



**DISTRICT OF HIGHLANDS
MINUTES OF COUNCIL MEETING
MONDAY, NOVEMBER 6, 2023 @ 7:00 PM
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 (Attended Electronically)
Councillor Rose Stanton

IN ATTENDANCE:

Chief Administrative Officer, Lorraine Hilton
Corporate Officer, Melisa Miles
Municipal Planner, Laura Beckett

Public Observation: 23

1. APPROVAL OF THE AGENDA

MOTION: 190-2023

Moved Councillor McLean, Seconded Councillor Anderson
That the agenda be approved as presented with the addition of Bob McMinn, Becky Balogh and Colleen Robertson wishing to speak under Petitions and Delegations.

CARRIED

2. PETITIONS AND DELEGATIONS

2.1

Bob McMinn, resident, spoke regarding heritage conservation and the Gregory House recommending that this item be referred to the Heritage Select Committee for recommendations.

2.2

Becky Balogh, resident, spoke regarding the Secondary Suites Initiative, in particular septic systems concerns including safety, water supply, contamination, and regulations.

2.3

Colleen Robertson, resident, spoke regarding the Secondary Suites Initiative in particular concerns with the District's Bylaw Enforcement Policy and resource concerns related to enforcement.

3. ADOPTION OF MINUTES

3.1

MOTION: 191-2023

Council – October 16, 2023

Moved Councillor Stanton, Seconded Councillor Gord Baird
That the minutes of the October 16, 2023 Council meeting be adopted.

CARRIED

3.2

MOTION: 192-2023

Social Sustainability Select Committee – September 5, 2023

Moved Councillor Gord Baird, Seconded Councillor Ann Baird
That the minutes of the September 5, 2023 Social Sustainability Select Committee meeting be received.

CARRIED

4. REPORTS OF COMMITTEES & COMMISSIONS

4.1

Councillor Leslie Anderson
West Shore Parks and Recreation Society, South Island Reconciliation Advisory Committee and Heritage Select Committee

4.2

Councillor Ann Baird
CRD Climate Action Inter-Municipal Task Force and CRD Housing Trust
Fund Commission

Oct 25, 2023 – Climate Caucus elected only presentation with Ryan Mackie from BCIT on Carbon Budgets. Very, Very different than the presentation from the CRD on June 26, 2022 which focused on climate budgets and not science based carbon budgets.

A MUST WATCH PRESENTATION:

<https://www.youtube.com/watch?v=iIOeksgYiLk>

Notes:

- Consumption based GHG's
- Global Targets based on IPPC AR6
- NO CARBON BUDGET LEFT (ran out 10-20 years ago) to limit warming to 1.5C
 - Note that 1.5C is a line in the sand (threshold) and not a target due to planetary boundaries and tipping points.
- However, the good news is that if all levels of government...everywhere... create policy requirements immediately for net positive or regenerative outcomes for everything, there might be a chance of avoiding catastrophic climate impacts.
- Targets must be net positive.
 - Carbon sequestration
 - Embodied carbon
- Goes on to discuss what this looks like for local governments wrt buildings, Transportation, food/agriculture.

Presentation will be delivered to local government staff and as many policy makers as possible.

4.3

Councillor Gord Baird
CRD Regional Water Supply Commission & CRD JDF Water Distribution
Commission and Sustainable Land Use Select Committee

JDF Water Distribution Commission – October 3 2023

We received the Service Planning Report that laid out the expense costs for new community service needs (new ongoing service-related expenses associated with staffing). These service needs are directly informed by the CRD Board Strategic Initiatives. The Commission recommended they be approved by the CRD Board.

JDF 2024 Service and Operating Budget

In general the JDF Water Distribution rate base has increased \$10.8 million and revenue requirement increased by \$1.3 million. There are \$20.4 million worth of capital projects planned for 2024, with the 5 year plan (2024-2028) comprising \$58.9 million. Of special note, 70% of the 2024 plan is related to existing infrastructure asset renewal. Overall the retail water rate for the JDF will increase 5.74% to a price of \$2.6927/m³.

The full JDF budget can be viewed at

https://www.crd.bc.ca/docs/default-source/crd-document-library/committeedocuments/juandefucawaterdistributioncommission/20231003/jwdc2023-10-03agendapkg.pdf?sfvrsn=876a1bce_4

CRD Regional Water Supply Commission – October 18 2023

We received the Service Planning Report that laid out the expense costs for new community service needs as noted above in the JDF agenda and likewise recommended that the CRD Board approve it. Our service needs are tied to hiring two staff to oversee and manage the dam safety program, which covers 23 dams across the CRD, 15 of which are directly related to the RWS. We also expanding our water quality sampling service, hiring a specific contracts coordinator, and adding an additional purchaser.

<https://crd.ca.legistar.com/LegislationDetail.aspx?ID=33797&GUID=5B4FA185-7D71-4ACC-BD7E-76C8B4271EAA>

CRD RWS 2024 Operating and Capital Budget

We saw some variance from the 2023 budget with higher operating expenses (labour costs and chemicals), higher agricultural water subsidy (due to drought), decreased debt servicing and higher revenues to offset the costs resulting in an increase to our transfers to our Capital fund.

The rate base for CRD RWS decreased by \$3.4 million (primarily due to depreciation), revenue requirements increased by \$3.8 million (primarily operational expenses tied to labour and chemical costs), and an increase on the rate of return on the rate base (long term bond rate increase). This translates into a 5.14% increase in the wholesale cost of water, which is a rate of \$0.8094/m³.

The Capital budget includes \$56.2 million of planned expenditures (over half of which are multi-year projects already in progress). The 5 year Capital Plan (2024-2028) covers \$220.4 million in projects, as we begin to plan and design for the works identified in the 2022 CRD RWS Master Plan. If the DCC program is implemented then approximately \$40 million of the 5 year plan (the component attributed to serve growth) could be funded. Most of 2024 capital projects will be funded from the Capital fund and cash reserves.

<https://crd.ca.legistar.com/LegislationDetail.aspx?ID=33797&GUID=5B4FA185-7D71-4ACC-BD7E-76C8B4271EAA>

Social Sustainability Select Committee – Oct. 17 2023

I attended the SSSC as the council representative when the Alternate had an unplanned family issue arise a day ahead of the meeting. I conferred with the Liaison regarding my attendance.

The SSSC began sharing initial ideas and concepts they felt may be useful with regards to Community Hall Rentals. They shared knowledge from being involved in past rentals, providing some valuable insight, and had prepared and reviewed Metchosin's and East Sooke hall rental policy. The next meeting will be devoted to formalizing their feedback to council with potential recommendations that can be considered alongside the report that staff is preparing.

They are proceeding with reviewing the two trails plans, and will reach out to some people to share information about past plan

development and future regional trail planning development. There was recognition that the dated plans needed to be looked at under the current lens of climate change, increased through-traffic, surge of new families and advanced modes of alternate transportation that didn't exist when the plans were written. Additionally they recognize the Growing Communities Fund could assist. There was a desire for some additional knowledge regarding roadside trail dedication in several of the communities.

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

4.5 Councillor Karel Roessingh
Capital Region Emergency Services Telecommunications (CREST), CRD Arts and Greater Victoria Public Library Board

4.6 Councillor Rose Stanton
Emergency Planning Committee, Inter-Municipal Advisory Committee on Disability Issues, Western Communities Policing Advisory Committee and Social Sustainability Select Committee

4.7 Mayor's Report

Tues. Oct. 17th, Westshore Parks and Recreation Owners Update

Westshore Mayors and CAOs met and reviewed current WSPRS trends, fiscal performance and 2024 draft budget.

- Admission revenues exceeded budgeted values by \$300,000 for 2023.
- Pass scans YTD to enter the pool, fitness and arenas for drop-in sessions are 90,516 for 2023 versus 54,600 for 2022, an almost 40% increase.
- The pickleball courts are included in the 2024 financial plan, however the project will only proceed once funding is secured via a grant, taxes, or WSPR reserves or some combination of.

An asset management plan was undertaken by consultants Roth IAMS. In order to keep the facility condition index at its current good level into the future, more funding is required.

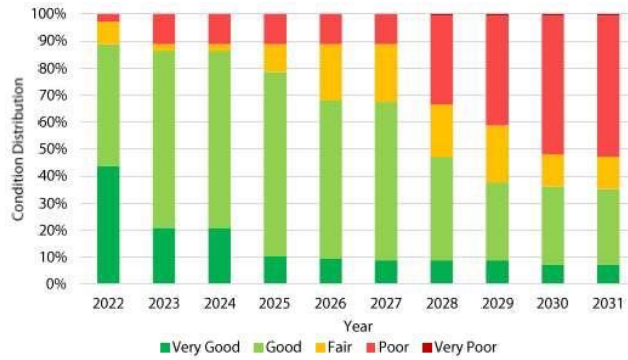


Figure 6: WSPR Complex Building Facility Condition Index Categorization over Ten Years with No Funding

$$FCI = \frac{\sum \text{Renewal Needs in a Given Period of Time}}{\text{Current Replacement Value (CRV)}} \times 100$$

DRAFT 2024 WSPRS Budget

- Insurance premiums increased 10%
- Utility rate increases of 5-10%
- Additional human resources full-time position
- Continuing the \$60,000 annual lift to capital reserve contributions
- Collective agreement Negotiations

Result- 2.33% operating increase and a 1.67% reserve contribution increase – overall 4.00% increase (2023 5.00%)

Wed. Oct. 18th, 2023 CRD Planning and Protective Services

The PPS Committee recommended that the CRD Committee of the Whole recommend to the CRD Board that the Planning Community Need Summary form part of the Provisional 2024-2028 Financial Plan

<https://crd.ca.legistar.com/LegislationDetail.aspx?ID=33790&GUID=EFE E36E5-72F6-47C5-8C04-6302BCC823CB>

We also recommended that the CRD Committee of the Whole recommend to the CRD Board that the Safety and Emergency Management Community Need Summary form part of the Provisional 2024-2028 Provisional Financial Plan.

<https://crd.ca.legistar.com/LegislationDetail.aspx?ID=33791&GUID=D48 D953E-B951-479C-913B-756B8B19A575>

The PPS recommended to the CRD Board that staff be directed to canvas local governments for interest in participation in a new Foodlands Access Service, receive feedback about the proposed service and draft a service establishment bylaw based on input.

Wed. Oct. 25th, 2023 CRD Committee of the Whole Provisional Budget

The Capital Regional District (CRD) and Capital Regional Hospital

District (CRHD) Boards have approved provisional financial plans for 2024, which are now open for public feedback. These plans, totaling \$724 million, encompass both operating and capital expenses to support regional services, infrastructure development, and addressing community needs. They address challenges such as inflation and service adjustments, and adjustments will continue to be made in the coming months based on various factors and feedback. Notable projects include trail upgrades, a renewable natural gas initiative, a new long-term care home, and investments in affordable housing. The public is encouraged to participate in the financial planning process:

<https://getinvolved.crd.bc.ca/2024-financial-plan>

Highlands is currently sitting at about a 2% increase in per household requisition but the BC assessment allocations and any other changes in the final budget won't happen until next year.

Please see CFO Nelson Chan's excellent visual presentation which is in item 2 of this enormous document for a summary of the numbers <https://crd.ca.legistar.com/LegislationDetail.aspx?ID=33838&GUID=620D2A36-EB9F-4B28-A894-F0AA4BF4FB08>

Fri. Oct 27th, Poppy Ceremony Municipal Office

Thanks again to Royal Canadian Legion 91 for raising the Poppy Flag at our municipal hall. Remembrance Day ceremonies for Westshore municipalities will take place at the Langford Cenotaph, 11am Saturday Nov. 11th.

5. RATIFICATION OF COMMITTEE RECOMMENDATIONS

6. INTRODUCTION OF LATE ITEMS

7. UNFINISHED BUSINESS

7.1

Report, Corporate Officer, October 20, 2023 (0360.07)

RE: CAPITAL WEST ACCESSIBILITY COMMITTEE – TERMS OF REFERENCE, PROGRESS UPDATE & NEXT STEPS

MOTION: 193-2023

Moved Councillor Anderson, Seconded Councillor Gord Baird
That the Capital West Accessibility Advisory Committee Terms of Reference be received, facilitating the launch of the inaugural Accessibility Plan initiative.

CARRIED

7.2

Report, Municipal Planner, November 1, 2023 (6830.21)

RE: GREGORY HOUSE – FOLLOW-UP FROM COUNCIL DIRECTION AND CORRESPONDENCE FROM 2019

MOTION: 194-2023

Moved Councillor Gord Baird, Seconded Councillor Anderson
That the staff report and the John Dam and Associates report be referred to the Heritage Select Committee to consider in the context of the Committees 2019 recommendations in respect to the Gregory House property; and further that the applicants be invited to attend that meeting.

CARRIED

8. CORRESPONDENCE

9. BYLAWS

9.1 Report, Municipal Planner, October 24, 2023 (3900.438 / 6430.04 / 3900.439)

FOLLOW-UP AND BYLAWS – SECONDARY SUITES AND ACCESSORY DWELLING UNITS PROJECT

MOTION: 195-2023

Moved Councillor Gord Baird, Seconded Councillor McLean
That Council request a legal opinion on the topic of risk to the District with small water systems and VIHA operating permits.

DEFEATED

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

MOTION: 196-2023

Moved Councillor Ann Baird, Seconded Councillor Stanton
That Highlands Zoning Bylaw, 1998, Amendment No. 41, (Accessory Dwelling Units) Bylaw No. 438, 2022 be given first reading.

CARRIED

With Councillors Gord Baird and McLean voting opposed

MOTION: 197-2023

Moved Councillor Stanton, Seconded Councillor Anderson
That Highlands Zoning Bylaw, 1998, Amendment No. 41, (Accessory Dwelling Units) Bylaw No. 438, 2022 be given second reading.

CARRIED

With Councillors Gord Baird and McLean voting opposed

MOTION: 198-2023

Moved Councillor Ann Baird, Seconded Councillor Roessingh
That a public hearing be scheduled for December 4, 2023 in relation to Highlands Zoning Bylaw, 1998, Amendment No. 41, (Accessory Dwelling Units) Bylaw No. 438, 2022.

CARRIED

10. NEW BUSINESS

Mayor Williams declared a perceived conflict of interest as his family attends the West Shore Alliance Church, and left the meeting at 8:49 pm.

Acting Mayor Councillor Ann Baird assumed the role of Chair.

10.1

Report, Corporate Officer, October 26, 2023 (7900.03)
RE: COMMUNITY HALL ONGOING RENTAL REQUEST – WESTSHORE ALLIANCE CHURCH SUNDAYS - 2024

MOTION: 199-2023

Moved Councillor Gord Baird, Seconded Councillor Anderson
That Council approve the ongoing rental request from the Westshore Alliance Church for half day rentals on Sundays from January 1, 2024 to June 30, 2024, with the District having discretion to decide which Sundays may be unavailable.

CARRIED

Mayor Williams returned to the meeting at 8:54 pm.

10.2 Report, Corporate Officer, October 24, 2023 (0400.04)
RE: 2024 AVICC AGM & CONVENTION – APRIL 12 – 14, 2023

MOTION: 200-2023 *Moved Councillor Gord Baird, Seconded Councillor Stanton*
 That members of Council wishing to attend the 2024 AVICC Convention being held in Victoria at the Victoria Conference Centre from April 12 – 14, 2023 be authorized to do so.
 CARRIED

10.3 Report, Municipal Planner, October 18, 2023 (DP-03-22)
RE: AMENDMENT TO DEVELOPMENT PERMIT DP-03-23 (MILLSTREAM INDUSTRIAL PARK)

MOTION: 201-2023 *Moved Councillor Gord Baird, Seconded Councillor Stanton*
 That Council approve DP-03-22 Amended.
 CARRIED

11. NOTICE OF MOTION

12. MOTION TO MOVE IN CAMERA

MOTION: 202-2023 *Moved Councillor Anderson, Seconded Councillor Gord Baird*
 That Council move in camera in accordance with *Community Charter* section 90 (1) (c) labour relations or other employee relations.
 CARRIED
 With Councillor McLean voting opposed

Mayor Williams recessed the Regular Council meeting at 8:57 pm
Mayor Williams reconvened the Regular Council meeting at 9:11 pm

13. RELEASE OF IN CAMERA RESOLUTIONS

The following motions were released from the In Camera meeting of October 3, 2023:

1. *That Daphne Allen be awarded the Freedom of the Municipality Award and that the motion be reported at a meeting following the award being presented.*
2. *That Council direct staff to bring forward a report with recommended amendments to the District Recognition Policy at a future Regular Council meeting.*

14. ADJOURNMENT

MOTION: 203-2023 *Moved Councillor Gord Baird, Seconded Councillor Anderson*
 That the Regular Council meeting of November 6, 2023 adjourn at 9:12 pm.
 CARRIED

MAYOR

CORPORATE OFFICER