impressed with the members of the Regional Food and Agriculture Task Force in my first meeting as liaison. Discussion centred around:

- a. The Regional Food and Farmland Trust feasibility study.
- b. Wildlife and their effect on agriculture.
- c. Drainage (Natalie Bandringa of CRD Environmental Protection gave an excellent overview of several successful pilot projects such as “Two-Stage Ditch Design” and “Using Oyster Shells to Filter Contaminants from Storm Run-off from Roads and Highways.”)
- d. Soil betterment and organics

5. RATIFICATION OF COMMITTEE RECOMMENDATIONS

a) Committee of the Whole – February 13, 2018

i) Asset Management

MOTION: 041 / 2018
MOVED BY: COUNCILLOR GORD BAIRD
SECONDED: COUNCILLOR BURNS

That Council:

1. Approve the District of Highlands Asset Management Policy as presented;
2. Endorse the Natural Assets Financial Disclosure Note and direct staff to include the note in the 2017 and future Annual Audited Financial statements, to bring awareness of the value and importance of Natural Assets;
3. Approve the Asset Management Plans for Lands, Groundwater Aquifer, Road, Bridge and Vehicles and Equipment as amended;
4. Approve the Asset Management Plans for Facility and Park Improvements as amended;
5. That staff be directed to include an interim budget of \$20,000 for crack sealing, \$25,000 for shouldering & drainage and a \$30,000 general road contingency in the draft 2018 Annual budget for Council consideration during the budget process (funded from Gas Tax);
6. That staff be directed to include a budget of \$30,000 to complete a 2018 Road Surface Profile Assessment and establish a formal Pavement Management Program in the draft 2018 budget for Council consideration during the annual budget process (funded from Gas Tax);

7. That staff be directed to provide a proposal to reduce the existing general municipal property tax rates and implement a separate Sustainable Assets Property Tax Levy during the budget process, to clearly identify infrastructure funding for taxpayers in the future; and
8. That staff be directed to reformat the 2018 Budget (Five Year Financial Plan) Document to directly link funding and expenditures to the Asset Management Plan.

CARRIED

6. INTRODUCTION OF LATE ITEMS**7. UNFINISHED BUSINESS****8. CORRESPONDENCE****9. BYLAWS**

- a) **RE: DISTRICT OF HIGHLANDS SUBDIVISION OR DEVELOPMENT OF LAND BYLAW NO. 154, 2001, AMENDMENT NO. 5 (LOT LINE ADJUSTMENT FEE CHANGE) BYLAW NO. 398, 2018** (3900-398)

MOTION: 042 / 2018
MOVED BY: COUNCILLOR GORD BAIRD
SECONDED: COUNCILLOR ANDERSON

That Council give First Reading to District Of Highlands Subdivision or Development of Land Bylaw No. 154, 2001, Amendment No. 5 (Lot Line Adjustment Fee Change) Bylaw No. 398, 2018. CARRIED

MOTION: 043 / 2018
MOVED BY: COUNCILLOR GORD BAIRD
SECONDED: COUNCILLOR ANN BAIRD

That Council give Second Reading to District Of Highlands Subdivision or Development of Land Bylaw No. 154, 2001, Amendment No. 5 (Lot Line Adjustment Fee Change) Bylaw No. 398, 2018. CARRIED

MOTION: 044 / 2018
MOVED BY: COUNCILLOR ANN BAIRD
SECONDED: COUNCILLOR ROESSINGH

That Council give Third Reading to District Of Highlands Subdivision or Development of Land Bylaw No. 154, 2001, Amendment No. 5 (Lot Line Adjustment Fee Change) Bylaw No. 398, 2018. CARRIED

- b) **RE: DISTRICT OF HIGHLANDS TICKET INFORMATION AUTHORIZATION BYLAW NO. 49, 1996, AMENDMENT NO. 6, BYLAW NO. 399, 2018** (3900-399)

MOTION: 045 / 2018
MOVED BY: COUNCILLOR ROESSINGH
SECONDED: COUNCILLOR GORD BAIRD

That Council give First Reading to District Of Highlands Ticket Information Authorization Bylaw No. 49, 1996, Amendment No. 6, Bylaw No. 399, 2018. CARRIED

MOTION: 046 / 2018
MOVED BY: COUNCILLOR ANN BAIRD
SECONDED: COUNCILLOR ANDERSON

That Council give Second Reading to District Of Highlands Ticket Information Authorization Bylaw No. 49, 1996, Amendment No. 6, Bylaw No. 399, 2018. CARRIED

MOTION: 047 / 2018
MOVED BY: COUNCILLOR GORD BAIRD
SECONDED: COUNCILLOR ROESSINGH

That Council give Third Reading to District Of Highlands Ticket Information Authorization Bylaw No. 49, 1996, Amendment No. 6, Bylaw No. 399, 2018. CARRIED

c) **RE: DEVELOPMENT APPLICATION FEES BYLAW NO. 351, 2012, AMENDMENT NO. 1, BYLAW NO. 401, 2018** (3900-401)

MOTION: 048 / 2018
MOVED BY: COUNCILLOR ANN BAIRD
SECONDED: COUNCILLOR GORD BAIRD

That Council give First Reading to Development Application Fees Bylaw No. 351, 2012, Amendment No. 1, Bylaw No. 401, 2018. CARRIED

MOTION: 049 / 2018
MOVED BY: COUNCILLOR GORD BAIRD
SECONDED: COUNCILLOR ANN BAIRD

That Council give Second Reading to Development Application Fees Bylaw No. 351, 2012, Amendment No. 1, Bylaw No. 401, 2018. CARRIED

MOTION: 050 / 2018
MOVED BY: COUNCILLOR GORD BAIRD
SECONDED: COUNCILLOR ROESSINGH

That Council give Third Reading to Development Application Fees Bylaw No. 351, 2012, Amendment No. 1, Bylaw No. 401, 2018. CARRIED

10. **NEW BUSINESS**

a) Report – L. Beckett, Planner, February 13, 2018 (RZ-01-17)
RE: REZONING APPLICATION RZ-01-17 – 1927 MILLSTREAM ROAD

MOTION: 051 / 2018
MOVED BY: COUNCILLOR GORD BAIRD
SECONDED: COUNCILLOR ROESSINGH

That Council directs staff to draft a Zoning Bylaw amendment for Rezoning Application RZ-01-17, 1927 Millstream Road.

MOTION: 052 / 2018
MOVED BY: COUNCILLOR ROESSINGH
SECONDED: COUNCILLOR ANDERSON

That the motion be amended to include the wording following Millstream Road.... “and that staff forward the Introductory Planner’s report dated February 13, 2018 regarding Application RZ-01-17 to the Sustainable Land Use Select Committee members for information.” CARRIED

Opposed: Councillor McLean

Question was then called on the Main Motion as amended. CARRIED

Opposed: Councillors Ann Baird and Burns

- b) Report – L. Beckett, Planner, February 14, 2018 (DP-11-17)
RE: DEVELOPMENT PERMIT – DP-11-17 – 1704, 1720, 1724 MILLSTREAM ROAD

MOTION: 053 / 2018
MOVED BY: COUNCILLOR ROESSINGH
SECONDED: COUNCILLOR GORD BAIRD

That Development Permit Application DP-11-17 be referred to the Council meeting of March 5, 2018. CARRIED

- c) Report – L. Hilton, CAO, January 24, 2018 (1700.20)
RE: FINANCIAL PLAN REVIEW SCHEDULE

MOTION: 054 / 2018
MOVED BY: COUNCILLOR GORD BAIRD
SECONDED: COUNCILLOR MCLEAN

That Council approve the above Financial Plan Review Process Schedule and direct staff to give notice to District Committees and the public to enable public participation and consultation. CARRIED

- d) Report – L. Hilton, CAO, February 14, 2018 (2320.28)
RE: HIGHWAY MAINTENANCE CONTRACT EXTENSION

MOTION: 055 / 2018
MOVED BY: COUNCILLOR GORD BAIRD
SECONDED: COUNCILLOR ROESSINGH

That a one year extension to the Highway Maintenance Contract with Victoria Contracting and Municipal Maintenance Corporation to March 31, 2019 be approved at a rate of 3.1% over the 2017 contract price, and that the Mayor and Corporate Officer be authorized to execute the agreement on behalf of the District. CARRIED

11. IN CAMERA

12. RISE AND REPORT

13. ADJOURNMENT

MOTION: 056 / 2018
MOVED BY: COUNCILLOR ANDERSON
SECONDED: COUNCILLOR MCLEAN

That the February 19, 2018 Council meeting adjourn at 8:06 pm. CARRIED

MAYOR

CORPORATE OFFICER