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**COUNCIL MEMBERS PRESENT:**

Mayor Ken Williams  
Councillor Leslie Anderson  
Councillor Ann Baird (attended electronically)  
Councillor Gord Baird  
Councillor Marcie McLean (attended electronically)  
Councillor Karel Roessingh (attended electronically)  
Councillor Rose Stanton

**IN ATTENDANCE:**

Chief Administrative Officer Lorraine Hilton  
Corporate Officer Melisa Miles  
Municipal Planner Laura Beckett  
Building Inspector Chris Leek

Public Observation: 5

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**1. APPROVAL OF THE AGENDA**

MOTION: 155-2022

*Moved Councillor Anderson, Seconded Councillor Stanton*  
That the agenda be approved as presented.

CARRIED

**2. PETITIONS AND DELEGATIONS**

**3. ADOPTION OF MINUTES**

3.1

Council – June 6, 2022

MOTION: 156-2022

*Moved Councillor Gord Baird, Seconded Councillor Stanton*  
That the minutes of the June 6, 2022 Regular Council meeting be adopted.

CARRIED

3.2

Heritage Select Committee – April 6, 2022

MOTION: 157-2022

*Moved Councillor Gord Baird, Seconded Councillor Anderson*  
That the minutes of the April 6, 2022 Heritage Select Committee meeting be received.

CARRIED

3.3

West Shore Parks and Recreation Society – May 12, 2022

MOTION: 158-2022

*Moved Councillor Anderson, Seconded Councillor Ann Baird*  
That the minutes of the May 12, 2022 West Shore Parks and Recreation Society meeting be received.

CARRIED

3.4

West Shore Parks and Recreation Society – AGM – June 17, 2021

MOTION: 159-2022

*Moved Councillor Anderson, Seconded Councillor Stanton*  
That the minutes of the June 17, 2021 West Shore Parks and Recreation Society AGM meeting 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

## Westshore Parks and Recreation

### Asset Management Plan

The Board met on June 15 to receive a presentation from staff and a consultant on the new Asset Management Plan that is under development. The project has gathered and analyzed information on the current condition of assets and their anticipated maintenance and replacement schedules. Additional data is still required to complete the picture as the number of assets and their complexity (as well as challenges arising from past record keeping from the days the facilities were managed by the CRD) make this a significant undertaking. In future, likely once work has been completed on developing a decision prioritization tool to support recommendations for funding ongoing maintenance, Council and the Owners can expect to receive a more substantial update on the plan.

### Annual General Meeting – June 16

The AGM (attended by Owners Representatives, including Mayor Williams as the Highlands representative) included

- **“Call for Artists” results** – where the artists and their works selected for display in the new child care spaces were unveiled. The successful submission from Highlands was from Rob Jirucha, who has provided a wonderful collection of photographs illustrating some of the District’s natural spaces. In addition to selections from each of the other four municipalities, there were selections made to highlight young and indigenous artists – and I highly recommend looking at all of the pieces (on the second floor of the main JDF building) if you have the chance.
- **Annual Report / Financial Statements** – reviewed and should be available on the website shortly

### Board Meeting – June 16

Highlights include:

- **55+ Games** will be taking place in September and will include use of a number of WSP&R facilities
- **Pickleball** – the Pickleball Association made a presentation to the Board outlining the growth in popularity of the sport and the need to find suitable locations for facilities. The Board agreed the WSP&R grounds are a good candidate and have agreed to work with the Association to explore the feasibility of establishing a “hub” for pickleball onsite.
- **Skatepark** project is getting underway – information concerning public consultation timing and locations will be available soon
- **Woodland creatures** - there are now 15 driftwood art sculptures located along the Garry Oak walking trail onsite. These pieces were graciously donated by the artist (Paul Lewis).

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

Mayor Williams

**Wed. June 8th, 2022 CRD Board Meeting**

The CRD Board received a presentation by Victoria Airport Authority President Geoff Dickson and CRD Airport Nominee Paul Gerrard. 2022 airport capacities are returning to normal. There is a focus on new direct flight routes both nationally and internationally. Part of a new sustainability plan is to create a pollinator garden on airport lands.

<https://crd.ca.legistar.com/LegislationDetail.aspx?ID=31327&GUID=62EAECE4-9311-4252-890C-D9A37151ED8A>

The CRD Board heard delegations, including Councillor McLean, sharing concerns about a Central Saanich Council request to be removed from the Victoria Family Court and Youth Justice Committee. Item 8.5 was deferred by the Board on a motion by Mayor Ryan Windsor.

The CRD Board received the Regional Water Supply Service 2022 Master Plan for information. This plan focuses on a new infrastructure program intended to address the highest risks facing the Regional Water Supply System including lack of redundancy of critical components, climate change impacts, seismic vulnerabilities, and changing water treatment needs, as well as increasing water supply to serve a growing population to 2050 and beyond. Cost estimates are expected to range up to two billion dollars.

The CRD Board received the Southern Gulf Islands Transportation Integration Plan for information and endorsed proceeding with next steps towards the creation of a new transportation service for the Southern Gulf Islands beginning in 2023.

<https://crd.ca.legistar.com/LegislationDetail.aspx?ID=31304&GUID=6CDED96C-3078-450C-99AE-5EEE7AFE5C1>

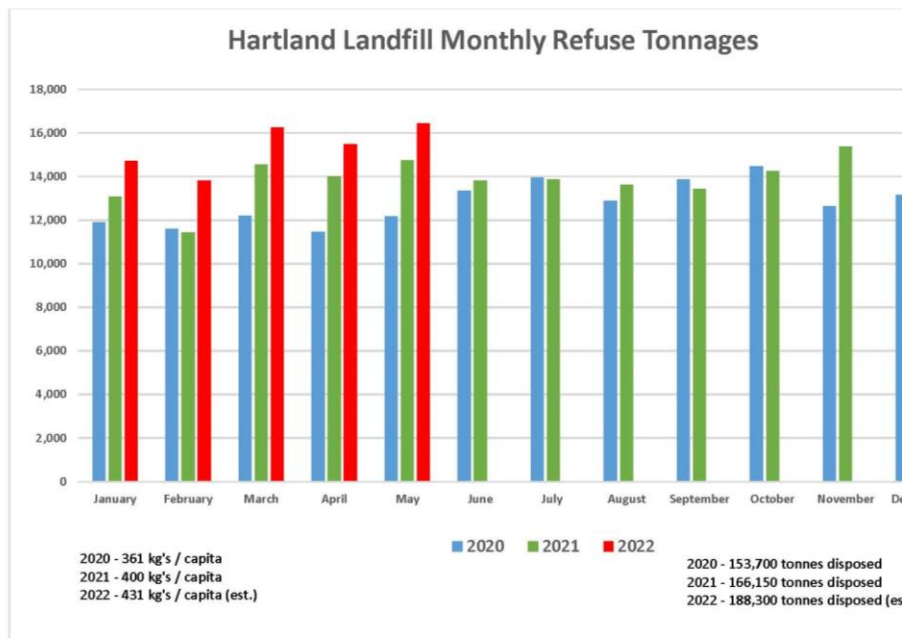
The CRD Board also received the 2021 Greater Victoria Drinking Water Quality Annual Report

<https://crd.ca.legistar.com/LegislationDetail.aspx?ID=31254&GUID=8285DAE0-900A-495D-9182-F30BDAA2D940>

**Wed. June 15th, 2022 CRD Environmental Services Committee**

ESC Chair Barb Desjardins presented the following graph:

Environmental Services Committee  
June 15, 2022



Adopted

As you can see, we are headed in the wrong direction at an alarming rate. We need to reduce waste. Please share and help raise awareness so we don't fill Hartland prematurely.

The Environmental Services Committee recommended to the Capital Regional District Board:

That staff proceed with next steps to conduct research, investigate and report out on emerging waste management technologies, including a short-term pilot of thermal destruction of construction, renovation and demolition waste at Lafarge.

<https://crd.ca.legistar.com/LegislationDetail.aspx?ID=31386&GUID=81B20AF0-458E-4548-9C9B-6A2308D8AF4D>

The ESC recommended to the CRD Board that fees for disposal of ship waste be increased to \$500 a tonne beginning in 2024.

<https://crd.ca.legistar.com/LegislationDetail.aspx?ID=31387&GUID=E38207E9-BEC7-460A-95F3-67CF23486418>

Central Saanich wants to withdraw from CRD's Climate Action and Adaptation Service citing they need the funds that would be saved to transition their police cars to all electric. This would raise the contribution of the remaining participants by 4%. If the Board approves this request at their July meeting, a referral would be sent out to all local governments and a 2/3 majority would be needed to amend the current bylaw.

<https://crd.ca.legistar.com/LegislationDetail.aspx?ID=31388&GUID=00257637-2F6D-4F8D-A9D0-F0637AB33C39>

The ESC committee recommended that the CRD Board apply to the UBCM Preparedness Fund for a grant to facilitate Extreme Heat Risk Mapping in our region.

5. RATIFICATION OF COMMITTEE RECOMMENDATIONS  
6. INTRODUCTION OF LATE ITEMS  
7. UNFINISHED BUSINESS

7.1

Report, Municipal Planner, June 15, 2022 (RZ-01-21)

**RE: APPLICATION RZ-01-21 (587/499 and Unaddressed Millstream Lake Road)**

MOTION: 160-2022

*Moved Councillor Stanton, Seconded Councillor Anderson*

That Council allow a written submission from the applicant to be added to this agenda, which will be attached and form part of the minutes as *Appendix A*.

CARRIED

The applicant read aloud the written submission outlining four points of concern in staff's report. After hearing from the applicant and staff, Council suggested that the report and staff's recommendation as outlined could be amended to allow for changes identified in 3. and 4. of the written submission as per the following excerpt below:

**3.** *On page 3 we suggest a correction in the wording on density transfer as follows:*

*The first bullet states: 60% of the lands (approximately 54 hectares (133 acres)) would be used as eco-forestry, forest preservation and ecology related 'field' educational activities. This description is consistent with the Managed Forest OCP Land Use Designation. Residential density in this area is proposed to be "transferred" from other areas of the land along with the proposed additional of accessory dwelling units on some of the proposed parcels.*

*The second sentence should read 'Residential density in this area is proposed to be transferred to other areas of the land...'*

**4.** *Also on page 3 in the table under School District 62 the report reads:*

*Staff estimates that a population increase of approximately 6 single family dwellings could translate to a possible (but unlikely) maximum of 12 school aged children.*

MOTION: 161-2022

*Our proposal is for an additional 4 dwelling units as stated on page 41 of the*

*preliminary report (on lots 1,3, 5, and 7)*

*Moved Councillor Anderson, Seconded Councillor Stanton*

That the application as, amended, be referred to the Board of School District 62, the Forest Tenures Branch of the BC Ministry of Forests, Lands, Natural Resources Operations and Rural Development, and the Managed Forest Council for comment including as to whether each objects or does not object to the application based on each agencies' mandates.

7.2

CARRIED

Report, Municipal Planner, June 16, 2022 (3900.438 / 3900.439 / 6430.04)

**RE: DRAFT BYLAW AMENDMENTS – SECONDARY SUITES AND ACCESSORY DWELLING UNITS PROJECT**

MOTION: 162-2022

*Moved Councillor Gord Baird, Seconded Councillor Roessingh*

That Highlands Zoning Bylaw, 1998, Amendment No. 41, (Accessory Dwelling Units) Bylaw No. 438, 2022 and Building Regulation Bylaw, 2003, Amendment No. 1, (Accessory Dwelling Units) Bylaw No. 439, 2022 be brought forward to the July 18, 2022 Council Meeting for formal consideration.

CARRIED

*With Councillors' Ann Baird, Gord Baird, and McLean voting opposed.*

## 8. CORRESPONDENCE

8.1

Correspondence, District of Central Saanich, May 11, 2022 (0440.60)

**RE: FAMILY PHYSICIAN CRISIS IN BC**

MOTION: 163-2022

*Moved Councillor Stanton, Seconded Councillor Anderson*

That the letter from the District of Central Saanich be received.

CARRIED

## 9. BYLAWS

### 10. NEW BUSINESS

10.1

Report, Corporate Officer June 16, 2022 (7900.03)

**RE: COMMUNITY HALL RENTAL WAIVER REQUEST – HIGHLAND PARKS & RECREATION ASSOCIATION**

MOTION: 164-2022

*Moved Councillor Stanton, Seconded Councillor Anderson*

That Council approve the rental waiver for a 2.5 hour (\$187.50) rental by the Highland Parks and Recreation Association for a community workshop on July 23, 2022 with the HPRRA being charged for insurance (\$10), refundable security deposit (\$100) and caretaking (\$50).

CARRIED

10.2

Report, Municipal Planner, June 14, 2022 (DVP-01-22)

**RE: DEVELOPMENT PERMIT WITH VARIANCE DVP-01-22 (1500 Millstream Road)**

MOTION: 165-2022

*Moved Councillor Anderson, Seconded Councillor Stanton*

That Council direct staff to issue notification for the consideration of application DVP-01-22 at a future Council Meeting.

CARRIED

*With Councillor McLean voting opposed.*

10.3 Report, Chief Administrative Officer, June 15, 2022 (1835.02)  
**RE: ASSET MANAGEMENT/RESERVES AND SURPLUS POLICY UPDATES**

MOTION: 166-2022

*Moved Councillor Roessingh, Seconded Councillor Anderson*

1. That the Asset Management Policy update, as attached to the report from the Chief Administrative Officer dated June 15, 2022, be adopted.
2. That the Reserves and Surplus Policy update, as attached to the report from the Chief Administrative Officer dated June 15, 2022, be adopted.
3. That staff be directed to bring forward an amendment to the Reserve Funds Bylaw, 415, 2019 to align with the Reserves and Surplus Policy update.

CARRIED

10.4 Report, Chief Administrative Officer, June 16, 2022 (0530.06)  
**RE: 2021 STATEMENT OF FINANCIAL INFORMATION**

MOTION: 167-2022

*Moved Councillor Anderson, Seconded Councillor Gord Baird*

That Council Receive and Approve the 2021 Statement of Financial Information.

CARRIED

MOTION: 168-2022

*Moved Councillor Ann Baird, Seconded Councillor McLean*

That Council direct staff to have the Statement of Financial Information report attached to Annual Reports and a direct link on the District's website.

CARRIED

## 11. NOTICE OF MOTION

## 12. MOTION TO MOVE IN CAMERA

MOTION: 169-2022

That Council move in camera in accordance with sections 90 (1)(c) and 90 (1)(e) of the *Community Charter* to discuss items specific to labour relations or other employee relations and the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

CARRIED

*Mayor Williams recessed the Regular Council meeting at 9:04 pm  
 Mayor Williams reconvened the Regular Council meeting at 9:42 pm*

## 13. RELEASE OF IN CAMERA RESOLUTIONS

## 14. ADJOURNMENT

MOTION: 170-2022

*Moved Councillor Gord Anderson, Seconded Councillor Gord Baird*

That the Regular Council meeting of June 20, 2022 adjourn at 9:42 pm.

CARRIED

## Appendix A

We would like to draw council's attention to four points in staff's report. If Council accepts staff's recommendation, we assume that this report will form part of the documentation being sent to other jurisdictions and agencies for consultation and want to ensure that our application is accurately represented.

### 1. On page 2 under OCP Consultation Considerations:

-the 3<sup>rd</sup> bullet states that 5% (4.5 hectares or 11.1 acres) of the land would become similar to Rural Residential OCP Land use Designation. The percentage should actually be approximately **2.25 % (2 hectares or 5 acres) of the land**. This inaccuracy goes back to Page 41 of staff's preliminary report to council which states that on 2 proposed parcels 5% of the land (lots 1 and 7) there will be a change in the existing OCP and that forest management activities will not be a permitted use on these parcels.

We apologize that we did not initially catch this at the time the preliminary report came to Council or in subsequent recent correspondence with staff.

2. Also on page 2 under OCP Consultation Considerations the 4<sup>th</sup> bullet states: Currently the Managed Forest OCP Land Use Designation does not include 'residential' as a possible use. We note however that permitted uses in both GB1 and GB1A Zones include both forest management activities and residential use.

### 3. On page 3 we suggest a correction in the wording on density transfer as follows

The first bullet states: 60% of the lands (approximately 54 hectares (133 acres)) would be used as eco-forestry, forest preservation and ecology related 'field' educational activities. This description is consistent with the Managed Forest OCP Land Use Designation. Residential density in this area is proposed to be "transferred" from other areas of the land along with the proposed additional of accessory dwelling units on some of the proposed parcels.

The second sentence should read 'Residential density in this area is proposed to be transferred **to** other areas of the land...'

### 4. Also on page 3 in the table under School District 62 the report reads:

- Staff estimates that a population increase of approximately 6 single family dwellings could translate to a possible (but unlikely) maximum of 12 school aged children.

Our proposal is for an additional **4** dwelling units as stated on page 41 of the preliminary report (on lots 1,3, 5, and 7)