



**DISTRICT OF HIGHLANDS**  
**Minutes of Regular Council Meeting**  
**Monday, October 7, 2024 at 7:00 PM**  
**Community Hall - 729 Finlayson Arm Road**

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**Council Members Present:**

Mayor Williams, Councillor Anderson, Councillor Ann Baird (via Zoom), Councillor Gord Baird, Councillor McLean, Councillor Roessingh (via Zoom; left the meeting at 7:50 pm), and Councillor Stanton

**In Attendance:**

CAO Lorraine Hilton, Municipal Planner Laura Beckett, Fire Chief Dean Ford, and Corporate Officer Amanda Irving

**Public Observation: 8**

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Mayor Williams called the Regular Council meeting to order at 7:05 pm and acknowledged meeting in the traditional territories of the Ləkʷəŋən, SENĆOTEN and Hul'q'umi'num speaking First Nations with whom we are committed to building stronger working relationships.

**1. APPROVAL OF THE AGENDA**

*Moved by:* Councillor Stanton

*Seconded by:* Councillor McLean

Motion: 201-2024

THAT the October 7, 2024, Regular Council Meeting Agenda be approved as presented by adding Libby McMinn wishing to speak under Petitions and Delegations.

**CARRIED**

**2. PETITIONS AND DELEGATIONS**

Libby McMinn, resident, addressed Council in respect to item 9.4 regarding baseline conditions for measuring outcomes and noted a significant shift from development focused to strong support for rewilding.

She spoke in support of:

- Prioritized protection and restoration of the natural environment.
- Net zero and net positive concepts.
- Regenerative development designation.

And she was concerned that setting the baseline date might:

- Incentivize stripping the land of natural features.
- Create the lowest possible baseline.
- Lead to issues similar to those seen with the existing mine site.

She recognized the difficulty for the Council in setting a baseline and the lack of readily available tools for moving away from the current state.

### 3. ADOPTION OF MINUTES

#### 3.1 Council - September 9, 2024

*Moved by:* Councillor Gord Baird

*Seconded by:* Councillor Anderson

Motion: 202-2024

THAT the minutes of the September 9, 2024 Regular Meeting of Council be adopted as presented.

**CARRIED**

**OPPOSED: COUNCILLOR MCLEAN**

#### 3.2 West Shore Parks and Recreation Society – May 9, 2024

#### West Shore Parks and Recreation Society – June 13, 2024

*Moved by:* Councillor Anderson

*Seconded by:* Councillor Stanton

Motion: 203-2024

THAT the minutes of the May 9, 2024 and June 13, 2024 West Shore Parks and Recreation Society be received for information.

**CARRIED**

### 4. REPORTS OF COMMITTEES & COMMISSIONS

*(Council's written reports have been appended to the agenda.)*

#### 4.1 Councillor Leslie Anderson

#### West Shore Parks and Recreation Society, South Island Reconciliation Advisory Committee and Heritage Select Committee

Councillor Anderson provided a written report of the September 12, 2024, West Shore Parks and Recreation Board of Director's Meeting.

#### 4.2 Councillor Ann Baird

#### CRD Climate Action Inter-Municipal Task Force and CRD Housing Trust Fund Commission

Nothing to report at this time.

#### 4.3 Councillor Gord Baird

#### CRD Regional Water Supply Commission & CRD JDF Water Distribution Commission and Sustainable Land Use Select Committee

Councillor Gord Baird provided a written report with updates for the CRD Regional Water Supply Commission and the Juan de Fuca Water Distribution Commission.

#### 4.4 Councillor Marcie McLean

**Coexisting with Carnivores Alliance and Victoria Family Court and Youth Justice Committee**

Councillor McLean provided a verbal report regarding the Victoria Family Court and Youth Justice Committee workload and panel discussion that took place in September that the Committee plans to report out on.

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

Councillor Roessingh provided a written report regarding CREST, Greater Victoria Public Library and the CRD Arts Commission.

**4.6 Councillor Rose Stanton  
Emergency Planning Committee, Western Communities Policing Advisory Committee and Social Sustainability Select Committee**

Nothing to report at this time.

**4.7 Mayor's Report**

Mayor Williams provided a written report regarding the September CRD Board Meeting, BC Province-wide Community to Community Forum, UBCM 2024 Convention and the Regional Parks Committee Meeting.

**5. RATIFICATION OF COMMITTEE RECOMMENDATIONS**

**6. INTRODUCTION OF LATE ITEMS**

**7. UNFINISHED BUSINESS**

**7.1 APPLICATION RZ-02-23**

**1772 and 1760 Millstream Road (WMYETEN (Mary Lake) Nature Sanctuary)**

*Moved by:* Councillor Gord Baird

*Seconded by:* Councillor Stanton

Motion: 204-2024

THAT staff be directed to draft amendments to the Official Community Plan and the Zoning Bylaw to accomplish the amended application.

**CARRIED**

**OPPOSED: COUNCILLOR MCLEAN**

7.2 **REQUEST FOR STAFF REPORT ON COMPUTER/TABLET AND RELATED  
EXPENSE REIMBURSEMENT FOR COUNCIL**

*Moved by:* Councillor McLean

*Seconded by:* Councillor Gord Baird

Motion: 205-2024

THAT staff be directed to draft an amendment to “Council Remuneration and Expenses Bylaw No. 400, 2018” to include the following:

Effective November 6, 2022, a Technology Allowance of \$2000 per term be provided to each member of Council for costs associated with the purchase, maintenance, and technology support for electronic communication.

**NOT VOTED ON DUE TO AMENDING MOTIONS**

*Moved by:* Councillor Gord Baird

*Seconded by:* Councillor Stanton

Motion: 206-2024

THAT the main motion be amended to reduce the Technology Allowance to \$1000 per term.

**CARRIED**

**OPPOSED: COUNCILLOR MCLEAN**

*Moved by:* Councillor Anderson

*Seconded by:* Councillor Stanton

Motion: 207-2024

THAT the main motion be amended to change the effective date to be November 2026.

**DEFEATED**

**OPPOSED: MAYOR WILLIAMS, MCLEAN, ANN BAIRD, AND GORD BAIRD**

***Councillor Roessingh left the meeting at 7:50 pm.***

*Moved by:* Councillor McLean

*Seconded by:* Councillor Gord Baird

MAIN MOTION AS AMENDED

Motion: 208-2024

THAT staff be directed to draft an amendment to “Council Remuneration and Expenses Bylaw No. 400, 2018” to include the following:

Effective November 6, 2022, a Technology Allowance of \$1000 per term be provided to each member of Council for costs associated with the

purchase, maintenance, and technology support for electronic communication.

**CARRIED**

**8. CORRESPONDENCE**

**9. BYLAWS**

**9.1 BYLAW NO. 458 – AMENDMENT TO ZONING BYLAW NO. 100, 1998**

*Moved by:* Councillor Anderson

*Seconded by:* Councillor McLean

Motion: 209-2024

That “*Highlands Zoning Bylaw, 1998, Amendment No. 43, (Emergency Vehicle Turnaround Area) Bylaw No. 458, 2024*” be given third reading.

**CARRIED**

*Moved by:* Councillor Anderson

*Seconded by:* Councillor Gord Baird

Motion: 210-2024

That “*Highlands Zoning Bylaw, 1998, Amendment No. 43, (Emergency Vehicle Turnaround Area) Bylaw No. 458, 2024*” be Adopted.

**CARRIED**

**9.2 RECORDS MANAGEMENT BYLAW NO. 460, 2024**

*Moved by:* Councillor Gord Baird

*Seconded by:* Councillor Anderson

Motion: 211-2024

THAT “*Records Management Bylaw No. 460, 2024*” be given first reading.

**CARRIED**

*Moved by:* Councillor Anderson

*Seconded by:* Councillor McLean

Motion: 212-2024

THAT “*Records Management Bylaw No. 460, 2024*” be given second reading.

**CARRIED**

*Moved by:* Councillor Stanton  
*Seconded by:* Councillor Anderson  
Motion: 213-2024

THAT “Records Management Bylaw No. 460, 2024” be given third reading.

**CARRIED**

**9.3 APPLICATION RZ-01-21  
499 MILLSTREAM LAKE ROAD AND UNADDRESSED MILLSTREAM LAKE ROAD**

***Councillor Anderson left the meeting at 8:03 pm citing a perceived conflict of interest as the property subject to the application is adjacent to her property.***

*Moved by:* Councillor Gord Baird  
*Seconded by:* Councillor McLean  
Motion: 214-2024

THAT the draft Highlands Zoning Bylaw, 1998, Amendment No. 44, (New GB1A – 499 and Unaddressed Millstream Lake Road) Bylaw No. 442, 2024 be referred to staff to incorporate the request from the applicants made through their correspondence dated October 6, 2024.

**CARRIED**

***Councillor Anderson returned to the meeting at 8:20 pm.***

**9.4 FOLLOW-UP FROM SEPTEMBER 9, 2024 COUNCIL MEETING RE: “FOLLOW-UP FROM JULY 15, COUNCIL MEETING RE: “OCP AMENDING BYLAW TO INCORPORATE SOUTH HIGHLANDS LOCAL AREA PLAN”**

*Moved by:* Councillor Gord Baird  
*Seconded by:* Councillor Anderson  
Motion: 215-2024

THAT Council move in-camera at 8:35 pm in accordance with section 90(1)(i) of the *Community Charter* to discuss the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**CARRIED**

***Council returned to the open portion of the meeting at 8:56 pm.***

***The meeting recessed at 8:56 pm.***

***The meeting reconvened at 9:01 pm.***

*Moved by:* Councillor Gord Baird

*Seconded by:* Councillor Anderson

Motion: 2016-2024

THAT item 9.4 OCP Amending Bylaw to Incorporate South Highlands Local Area Plan be deferred to the October 21, 2024 Council Meeting.

**CARRIED**

## **10. NEW BUSINESS**

### **10.1 TRIPLESHOT CROSSFONDO CYCLING EVENT – SUNDAY, OCTOBER 20, 2024**

*Moved by:* Councillor Gord Baird

*Seconded by:* Councillor Anderson

Motion: 217-2024

THAT Council approve the cycling event hosted by the Tripleshot Cycling Club and occupancy of Munn Road, Woodridge Place and Westridge Place on Sunday, October 20, 2024 from 11:00 am to 1:00 pm subject to the Event Organizer entering into a Public Property Occupancy Agreement, substantially as shown attached to the report of the Corporate Officer dated September 10, 2024; and

AND THAT the Corporate Officer be authorized to execute such agreement on behalf of the District of Highlands.

**CARRIED**

### **10.2 2024 FIRE DEPARTMENT GRANT OPPORTUNITY – EQUIPMENT AND TRAINING**

*Moved by:* Councillor Stanton

*Seconded by:* Councillor Gord Baird

Motion: 218-2024

THAT Council authorize staff to prepare and submit a Volunteer and Composite Fire Departments Equipment and Training grant application to the Union of British Columbia Municipalities on behalf of the District, in the amount of \$40,000.

**CARRIED**

### **10.3 DESIGNATION OF A FIRE INSPECTOR AND FIRE INVESTIGATOR**

*Moved by:* Councillor Stanton

*Seconded by:* Councillor McLean

Motion: 219-2024

THAT the Fire Chief be designated as the Fire Inspector and Fire Investigator for the District of Highlands.

**CARRIED**

**10.4 WEST SHORE PARKS AND RECREATION SOCIETY GOVERNANCE AGREEMENTS**

*Moved by:* Councillor Anderson

*Seconded by:* Councillor Stanton

Motion: 220-2024

THAT Council approve the rollover of the Governance Agreements for an additional 5-year term from March 1, 2025 to February 28, 2030, with the understanding that amendments to the Governance Agreements may be considered due to the potential West Shore Regional Parks and Recreation Facilities Master Plan process.

**CARRIED**

**10.5 2024 PERIOD TWO ACTIVITY REPORT – MAY 1 TO AUGUST 31, 2024**

*Moved by:* Councillor Gord Baird

*Seconded by:* Councillor McLean

Motion: 221-2024

That the May 1 to August 31, 2024, Activity Reports attached to the report from the Chief Administrative Officer dated October 1, 2024 be received.

**CARRIED**

**11. NOTICE OF MOTION**

**12. MOTION TO MOVE IN CAMERA**

*Moved by:* Councillor Gord Baird

*Seconded by:* Councillor Stanton

Motion: 222-2024

That Council move in camera at in accordance with section 90 (1) (a) of the Community Charter to discuss personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.

**CARRIED**

***Council returned to the open portion of the meeting at 9:16 pm.***

**13. RELEASE OF IN CAMERA RESOLUTIONS**

That the following resolution be released from the In-Camera meeting of October 7, 2024:

In-Camera Motion: 45-2024

THAT Bob McMinn's resignation from the Highlands Select Committees be received.



**14. ADJOURNMENT**

*Moved by:* Councillor Gord Baird

*Seconded by:* Councillor Anderson

Motion: 223-2024

THAT the Regular Council meeting of October 7, 2024 adjourn at 9:16 pm.

**CARRIED**



MAYOR



CORPORATE OFFICER