

KE HOMESTEAD

**DISTRICT OF HIGHLANDS**

**2016 ANNUAL REPORT**

*Photo Credit: Don Benn*

# District of Highlands

## 2016 COUNCIL APPOINTMENTS

MAYOR Ken Williams	CRD Board & Hospital Board CRD Environmental Services Committee CRD Finance Committee, Vice-Chair CRD Municipal Finance Authority Representative CRD Planning and Protective Services Committee <b>The Mayor is also Ex Officio to ALL of the District's Committees.</b>
COUNCILLOR Leslie Anderson	Highlands Heritage Select Committee Alternate CREST Alternate Greater Victoria Family Court Youth Justice Committee Alternate Treaty Advisory Committee Alternate West Shore Parks and Recreation Society Representative
COUNCILLOR Ann Baird	Highlands Social Sustainability Select Committee CRD Climate Action Committee Representative South Island Prosperity Project
COUNCILLOR Gord Baird	Highlands Emergency Planning Committee Representative Highlands Social Sustainability Select Committee Alternate Highlands Sustainable Land Use Select Committee Alternate Capital Region Invasive Species Partnership Representative CRD Climate Action Committee Alternate CRD Housing Trust Fund Commission Alternate CRD & JDF Water Commission Representative
COUNCILLOR Karen Burns	Highlands Sustainable Land Use Select Committee Intermunicipal Committee on Disability Issues Alternate Western Communities Policing Advisory Committee
COUNCILLOR Marcie McLean	Highlands Heritage Select Committee Co-existing with Carnivores Alliance Greater Victoria Family Court Youth Justice Committee Intermunicipal Committee on Disability Issues Western Communities Policing Advisory Committee Alternate West Shore Parks and Recreation Society, Alternate
COUNCILLOR Karel Roessingh	Highlands Emergency Planning Committee Alternate CREST Representative CRD Arts Committee Representative CRD Housing Trust Fund Commission Representative Greater Victoria Public Library Board Representative

## MAYOR'S MESSAGE

On behalf of Highlands Council, I am proud to share the important events and accomplishments of 2016. **It is my hope you'll read through this year's Annual Report as it outlines all the work of Council and dedicated staff in building a strong and resilient Highlands.**

On Dec 21, 2015 we received approval of the FireSmart Grant from the Strategic Wildfire Prevention Initiative. Many Highlanders have taken advantage of this grant to improve safety around their homes.

In January, Highlands Council appointed Lorraine Hilton as its new Chief Administrative/Financial Officer. Council are very pleased to have recruited a highly qualified professional to lead the Corporation. Lorraine brings a wealth of local government experience to **Highlands. She has an insider's knowledge of the community, having previously worked for the District. A special thanks to interim CAO Tim Woods for helping us through the process.**

Also in January, a new Bylaw Enforcement Policy was adopted. City Spaces Consulting was contracted to study South Highlands border properties as sites for potential development. Then as Spring approached, Council buckled down to the hard work of budget planning that was completed in May.

In the Spring, steps taken towards Superior Shuttle Accreditation since 2013, were coming to fruition with the bylaw that allows purchase of a single axle tender and improvements to the West Fire Hall Apparatus Bay. At Eagles Lake, Habitat Acquisition Trust began the task of creating a new home for the Western Painted Turtle. The Community Garden Working Group lobbied for a site at the new Community Hall. The Rivers Crossing development sold out and 37 new homes were started.

CRD requested Highlands Council Input on the Regional Growth Strategy. At the end of May Council received a draft of the new Groundwater Protection Pamphlet.

During the Summer, consideration of the new playground equipment in Twinflower Park began and by the end of the year it was **installed. Once again former Highlander, Ryder Hesjedal, brought his "Tour de Victoria" to ride through Highlands. The Greater Victoria Greenbelt Society began its campaign to preserve Mary Lake as a nature park.**

Fall brought the annual UBCM meetings. Council met with provincial ministers to share concerns regarding groundwater and aquifer protection. Council passed a new soil deposit bylaw and showed support in principle for Mary Lake to achieve park status. Highlands also applied for a grant to help develop an asset management plan. Council sent comments on the Regional Growth Strategy to the CRD and also supported a Regional Transportation Strategy.

We are striving to help the exciting ideas and vision coming from our community. Thanks to all our staff, councillors, firefighters, community organizations and volunteers who give so much back to our community.

*Mayor Ken Williams*







# JUNE 2017

## ***Ribbon Cutting Ceremony at the Heritage Park***

*The Heritage Park Society hosted a celebration for the completion of an accessible path to the Pike House in June 2016.*

*An accessible entry to the Pike House was constructed with the pathway blending in with the main path from the parking lot. This upgraded pathway provided wheelchair access to the public washroom building as well as the Pike House.*



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Council Meeting - 7pm	6	7	8	9	10  Highlands Music Coffee House - 7.30pm
11	12 Committee of the Whole Meeting - 7pm	13	14	15	16	17
18	19 Council Meeting - 7pm	20 	21	22	23	24
25	26	27	28	29	30	



MESSAGE FROM THE CHIEF ADMINISTRATIVE OFFICER

I am very pleased to be able to present the District of Highlands' 2016 Annual Report. The District has a small dedicated staff of six people who administer the services delivered to residents and property owners in Highlands, and assist Council in accomplishing its Strategic Plan.

The year was successful and productive with many accomplishments. In terms of the largest capital project, we achieved a successful borrowing process resulting in the purchase of a new Fire Truck to assist in obtaining Superior Shuttle Accreditation and commencement of construction of a new bay to house the truck at the West Fire Hall.

Staff also assisted Council in starting a significant Strategic Plan Review, which continued on into 2017. Looking ahead, the upcoming year is expected to also be busy, with staff continuing to strive to provide quality service to the community.

MESSAGE FROM THE TREASURER

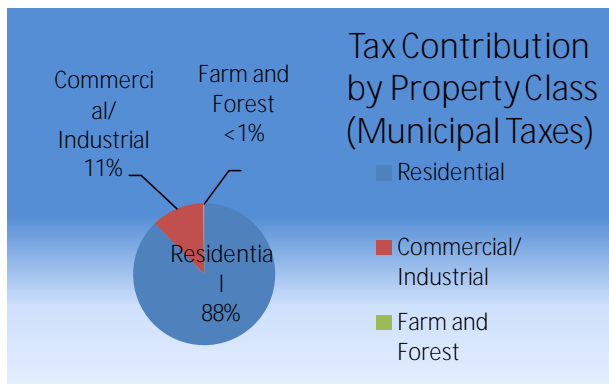
Council approved a 2% general tax increase for every residential property in the District for 2016. Significant increases in the fire tax levy were also approved to achieve superior shuttle accreditation and to ensure long term fire infrastructure renewal, the costs of which are expected to be offset by home insurance savings by residents, depending on their particular circumstances.

Council gave detailed consideration to the District's tax policy making some changes to how taxes are apportioned, building on the tax policy set in 2015, resulting in increased multiples for class 5 (light industrial) and class 6 (business).

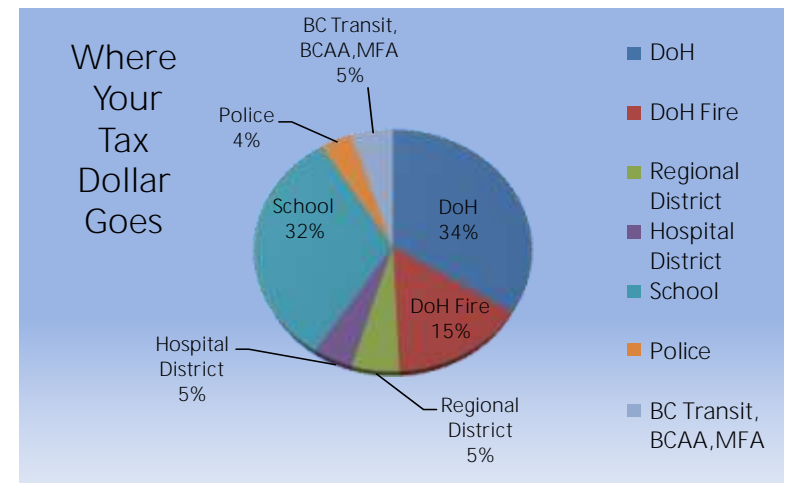
Capital Projects completed in 2016 included:

- Purchase of Fire Department Equipment
- Riding Ring Fence Construction
- Heritage Park Upgrades

- Superior Shuttle Accreditation – Purchase of Fire Truck and Start of Construction for West Fire Hall
- Bellamy Bridge Repair/Upgrading
- Twin Flower Park/Fire Hall Water Treatment
- Twin Flower Park Playground Replacement



*The annual budget process starts early in the year (usually February). The budget process is always advertized on our website with all residents encourage and invited to attended. The Final Budget is approved in May annually.*



# JULY 2017



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 	4 Property Tax Due Date	5	6	7	8  Highlands Music Coffee House - 7.30pm
9	10 Council Meeting - 7pm	11	12	13	14	15
16	17	18	19	20	21	22
23 /	24 /	25	26	27	28	29
30	31					

# District of Highlands

## Strategic Priorities 2016

Priorities	Deliverables Completed
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### Building and Sites - 2016

Heritage Site Recognition	The Heritage Select Committee forwarded to Council on prioritizing next steps for the committee. Report can be found on the District's website here: <a href="http://www.highlands.bc.ca/AgendaCenter/ViewFile/Item/3009?fileID=3273">http://www.highlands.bc.ca/AgendaCenter/ViewFile/Item/3009?fileID=3273</a>
Bylaw Enforcement Policy Review	Council adopted a new Bylaw Enforcement Policy, the Policy can be found on the District's website here: <a href="http://www.highlands.ca/DocumentCenter/View/5982">http://www.highlands.ca/DocumentCenter/View/5982</a>
Soil Regulation Bylaw	Amendments were made to the Soil Regulation Bylaw - Amendment approved in early 2017
Subdivision Regulation Bylaw	Subdivision bylaw updated to meet Vancouver Island Health Authority requirements

### Economy and Work - 2016

Tax Rate Analysis	The 2016 budget process included thoughtful consideration and benchmarking of tax policy considerations to create a balancing of the tax burden
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### Education and Leisure - 2016

Parkland Acquisition	Council has indicated its support in principle for the possible land acquisition of the remaining Mary Lake parcels but no financial commitment has been made by council.
Community Hall Marketing	Council approved a joint marketing brochure for the Community Hall and Caleb Pike Heritage Park. Staff informed local businesses of the availability of the rental space.
Communication and Citizen Engagement Strategy	Council approved a communication and citizen engagement policy and guide. The Policy may be found here on the District's website: <a href="http://bc-highlands.civicplus.com/DocumentCenter/View/6561">http://bc-highlands.civicplus.com/DocumentCenter/View/6561</a> And the Guide may be found here: <a href="http://www.highlands.bc.ca/DocumentCenter/View/6562">http://www.highlands.bc.ca/DocumentCenter/View/6562</a>

### Food - 2016

Food Production in Land Development	Council referred this item to the Social Sustainability Select Committee. A group of residents brought forward to Council the idea of a community garden - this is currently underway of a piece of property located at the Community Hall
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Priorities	Deliverables Completed
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### Healthy Community - 2016

Superior Shuttle Accreditation	All remaining issues of SSA were completed with the program coming to fruition in February 2017
Emergency Planning	Recruitment of new Emergency Planning Coordinator underway. HDCA is working with the Social Sustainability Select Committee in reviving the Highlands Emergency Local Preparedness Program

### Land and Natural Areas - 2016

Sustainability Appraisal Form	Staff provided orientation session to Council with all committees invited to attend
Invasive Species Management	Referred to Select Committees - Agreed that the Annual Broom bash is successful and should continue to deal with broom - CRISP participant - invasive dealt with via CRISP

### Transportation and Mobility - 2016

Roadside Trails	Item reviewed by the Social Sustainability Select Committee - recommendation made to Council.
Transit	Item reviewed by the Social Sustainability Select Committee - recommendation made to Council

### Water and Waste - 2016

Groundwater Protection Plan Implementation	Sustainable Land Use Select Committee has made recommendations to staff
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### Integrated Community Sustainability Plan - 2016


Council approved an implemented plan for ongoing Indicators reporting for performance measurement.

**Twinflower Park's playground** equipment was updated in 2016. The District received a \$30,000 Canada 150 grant, which it matched for this upgrade. The new playground equipment includes options suitable for ages 2 - 12. It is accessible, for inclusive play, incorporates some of the existing equipment (swing & picnic table), and includes equipment for balancing, sliding, spinning, climbing and swinging.

**Watch the District' website for a grand opening date this Spring or Summer.**



# AUGUST 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6		8	9	10	11	12
13	14 Council Meeting - 7pm	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# District of Highlands - Fire Services



## Message from the Fire Chief

Thankfully we saw a small reduction in call volume over last year!

In total we had 115 calls in 2016, which is a 9% decrease over 2015 (127). The call breakdown was as follows; 25 fire related, 31 medical, 20 MVI, 3 Hydro, 1 Hazmat, 2 Rescue and 33 Fire Chief only incidents ( public assistance, complaints, etc.) One of our fire calls was to an accessory structure fire on Millstream Lake Rd, but members were able to contain the fire to the accessory building only.

Early 2016 we had to again turn a recruit applicant away from the West hall as the hall had reached full capacity, but the East hall continues to struggle with attracting new members. I would like to remind everyone that we have positions for anyone interested in joining our department, and we have openings for fire fighters, medical only, traffic controllers, auxiliary firefighter and support staff.

In July we received our new tender, which is now stationed at the west fire hall. With the new tender the districts water carrying and fire suppression abilities doubled, as this is the first time the District has had 2 tenders in operation. Firefighters trained on this new apparatus all Summer and Fall in preparation for the Fire Underwriters (FUS) practical test for Superior Shuttle Accreditation for the District. Due to circumstances out of the Districts control the test was set by FUS for early 2017.

2016 was again a very hot and dry summer, with weeks of extreme forest fire hazard ratings, but thankfully we made it through the entire fire season without any major wildfire incidents, and I would again like to give thanks to the many residents that helped keep the district safe through their careful burning practices, adherence to the burning restrictions, and watchful eye for smoke.

In September the District hosted a FireSmart seminar with presentations from Chief Ford and Margaret Symon of Strathcona Fire Consulting. The presentation was well attended and saw quite a few residents take advantage of the grant to have a firesmart assessment done on their individual property. This was made possible through a grant the district received from the UBCM called "Strategic Wildfire Prevention Initiative". This grant also allowed for a curbside pick up of woody debris from any resident that had taken part in the firesmart assessment for their property.

This summer the department was excited to receive a donation of 3 pet friendly oxygen masks from Happy Dogs Legacy ( [www.happydogslegacy.com](http://www.happydogslegacy.com)) and after a night of training on the special masks, all 3 pet friendly oxygen masks were put into service on our rescue and command trucks.

This winter we broke ground on the apparatus bay addition to the West fire hall to make room for the new water tender. Once completed in early 2017, the plan will be to move our Class A front-line engine into this new addition as it will be built to post disaster building standards. This will mean, that should we have an event, BOTH of our main fire engine will be housed in post disaster buildings and should be able to respond quickly after the event. During the renovation/addition to the west hall, there are also plans to upgrade the roof and siding portions of the existing structure which will help extend the life expectancy of this portion of the building.

The department is looking forward to 2017 as we have 7 new recruits, the addition to the west fire hall will be completed, Our residents will be receiving their home insurance discounts for the superior shuttle accreditation, and we also have a plan to obtain a relay pumping accreditation from FUS that would further increase the insurance savings our residents will see on their home insurance.



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17	18 Council Meeting - 7pm	19	20	21	22 	23
24	25	26	27	28	29	30

# Programs and Initiatives



## Grant Program.....

The District received a \$10,000 grant from the Union of BC Municipalities, Wildfire Prevention Initiative. This program assists communities to advance local planning efforts to mitigate risk from wildfire on private land within a wildland urban interface.

These funds were used to host a FireSmart Seminar, which was held at the Community Hall in September with over 30 people in attendance, to hire a consultant to prepare a firesmart plan for those residents who signed up for the program and to provide roadside pick up for any debris resulting from the residential firesmart plan.

Fifteen District of Highlands property owners benefited from this grant. A FireSmart Consultant attended these properties and provided owners with plan for their property.

The District of Highlands was one of fifty local governments to receive the \$10,000 grant.

More information regarding this initiative may be found on the District's website here: <http://www.highlands.bc.ca/430/FireSmart-Information>



## Highlands Oral History Project - Heritage Select Committee

Do you have memories about living in the Highlands, or old photos or maps that you would like to share? The Highlands Heritage Select Committee is beginning to work on the Highlands Oral History Project and would like the opportunity to interview you about your experiences and perspectives of the Highlands. We would like to ask you about things such as what drew you to the Highlands, how you would describe your neighbourhood, and changes you have seen in the roads and other infrastructure over time. We also want to know about ways you have been involved in the community, what types of activities you enjoy in the Highlands, and if you have any favourite places or trails.

If you are interested in participating in the Highlands Oral History Project, or would like to have more information please contact: Sally Gose | Chair  
Heritage Select Committee | [sgose@telus.net](mailto:sgose@telus.net) | 250 474-3403



## Be Bear Aware....

The District would like to remind all residents that the number one attractant to bears is household garbage, and that it is the responsibility of the home owner to ensure that household garbage is securely stored until the morning of collection day.

Please visit the following websites for more information on bear safety: [wildsafebc.com](http://wildsafebc.com)  
OR <http://www2.gov.bc.ca/gov/content/environment/plants-animals-ecosystems/wildlife/human-wildlife-conflict>

# OCTOBER 2017



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9 	10 Council Meeting - 7pm	11	12	13	14  Highlands Music Coffee House - 7.30pm
15	16 Committee of the Whole Meeting - 7pm	17	18	19	20	21
22	23 Council Meeting - 7pm	24	25	26	27	28
29	30	31 				



## Volunteer Firefighters - 2016

A Special *Thank You* goes out to the Volunteer Fire Department members. All that you do is appreciated by Council, staff and Highlands residents!

- Fire Chief Dean Ford
- Deputy Fire Chief Gregg Fletcher
- Captain Cliff Cox
- Lieutenant Stew Bender
- Lieutenant Jason Schuttinga



### **Chief Ford Awarded 25 Year Service Medal**

Chief Ford received the British Columbia Long Service Awards in recognition of 25 years or dedication to the Fire Service.

#### Firefighters

- Sam Barber-Starkey
- Bob Brown
- Mike Cornock
- Lisa Cottier
- Matt Cottier
- Terra Cox
- Jim Crawford
- James Drew
- Carson Fearn
- David Hill
- Mark Hull
- Cole Matterson
- Bryce Patey
- Sheriden Plant
- Rob Tuit
- Jen Zado

#### Safety Officer

- Ken Zavediuck

#### Auxiliary Firefighters

- Barry Ford
- Gary Shade

#### First Responders

- Deneen Cunningham
- Rick Lacey

#### Traffic Controller

- Allan Roger

#### Recruits

- Mariah Beaumont
- Dylan Dewis
- Spencer Drew
- Micheal Kaatz
- Daine Kellow
- Colton Killip
- Chris Norseth



# NOVEMBER 2017



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5 	6 Council Meeting - 7pm	7	8	9	10	11  Highlands Music Coffee House - 7.30pm
12	13 Committee of the Whole	14	15	16	17	18
19	20 Council Meeting - 7pm	21	22	23	24	25
26	27	28	29	30		

# District of Highlands - Community Groups

## Highlands District Community Association (HCDA)

HCDA was registered in 1965 as the Highlands District Ratepayers Association under the BC Society Act. The current name was adopted a few years later to indicate all residents and property owners who are eligible for membership.

The HCDA provides opportunities for social, cultural, and educational activities.

Some HCDA sponsored activities in Highlands include:

- Easter Egg Hunt
- Annual Broom Cleanup
- Community Roadside Cleanup
- Education events including: all candidates meetings, HELP, Speakers Series
- The Highlands Fling
- Halloween Event
- Winter Craft Fair
- Roadside Bulletin Board Construction
- The Highlander Newsletter



## Highlands Winter Craft Fair 2016 Community Hall Site



The popular Highlands Winter Craft fair was held at 2 locations in 2016, the Heritage Park Grounds and the Community Hall. The event was well attended. Staff hosted a light lunch with the proceeds going to the West Shore Food Bank. Mr. McMinn (background) was in attendance selling freshly made apple cider from the heritage orchard located at the Caleb Pike Heritage Park.

## Highlands Folk Music Coffee House

This monthly event is organized through Zhinoos - the coffee house is held the 2nd Saturday of the month at the Caleb Pike House (always check the **District's website for event information and dates**). If you would like to contact Zhinoos regarding booking an event for an upcoming Coffee House you can at: [zhinoos9@gmail.com](mailto:zhinoos9@gmail.com).



# DECEMBER 2017



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Council Meeting - 7pm	5	6	7	8	9  Highlands Music Coffee House - 7.30pm
10	11 Committee of the Whole Meeting - 7pm	12	13	14	15	16
17	18 Council Meeting - 7pm	19	20	21 	22	23
24	25 	26	27	28	29	30

# District of Highlands - Superior Shuttle Accreditation

## Superior Shuttle Accreditation

Strategic Area: Healthy Communities

Goals and Objectives: Pursue Superior Shuttle Accreditation for fire insurance reductions

Desired Outcome: Public Safety service level is confirmed to comply with provincial requirements and considerate of financial capacity

Budget: Funding for Superior Shuttle was through Long Term Borrowing of \$500,000. This was for a new truck and apparatuses bay at the West Fire Hall, the approximate cost to residents = \$11 per \$100,000 of assessed value of their property.

*In February, 2017 The Highlands Fire Department successfully obtained the Superior Shuttle Accreditation. The accreditation increases the Fire Departments capacity to **respond effectively to structural and wild fires. With this accreditation Highlands insurance rating changes from “semi-protected” to “protected”** - in most cases the change will result in lower homeowner insurance costs. In February Highland residents were mailed a form letter to provide to your insurance company, which if applicable will reduce insurance costs immediately. In Spring of 2017 the addition to the West Fire Hall is complete.*




# JANUARY 2018



*The District of Highlands and Habitat Acquisition Trust (HAT) partnered for a Western Painted Turtle habitat enhancement project at Eagles Lake. Included in the project was additional logs being placed in various locations for enhancing basking opportunities and new substrate for nesting areas. The Western Painted Turtle is an endangered species so please make sure to let the office know if you're lucky enough to see one the these local turtles.*



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8 Council Meeting - 7pm	9	10	11	12	13  Highland Music Coffee House - 7.30
14	15 Committee of the Whole Meeting - 7pm	16	17	18	19	20
21	22 Council Meeting - 7pm	23	24	25	26	27
28	29	30	31			

# District of Highlands - Parks

## Municipal Parks

The primary municipal park is Twinflower Park, which has a playground, a non-regulation size ball field, a bicycle jump and a horse-riding ring. The other primary active recreation park is Eagles Lake Park, which has a very small swimming beach and picnic area.



Twinflower playground



Eagles Lake



Twinflower field



Riding ring



Caleb Pike Heritage Park



Jump Park



## Regional and Provincial Parks

The District of Highlands places high value on green space, trail systems and outdoor recreational opportunities. The Official Community Plan (OCP) states that “the major roles of the Highlands are to preserve large areas of green space, to protect elements of the region’s ecosystems, and to provide outdoor recreational opportunities for Capital Regional District residents and visitors.”



### Provincial parks:

Gowlland Tod

### Regional parks:

Mount Work


Thetis Lake

Lone Tree Hill



# FEBRUARY 2018



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Council Meeting - 7pm	6	7	8	9	10  Highlands Music Coffee
11	12  Family Day	13 Committee of the Whole Meeting - 7pm	14	15	16	17
18	19 Council Meeting - 7pm	20	21	22	23	24
24	25	26	27	28		

# District of Highlands - Groundwater

Strategic Area: Water & Waste

Goals and Objectives: To protect groundwater quality and quantity; To protect surface water quality and quantity; To protect eco systems health and services; To create a Servicing Area Policy; To monitor waste management operations.

Desired Outcome: Water quality and quantity is preserved for future generations through sound decision making with full consideration to impacts on water.

**In May 2016, The Sustainable Land Use Select Committee (SLUSC) updated the District's brochure on groundwater, providing information to residents on quality and quantity of Highlands groundwater. This pamphlet is now included as part of the information you receive with your Annual Property Tax Notice.**

**Along with this updated pamphlet on groundwater, the District also updated its Subdivision and Development Bylaw with respect to onsite sanitary sewage systems and water supply systems as defined by the 'Drinking Water Protection Act'.**

## Steps to Protect Groundwater Quantity



Schematic diagram (from 2008 Highlands Community Green Map) showing the hydrologic cycle of a rural watershed sitting on a fractured bedrock aquifer: precipitation, evaporation, transpiration, surface runoff and wetlands, and movement of groundwater through soil and cracks in the bedrock). Narrow strips (called "lineaments") containing more abundant and larger cracks lie beneath and along valley bottoms: Plus examples of proven household water conservation practices (efficient indoor fixtures and appliances, drip irrigation, rainwater and gray water harvest and storage, drought-resistant landscaping).

1. Conserve by reducing demands:

- Perform a household audit of water use. Reduce waste by repairing leaks, and replacing older fixtures and appliances with more efficient options such as low-flow shower heads and toilets, and water efficient appliances.
- Reduce outdoor demand by replacing irrigated lawn areas with drought resistant plants (xeriscaping) and/or allowing lawns to dry out in summer ("brown can be beautiful").
- If you do irrigate, use irrigation systems that put more of the water in the ground, and lose less to evaporation. Replace spray heads with ground-level soakers. Irrigate at night or early morning rather than in the heat of the day.

2. Re-use waste water to reduce demand on groundwater

- Capture and store clean roof runoff (suitable for many non-potable uses).
- **Consider altering plumbing to allow recycling of household "grey water" for appropriate non-potable uses** (but this must be done carefully, it is not a good DIY project).

3. Maintain or increase the fraction of precipitation that enters the aquifer -  
**"Slow it down, spread it out, soak it in"**

- In built areas, avoid or reduce the use of impermeable surfaces like pavement.
- If feasible, redirect the runoff from remaining hard surfaces onto nearby level and porous catchment areas.
- If feasible and safe, expand surface storage of winter runoff from natural areas (most Highlands lakes are artificial reservoirs created by putting small dams in seasonal or year-round streams). But surface water storage also must be done very carefully to be simultaneously useful, safe, and legal—any new ponds need to be deep enough to support more than breeding mosquitoes, spillways engineered to prevent oxygen depletion of the deeper water, and any new dams engineered to resist erosion, washout, and downstream flooding by extreme precipitation events.

4. Encourage governments (especially the Province) to improve groundwater management.

Under the new *Water Sustainability Act*, which came into effect on February 29, 2016, groundwater for non-domestic use will be licensed.





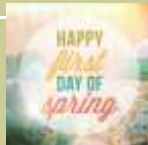
Preparing for the dry season - the following are a few tips to get you thinking about water storage and conservation as things warm up in the summer months.....

# MARCH 2018

- Wells tied to cisterns - Wells that have a slow recharge rate are at risk of damage if overdrawn, meaning we pump more out than can refill. When this happens, wells often have fine particulates enter into the well as there is no back pressure from the water, and ultimately damage can occur to the pump, or actual plugging/clogging and damage to the well itself. To avoid these issues, have your water contractor determine your recharge rate, and have a qualified contractor design a cistern that recharges from your well at a rate that the well can handle. This will buffer your well and yet provide ample water at the rates and volumes required to meet your periodic needs.

- Rain water collection (cisterns and ponds) - This is becoming much more widely used on the Island, with some Regional Districts and Local Governments creating incentive programs. ARCSA Accredited Professional (American Rain Catchment Systems Association) and EOC certified professionals can help you. They can assess collection area suitability (e.g. metal roof is safe, asphalt shingles are not due to fire retardants and PAHs), plan a water budget, and design a solution to match your usage to rainfall patterns and storage options.

- Storage in Soils - Not all soils are equal when it comes to retaining water. Sandy soils do not hold much water, and irrigation drains out quickly. Clays and vermiculites have a higher water storage capacity. The best soils for holding water are those that have high organic matter and humus; high humus soils hold 400% more moisture than finished compost or clay loams. If you want to irrigate less often, increase soil humus which will result in healthier plants with better drought tolerance.
- Storage in the landscape - Basic concept in using landscape to collect rainfall is to SLOW, SPREAD, SINK. Bio-swales, terraces, hugelkultur and keyline design are all ways to collect moving water that runs off the slopes, by first slowing it down (think speed bumps), spreading it out (think ditches), and sinking it in. It is not uncommon to use wood chips as a mulch... even better if you inoculate them with mushroom spores like Garden Giant or Oyster mushrooms.

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4	5 Council Meeting - 7pm	6	7	8	9	10  Highlands Music Coffee House - 7pm
11 	12 Committee of the Whole Meeting - 7pm	13	14	15	16	17
18	19 Council Meeting - 7pm	20 	21	22	23	24
25	26	27	28	29	30 Office Closed Good Friday	31

# Community Garden Project

Strategic Area: Food

Goals and Objectives: To increase landscape and climate appropriate food production; To increase and promote local food production to encourage: fewer commuter trips, decrease transportation impacts for the region to provide more food for local purchase, To improve road safety, To improve climate change resiliency.

Desired Outcome: Improved guidance on management opportunities through the consideration of community gardens or food forests and potential regulatory tools to enhance food production | Highlands Community Market prospers with additional support from the District | There is a local economy to support local food producers | Residents are more knowledgeable and resilient because of local food security | Performance is measured through the review of ICSP

Description of Success Indicators | The natural landscape is not altered to grow food.

Budget: Amenity funding (see side text box) created through rezoning applications: \$25,000 in Reserve Fund.

*A group of volunteer Highland residents approached Council in early 2016 with the notion of creating a community garden in Highlands. After much consideration and careful planning, land at the community hall site was chosen as the most suitable site. The community garden **group's vision of a** community garden includes an education component, a gathering place as well as a place for growing fresh produce. As of today's date the volunteer group has made great strides, the soil has been built up and the site has been prepped. Please contact the District Office for information regarding joining the group.*

*The Local Government Act (LGA) allows zoning bylaws to include the option of additional (bonus) density subject to specific conditions, which can include providing amenities.*

*Local governments sometimes negotiate community amenity contributions from those seeking a change in zoning. A change in use or an increase in density generally boosts the value of land, and provides the possibility of a financial benefit to the land owner, developer or local government.*

*Increasingly, local governments and residents see this as a reasonable opportunity to help fund community amenities.*



DISTRICT of HIGHLANDS COMMITTEES and BOARDS

# APRIL 2018

Board of Variance - A Board of Variance is established by bylaw in accordance with the provisions of the Local Government Act.


Emergency Planning Committee - makes recommendations to Council respecting Emergency Planning items and responsibilities.

Heritage Select Committee - this committee reviews the annual priority actions as established in Sustainable Highlands, taking into consideration the recommendations in the reports: Community Heritage Values, A Heritage Vision for the District of Highlands and Recommendations for a District of Highlands Heritage Register; and make recommendations annually to **Council regarding the Committee's work plan and specific items within the work plan; and considers sustainability issues or concerns** related to these documents and any items referred to it by Council.

Social Sustainability Select Committee - this committee reviews the annual priority actions as established in Sustainable Highlands and makes recommendations annually to Council **regarding the Committee's work plan and specific items within the work plan; and considers sustainability issues or concerns** related to the five strategy areas and any items referred to it by Council.

Sustainable Land Use Select Committee - this committee reviews the annual priority actions as established in Sustainable Highlands and make recommendations annually to Council **regarding the Committee's work plan and specific items within the work plan; and considers sustainability issues or concerns** related to the five strategy areas and any items referred to it by Council.

Anyone interested in serving on a Select Committee is invited to submit a letter and / or a resume detailing their interest and relevant experience to the District office or email to: [tneurauter@highlands.ca](mailto:tneurauter@highlands.ca).

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 	2 Office Closed Easter Monday	3  Council Meeting - 7pm	4	5	6	7
8	9  Committee of the Whole Meeting - 7pm	10	11	12	13	14  Highlands Music Coffee House - 7.30pm
15	16  Council Meeting - 7pm	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

# District of Highlands - 2016 Budget Highlights

## 2016 BUDGET HIGHLIGHTS:

Following deliberation over a series of budget meetings, Council approved a 2% general tax increase for every residential property in the District for 2016. Significant increases in the fire tax levy were also approved to achieve superior shuttle accreditation and to ensure long term fire infrastructure renewal, the costs of which are expected to be offset by home insurance savings by residents, depending on their particular circumstances.

The following capital projects have previously been either approved by Council or direction has been given to incorporate them into the financial plan:

1. Community Signboards - \$10,000 - Current year revenue
2. Superior Shuttle Accreditation - \$500,000 – MFA Borrowing
3. Bridge Repair/Upgrading - \$32,100 - Road Reserve
4. Twin Flower Park - \$62,100 - \$30,000 grant and \$30,000 Park Reserve

Other proposed capital projects/acquisitions:

5. Twin Flower Park/West Fire Hall Water Treatment - \$7500 – Current year revenue
6. District Hall Plumbing – Sink/water filter relocation/cabinet reconfiguration (Phase 1 - \$10,000) Current year revenue
7. Fire Department Equipment - \$20,000 – Current year revenue
8. Riding Ring Fence- \$13,000 Current year revenue
9. Heritage Park Upgrades - \$11,550 Current year revenue and \$5,300 grant
10. Heritage Park Society - \$7000 Current year revenue
11. District Hall – New Boiler - \$13,300 Current year revenue
12. West Fire Hall Siding- \$40,000 - Current year revenue
13. Road Surfacing - \$100,000 Road reserve
14. Roadside Trail Routes Engineering - \$10,000 Road reserve
15. Community Garden Develop. – \$8200 Community garden reserve
16. District Hall Storage – for equipment/bear proof refuse - \$6,000 – Current year revenue
17. Audio/Visual Equipment – Community Hall – Current year revenue

Permissive Tax Exemptions: The *Community Charter* provides municipalities with authority to exempt certain lands and/or improvements from municipal property taxation.

The *District of Highlands* did not issue any Permissive Tax Exemptions in 2016.

Declaration of Disqualified Council Members

There were no Council members disqualified in 2016.



Riding Ring at Twinflower Park



New Apparatus Bay at West Fire Hall



New Fire Tender



Twinflower Park Upgrade

# MAY 2018

Highlands is a primarily residential community, rural in nature, and blessed with an exceptional abundance of scenic beauty, native plant and animal life, and public parkland. Those of us who live here place high value on the natural environment and our rural lifestyle.

Highlanders are actively involved in the community, which fosters a spirit that is both self-reliant and cooperative. The Highlands will strive to diversify its economy while preserving our natural systems, including the aquifers on which we depend so heavily. Land use decisions will be guided by a community plan, with the ongoing involvement of residents.

As stewards of our unique natural environment, we will protect its integrity. We will retain sufficient lands in their natural state to permit a diversity of plant and animal life to flourish and to ensure that the rural lifestyle we enjoy today can be experienced by future generations. We believe in the value of open and green space, trail systems, and outdoor recreational opportunities, both to enhance life in the Highlands and to contribute to the well-being of southern Vancouver Island as a whole.

We will provide for an adequate tax base, including light industrial, related commercial and nature-related recreational uses in some areas of the Highlands, in order to support basic, affordable municipal services and facilities. We will encourage alternative transportation choices, housing choices, and a community hall.

New development in the Highlands will be in keeping with the rural character of the community and carefully designed to protect sensitive environmental conditions. The pace of change should be gradual and the type of development should leave a small footprint on the land.



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12  Highlands Music Coffee House - 7.30pm
13	14 Committee of the Whole Meeting - 7pm	15	16	17	18	19
20	21 	22 Council Meeting - 7pm	23	24	25	26
27	28	29	30	31		

# Celebrate Your Special Day in a Special Place



## Caleb Pike Heritage Park

*This rustic and unique 3 acre park is surrounded  
by beautiful Douglas Fir forest*

3 Heritage buildings circa 1883 • Ceremonies • Free Parking  
*For rates and availability please call or go online today*

## Community Hall

*Customize your event at our brand new hall  
which offers a 1200 square foot assembly area*  
Entertain up to 150 guests • Acoustically designed stage  
Non-Commercial Kitchen • Floor to ceiling windows  
Free Parking



1980 Millstream Rd, Victoria  
Heritage Park: 250-474-7601 • Hall: 250-474-1773  
[www3.telus.net/calebp05](http://www3.telus.net/calebp05) • [www.highlands.ca](http://www.highlands.ca)

## Council Contacts:

Mayor Ken Williams  
[kwilliams@highlands.ca](mailto:kwilliams@highlands.ca)  
250-882-5481

Councillor Leslie  
Anderson  
[leslie.corvidconsulting@gmail.com](mailto:leslie.corvidconsulting@gmail.com)  
778-350-8180

Councillor Ann Baird  
[ann@eco-sense.ca](mailto:ann@eco-sense.ca)  
250-478-2680

Councillor Gord Baird  
[gord.baird@gmail.com](mailto:gord.baird@gmail.com)  
250-478-2680

Councillor Karen Burns  
[burnska@shaw.ca](mailto:burnska@shaw.ca)  
250-391-6227

Councillor Marcie McLean  
[marciemclean@shaw.ca](mailto:marciemclean@shaw.ca)  
250-474-4725

Councillor Karel  
Roessingh  
[karel@roessong.com](mailto:karel@roessong.com)  
250-727-9808

## NOTES

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# 2017

# 2018

**January**

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**January**

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**February**

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**May**

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**November**

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Special thanks to all those who contributed their photography  
Under Separate Copy Please find the 2016 Financial Statements

# Community Hall and Highland Heritage Park Society

With floor to ceiling windows overlooking a natural wetland ecosystem, the Community Hall offers a 1200 square foot assembly area which can seat up to 100 people at tables, 112 theatre type seating, and 72 conference type seating. The warming kitchen comes equipped with coffee and tea service, and full dinnerware for up to 50 people. The stage area is visually beautiful and acoustically designed.

The Caleb Pike Heritage Park can be rented for almost any event. Both the Caleb Pike House and the Schoolhouse are available for rent either separately or together. The use of the park grounds is included with the rental. A new renovation in the Dairy provides a VIHA certified serving kitchen.

Rental prices include set up of table and chairs, and lighting of the wood-stove in the Caleb Pike House. Renters need to bring any items such as flip charts or slide-projectors. A high speed ADSL wireless internet connection is available in the Schoolhouse.

