



**DISTRICT OF HIGHLANDS
MINUTES OF COUNCIL MEETING**

**Monday, December 4, 2017 @ 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
Subdivision Approving Officer
Building Official
3 members of the public

Loranne Hilton
Tina Neurauter
Laura Beckett
Michael Dillistone
Chris Leek

1. APPROVAL OF THE AGENDA

MOTION: 310 / 2017
MOVED BY: COUNCILLOR ROESSINGH
SECONDED: COUNCILLOR MCLEAN

That the agenda be approved.

CARRIED

2. PETITIONS AND DELEGATIONS

3. ADOPTION OF MINUTES

a) Council – November 20, 2017

MOTION: 311 / 2017
MOVED BY: COUNCILLOR MCLEAN
SECONDED: COUNCILLOR ROESSINGH

That the November 20, 2017 Council minutes be adopted.

CARRIED

b) Sustainable Land Use Select Committee – November 21, 2017

MOTION: 312 / 2017
MOVED BY: COUNCILLOR ROESSINGH
SECONDED: COUNCILLOR MCLEAN

That the November 21, 2017 Sustainable Land Use Select Committee minutes be received.

CARRIED

4. REPORTS OF COMMITTEES AND COMMISSIONS

- i) Councillor Leslie Anderson
- ii) Councillor Ann Baird

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

CRD Board reviewed the first draft of the 2018 budget. Staff has been requested to review this first draft with the notion that the Board would like to see an overall 2% tax increase.

RGS mediation to take place December 6, 7 and 8.

5. RATIFICATION OF COMMITTEE RECOMMENDATIONS

6. INTRODUCTION OF LATE ITEMS

7. UNFINISHED BUSINESS

8. CORRESPONDENCE

9. BYLAWS

- a) **RE: BYLAW NO. 396 – FIVE YEAR FINANCIAL PLAN AMENDMENT BYLAW**

MOTION: 313 / 2017
MOVED BY: COUNCILLOR ROESSINGH
SECONDED: COUNCILLOR MCLEAN

That Council Adopt Five Year Financial Plan Bylaw 2017, Amendment No. 1, Bylaw No. 396, 2017. CARRIED

10. NEW BUSINESS

- a) Report – L. Beckett, Planner, November 29, 2017 (0410.25/6430.04)
RE: NEW HOUSING UNITS POSSIBLE UNDER CURRENT ZONING REGULATIONS

Council discussed the ability for staff to track this information going forward and asked for clarification regarding already established amenity type zones in the calculation.

MOTION: 314 / 2017
MOVED BY: COUNCILLOR ROESSINGH
SECONDED: COUNCILLOR ANN BAIRD

That Council receive the report from the Planner dated November 29, 2017 regarding new housing units possible under current zoning. CARRIED

- b) Report – M. Dillistone, Approving Officer and L. Beckett, Planner
November 29, 2017 (0410.25/6430.04)
RE: SECONDARY SUITES AND ACCESSORY DWELLINGS

Mr. Michael Bocking addressed Council and submitted a letter which he read to Council. Mr. Bocking was on the 1999 task force regarding secondary suites and stated he is pleased that Council is addressing this issue. Mr. Bocking hopes that Council looks at a variety of housing options, specifically tiny homes.

After much discussion at the Council table Council members wished for staff to bring forward an additional report that included information on the following discussion points:

- Legal water servicing options for single family residences
- Are there restrictions denying rain harvesting as a source
- Possible alternate water sources (potable water systems)
- Does Island Health approve single family residential water sources
- Are records of water potability filed with Island Health or local jurisdiction
- Does Island Health consider additional dwelling units as a separate residence?
- What are the regulations around water supply to two homes on the same property
- What is the point where a water district is required? Is it only servicing three residences that require Island Health's involvement in approving water systems, and receive filings?
- What mechanisms does the Regional District of Nanaimo and the Capital Regional District use to authorized alternative water systems for potable water sources
- What sewerage systems are covered under the Sewerage System Regulation
- Where does compost toilets and grey water fall under the Sewerage System Regulation and Standard Practices
- What is the role of the Health Authority regarding approving Sewerage System Regulations and can they deny any form of systems that meet all the requirements of the Sewerage System Regulations and Standard Practices Manual
- Tiny homes? Any regulations? Permitted density?
- Co-housing options
- Affect on property taxes
- Licensing and registration – what are other local governments doing? Pros and cons – sample of fees, ensure user pay system
- Should there be a permitted number of units?
- Should there be a minimum lot size?
- Should secondary accommodations only be permitted where the owner lives on the property?
- What are other local governments doing regarding enforcement
- Should there be a minimum size? What should that number be?

MOTION: 315 / 2017
MOVED BY: COUNCILLOR GORD BAIRD
SECONDED: COUNCILLOR BURNS

That Council receive the report and ask staff to bring back further information on the above specific areas for consideration. CARRIED

- c) Report – M. Dillistone, Approving Officer, November 29, 2017
RE: DEVELOPMENT VARIANCE PERMIT APPLICATION DVP-04-17

MOTION: 316 / 2017
MOVED BY: COUNCILLOR GORD BAIRD
SECONDED: COUNCILLOR BURNS

That Council direct staff to issue notification of Council's consideration for the proposed issuance of Development Variance Permit DVP-04-17. CARRIED

- d) Report – T. Neurauter, C/Officer, November 29, 2017 (0530.23)
RE: 2018 COUNCIL APPOINTMENTS

MOTION: 317 / 2017
MOVED BY: COUNCILLOR GORD BAIRD
SECONDED: COUNCILLOR BURNS

That Council approve the 2018 Council Appointments as recommended in the Corporate Officer's November 29, 2017 report. CARRIED

- e) Report – T. Neurauter, C/Officer, November 29, 2017 (0570.01)
RE: COUNCIL MEETING SCHEDULE 2018

MOTION: 318 / 2017
MOVED BY: COUNCILLOR GORD BAIRD
SECONDED: COUNCILLOR ANDERSON

That Council approve the 2018 Council Meeting Schedule as recommended in the November 29, 2017 report from the Corporate Officer. CARRIED

11. IN CAMERA

12. RISE AND REPORT

13. ADJOURNMENT

MOTION: 319 / 2017
MOVED BY: COUNCILLOR ROESSINGH
SECONDED: COUNCILLOR BURNS

That the December 4, 2017 Council meeting adjourn at 8:10 pm. CARRIED

MAYOR

CORPORATE OFFICER