



*ANNUAL REPORT
FOR THE PERIOD ENDING
DECEMBER 31, 2013*



*Highlands Community Hall
729 Finlayson Arm Road*



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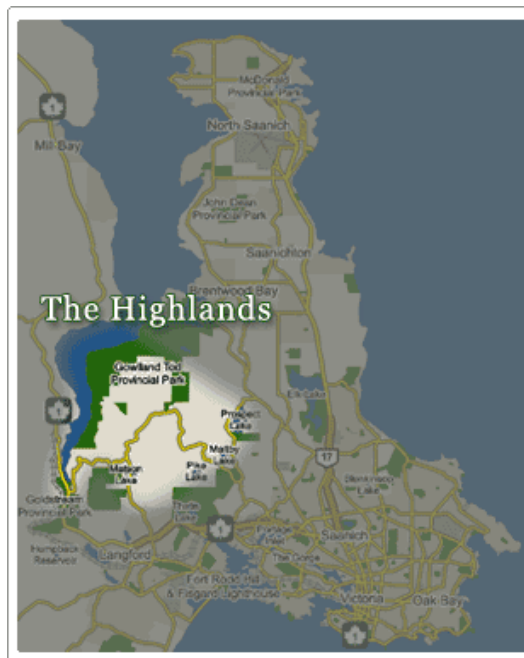
District of Highlands



Highlanders are
united by the
landscape -
rocky
uplands and
dense coastal
forest

The 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.

A stunningly beautiful rural residential area, the Highlands is just northwest of Victoria British Columbia Canada. More than one-third of the Highlands is protected as municipal, regional, and provincial parkland.



Highlanders take great pride in the stewardship of our environment by considering that new developments include conservation covenants limiting human encroachment. We're proud of our volunteers and community involvement.

2011 Census of Population

Highlands Population in 2011.....	2,120	CRD Population in 2011	359,991
Highlands Population in 2006.....	1,903	CRD Population in 2006	345,164
Highlands Total Dwellings 2011.....	830	CRD Total Dwellings 2006	177,977

2011 - Selected Demographic Variables

Census Variables	Highlands	CRD
2006 and 2011 Population Increase	11.4%	4.3%
Median age of residents	44.7	44.8
Average number of persons per census families	2.8	2.7
Median after-tax household income	\$87,881	\$54,480
Owned dwellings	95%	66%
Average value of owned dwellings	\$671,934	\$586,018
Worked at home	9%	9%
Mode of transportation to work – car, truck, etc.	86%	63%
Dwellings built between 2006 and 2011	80	11,010

SOURCE: Statistics Canada. 2012. Highlands, British Columbia (Code 5917049) and Capital, British Columbia (Code 5917) (table). Census Profile. 2011 Census. Statistics Canada Catalogue no. 98-316-XWE. Ottawa. Released October 24, 2012. <http://www12.statcan.gc.ca/census-recensement/2011/dp-pd/prof/index.cfm?Lang=E>

MAYOR AND COUNCIL

District of Highlands *Meet your Council...*

Mayor and Council's Role

Council represents the citizens of The District of Highlands, providing community leadership by serving as the legislative and policy making body of the municipality. Mayor and Council approve policy and budgets and provide direction to the Chief Administrative Officer.

Council is comprised of one Mayor and six Councillors. All elected officials have a three-year term of office. Council meetings are held on the first and third Monday of each month with the exception of July and August.

Meetings are held in the Old School House, 1589 Millstream at 7pm. Meetings are open to the public, and meeting agendas and minutes can be found on the District's website: www.highlands.ca.

Your Mayor and Council 2013

Mayor Jane Mendum

Councillor Allen Dobb

Councillor Diane Gill

Councillor Sigurd Johannesen

Councillor Marcie McLean

Councillor Karel Roessingh

Councillor Ken Williams



District of Highlands

Council and Committee Appointments

In 2013 the District of Highlands had several Committees, Boards and Commissions including:

SELECT

- Community Infrastructure and Services Select Committee
- Fiscal and Environmental Select Committee

ADVISORY

- Advisory Planning Commission
- Board of Variance
- Sustainability Strategy Advisory Committee

TASK FORCE

- Community Centre
- Ground Water

At the 2014 Strategic Planning Session Council supported moving forward with a new strategy for the District's committee structure. Using "Sustainable Highlands" as a reference document three new committees have been approved.

- Sustainable Land Use Select Committee
- Social Sustainability Select Committee
- Heritage Select Committee

Council is also asking for E-participation. This means that a group of Council appointed E-members will be invited to comment on any issue a committee may be working on via email correspondence.

Full Terms of Reference for these committees are available on the District website: www.highlands.ca.

Anyone interested in serving on one of these committees or as an E-participant is invited to submit a letter and / or a brief resume detailing their background and interests.

MAYOR	
JANE MENDUM	Capital Regional District Board – Director Capital Regional Hospital Board – Director Capital Regional District Environmental Services Committee - Vice - Chair Capital Regional District Parks Committee - Director Capital Regional District Solid Waste Advisory Committee - Chair Capital Regional District Integrated Solid Waste Public/ Technical Advisory Committee - Chair
COUNCILLORS	
ALLEN DOBB	CRD Art Committee CRD Solid Waste Advisory Committee, Alternate Community Infrastructure and Services, Alternate Liaison Treaty Advisory Committee (Alternate) Sustainability Strategy Advisory Committee
DIANE GILL	CRD Solid Waste Advisory Committee Community Infrastructure and Services, Liaison
SIGURD JOHANNESSEN	Community Centre Task Force, Liaison District of Highland Emergency Planning Greater Victoria Family Court Western Communities Policing Advisory CREST Alternate – non-voting Capital Regional District Water Commission - Director
MARCIE MCLEAN	Fiscal and Environmental, Liaison Intermunicipal Committee on Disability Issues Greater Victoria Family Court, Alternate Western Communities Policing Advisory, Alternate
KAREL ROESSINGH	Advisory Planning Commission Capital Regional District Board , Alternate Director Capital Regional Hospital Board, Alternate Director Capital Region Emergency Service Telecommunications Greater Victoria Library Board Ground Water Task Force
KEN WILLIAMS	Advisory Planning Commission, Alternate Community Centre Task Force, Alternate Fiscal and Environmental, Alternate Liaison Juan De Fuca Water Commission Intermunicipal Committee on Disability Issues, Alternate Sustainability Strategy Advisory Committee, Alternate Treaty Advisory Committee West Shore Parks and Recreation Society

District of Highlands *Message from the Mayor*

Mayor—Jane Mendum

On behalf of council, it is my pleasure to present some of the highlights of 2013 in this annual report. During the year, the District continued to work toward the construction of both the community hall and replacement of the east fire hall. In February, a construction manager was approved for the hall. Both projects are anticipated to complete in 2014, and neither will require borrowing as funds have been set aside for this purpose.

Early in 2013, Council was delighted to learn that they had been awarded a website makeover from CivicPlus which would expand the capabilities of communicating with residents, including automatic notifications to be sent to subscribers. After training and several months of preparation by staff, the website went live in September.

In May, the District was informed that the remediation of the Esquimalt Graving Dock would involve the deposit of contaminated soil at the Highwest Landfill, located in the south Highlands. In June, Council hosted a representative from the Ministry of Environment who presented information about the provincial jurisdiction and regulations for contaminated soil to a packed chamber. The District's CAO presented information about the District's soil removal and deposit Bylaw 341. Council met with the Minister of Environment; subsequently, detailed information was provided and a working relationship between the district and ministry established. The presentations and documentation were posted on the District's website under Esquimalt Graving Dock Sediment Information and continues to be updated as information is made available by the agencies involved.

Sustainability initiatives continued to progress. The District's Integrated Community Sustainability Plan (ICSP) provides a framework of sustainability objectives that are intended to assist the community in planning for a successful future through to 2030 and beyond. Following the adoption of the plan in 2012, Council held a public hearing in November and subsequently adopted Bylaw 360, integrating the ICSP with the Highlands Official Community Plan.

During the summer months, the activities of both bears and beavers caught the attention of many Highlands residents. One particular bear, feeding on the contents of garbage cans, gardens and composters, brought the Conservation Officers to the community to educate about importance of keeping these locations protected from bear scavenging. Beaver dam building activities, previously unknown in the area since incorporation, resulted in the District and private land owners having to address the consequences of water and wetland alterations through the expertise of a Registered Professional Biologist – no beavers were harmed in addressing the protection of road and bridge infrastructure. Both of these issues are anticipated to need addressing in an ongoing manner in future.

Congratulations to the Highlands Volunteer Fire Department for their innovative recruitment program. The close of the year saw seventeen new recruit applications, a notable accomplishment.

Volunteer activities continued to enrich and benefit the community. The construction of the museum, along with the District's investment in infrastructure improvements at the Highlands Heritage Park, were a focal point in 2013.

In December, long time employee Heinz Burki retired. Approving Officer duties will be assumed by the District's planner.

On behalf of Council, it continues to be a great honour to serve the District of Highlands, and we look forward to the successful completion of several priorities in the coming year



District of Highlands Reports on Committees

At the Annual Meeting of Council (In December of each year) Council members are appointment by the Mayor to various committees, commissions and boards.

The following are reports from Councillors on various committees.

Councillor McLean

Intermunicipal Advisory Committee on Disability Issues (IACDI)

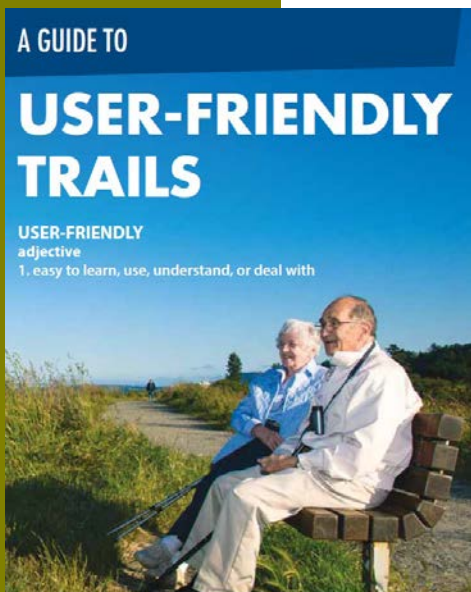
IACDI's Mission Statement is to advocate for people with disabilities and advise West Shore municipal councils on topics that affect the quality of life of citizens with disabilities.

IACDI believes in creating partnerships so we can achieve greater accessibility improvements and knowledge towards more inclusive communities to live, work & play.

This type of partnering was demonstrated in 2013 with the creation of a booklet titled ***"A Guide to User-friendly Trails"***.

In 2006 IACDI envisioned a accessible trail guide that would encourage people of all abilities to recreate outdoors. IACDI reached out to Capital Regional District (CRD) Parks to explore opportunities to assess park trail standards and accessibility and provide input. Later CRD Parks received a grant from the Union of BC Municipalities. The funding to be used to assess trails for recreation opportunities and communication tools to share the findings.

In partnership, IACDI, CRD Parks and West Shore Park & Recreation began to assess parks & trails to create a tool that highlights some accessible outdoor opportunities in the Capital Region.



The outcome is ***"A Guide to User-friendly Trails"*** a pilot project focused on West Shore communities and CRD Parks. To date Guide Survey feedback has been very positive.

We greatly appreciate everybody's efforts who participated on this project over the years.

More information on IACDI may be found here:
<http://www.colwood.ca/city-hall/committees/iacdi>

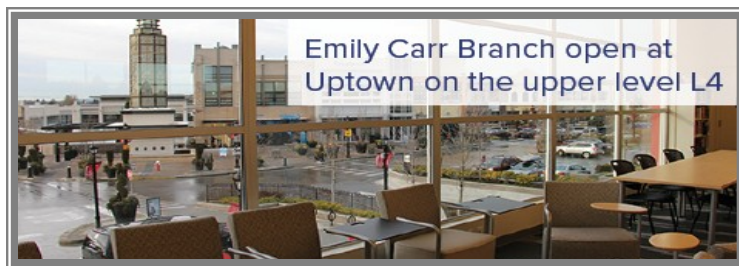
Pick up A Guide to User-Friendly Trails at Capital Regional District offices, recreation centres, and West Shore municipal halls. It is available for download at www.westshorerecreation.ca/

District of Highlands Reports on Committees

Councillor Karel Roessingh

Greater Victoria Public Library

It has been an exceptionally exciting time at GVPL. In January, the new Emily Carr Branch opened at the Uptown Centre in Saanich, and planning for a new branch for the Westhills area in Langford, co-locating with a YW-YMCA, is well underway. The Central branch in Victoria will be reconfigured with more public space as some staff move to office space nearby. Circulation continues to be among the highest per capita in Canada. The digital book and audio-visual collection has increased dramatically, and there are many more things that you can take out with your library card, now including theatre, art gallery, symphony, and recreation centre passes. There is a vast array of services available for all ages, from reading for tots and children's and youth activities, to adult and senior programmes.



Capital Region Emergency Service Telecommunications

As technical standards for public safety are being met or exceeded, user satisfaction with CREST continues to increase, and there are more people and organizations using the system. With a renewed strategic plan, over the next few years CREST will:

- upgrade to a new 700 MHz communication system to keep up with technology and increase coverage and reliability
- continue to build the ability to respond in a disaster
- continue to enhance the system in consultation with users
- maximize the inter operability of the system, and
- stay at the forefront of trends and new developments in emergency communications.



District of Highlands

Reports on Committees

Councillor Ken Williams

West Shore Parks and Recreation Society

Highlands Honoured: Highlands Councillor Ken Williams, West Shore Parks and Recreation administrator Linda Barnes and Bryan Wood, Parks Supervisor, unveil a plaque dedicating the recently completed upgrades to the facility's trail system and field lighting. August 29, 2013— *Image Credit: Kyle Wells/News Staff*

- by Kyle Wells - Goldstream News Gazette
- posted Aug 29, 2013 at 3:00 PM



It may have been raining cats and dogs, but the newly refurbished walking trail at West Shore Parks and Recreation was still good to go as it was officially completed today.

Improvements to the trail, including a resurfacing and grading improvements, mean it is easy to use in all weather conditions and more easily accessible for strollers, wheelchairs and other user needs. Along with the upgrades to the facility's 2.5 kilometre trail, the project also included adding lights to more soccer fields, allowing nighttime play. WSPR marked the official completion of its field and track accessibility enhancement project with a plaque unveiling, highlighting the District of Highlands role in the process.

Two-thirds of the money for the project came from a grant earned by the District of Highlands. A total of \$201,000 came from the grant, while a further \$100,000 came from the regular WSPR budget.

"We were able to use (the grant) for everybody who participates in the West Shore," said Councillor Ken Williams. "People from all over these municipalities, Colwood, Langford, Highlands, all use this facility so it's a way of making it come together and doing the greater good. ... "It's obviously a win-win for us, it's a win-win for the region. It was an easy decision."

Te'mexw Treaty Advisory Committee



Te'mexw Treaty Association First Nations include Songhees, Beecher Bay, Malahat, Nanoose and T'sou-ke. The Te'mexw TAC is a committee of elected officials, staff and observers who represent local government jurisdictions within the CRD which may be impacted by the Te'mexw treaty negotiations. In 2006 the Te'mexw TAC designated consultant David Drummond to be responsible for reporting back to the TAC on the status, progress, and issues arising at the negotiating table and ensuring that the TAC's interests are heard and ideally, reflected by provincial negotiators. Highlands joined TAC in 2008, and now in 2013 participates with Colwood, Esquimalt, Metchosin, Saanich, North Saanich, Sooke, View Royal, Victoria and the CRD.

2013 has seen the treaty progressing toward Agreement in Principle (AIP) with a number of incremental treaties transferring lands located in Victoria, Esquimalt and Sooke to First Nations. The committee worked hard keeping the Province informed of issues that affect local government and updated the TAC Interest Paper.

District of Highlands Reports on Committees

Councillor Williams Continued



The Greater Victoria Drinking Water System is supplied with water primarily from Sooke Reservoir which is located to the west of Victoria in the Sooke Hills. Sooke Reservoir lies within the boundaries of the Greater Victoria Water Supply Area, land that is owned and protected by the Capital Regional District.

Source:
<https://www.crd.bc.ca/service/drinking-water/watershed-protection>

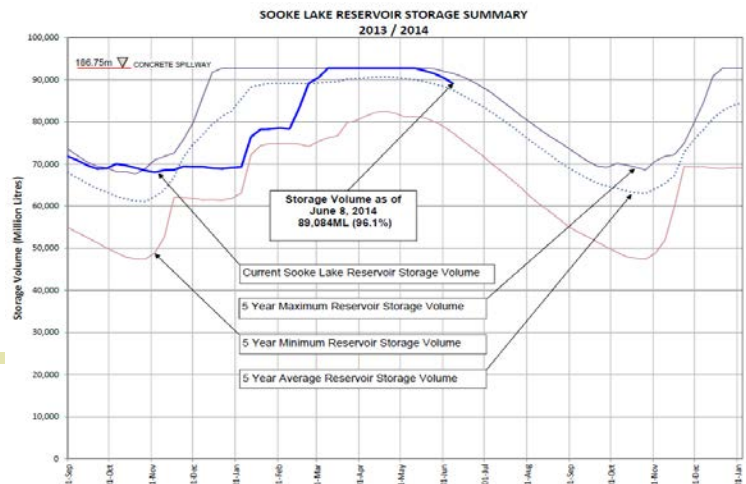
Juan De Fuca Water Commission

The JDF Water Distribution Commission oversees the critical water distribution infrastructure of the West Shore. In 2013 Ted Robbins was selected as the new general manager of JDF Integrated Water Services and is excellent as a staff resource to the commission chaired by Councillor Bob Gramigna of Metchosin.

Some of last year's highlights ...

- The Development Cost Charges Bylaw (Juan de Fuca Water Distribution) was amended to include Highlands.
- The commission oversaw the continuation of the fireflow upgrade program and also initiated a communications outreach to the local Fire Chiefs about fire flow pressures in the water lines.
- A new water class rate has been created for the animal hospital Wild Arc in the fees and charges bylaw described as Non- Profit Organization – Wild Animal Rehabilitation Facility.
- Earthquake preparedness was discussed and development of an updated action plan for any catastrophic event was commenced.
- The commission monitored the continuing program of water main replacement
- Efforts were made to simplify and make water bills more transparent.

In the fall, the commission approved the 2014 Capital and Operating budget with a retail water rate of \$1.7892 per cubic metre, adjusted if necessary by any change in the proposed wholesale rate. The new rate amended the Water Distribution Local Service Conditions, Fees and Charges Bylaw accordingly. Concerns were expressed by commission members about the rise in bulk water rates and attempts to mitigate these are ongoing.



District of Highlands

Reports on Committees

The Integrated
Water Service
is the third
largest
municipal
drinking water
system in
British
Columbia,
serving a
population of
approximately
340,00.

Councillor Sigurd Johannesen

Regional Water Supply Commission

The regional water supply is overseen by the Regional Water Supply Commission. Its 21 commissioners are appointed by member municipalities and include the Director for the Juan de Fuca Electoral Area. Representation and weighted voting are based on population on the same basis as the CRD Board.

Integrated Water Services is responsible for the regional water supply system, the retail water distribution system in the West Shore Communities and Sooke and the bulk water distribution system on the Saanich Peninsula. This is the third largest municipal drinking water system in British Columbia, serving a population of approximately 340,000. Customers include City of Victoria, District of Saanich, District of Oak Bay, Esquimalt, Saanich Peninsula Commission (SPWC) and the Juan de Fuca Water Distribution Commission (JDWC). The SPWC comprises North Saanich, Central Saanich and Sidney while the JWDC comprises the Town of View Royal, City of Colwood, City of Metchosin, District of Highlands, District of Sooke and parts of the Juan de Fuca Electoral District. Included in this service is water quality monitoring from 'source to tap' throughout Greater Victoria and Sooke and for the recent mandated regional cross connection control program.



Victoria Family Court and Youth Justice Committee

The job of the this committee is to be aware of the circumstances for youth and families who may come into contact with the justice system. The committee

represent the community for government - local, provincial and federal. The issues for children are not new. Factors in their success include stable housing, financial stability to ensure they have enough to eat, the involvement of caring adults, and access to appropriate health services.

The committee is comprised of elected representatives from all CRD municipalities. In addition, up to seven members at large are appointed by the CRD. Members representation includes individuals from groups that provide services and support to youth and families. Additionally representatives from the Ministries of the Attorney General, Education, Children and Family Development, Public Safety and Solicitor General, Health, Housing and Social Development and police forces and First Nations are invited to attend as non-voting resource members.

Regular meetings consist of update reports and concerns from the members, representatives and subcommittees. These subcommittees include Communications/ Planning, Youth Matters, Family Matters, Priorities, CRATSEY, CASA for Children and Court Watch. Each meeting also has an invited guest presenter that addresses issues of current interest and/or concern.

In 2013 ten invited presenters or groups addressed the Victoria Family Court and Youth Justice Committee membership.

Authority and duties of the Committee are set out in Provincial and Federal Legislation. Section 5 of the Provincial Court Act establishes the Family Court Committee. The Youth Justice Committee is appointed pursuant to Section 18 of the Federal Youth Criminal Justice Act.

The mandate of the committee is to be aware of the circumstances of youth and families who may come in contact with the justice system by:

- liaison with frontline service providers at monthly meetings,
- educating the public and elected officials,
- obtaining youth and family input,
- reviewing family and youth legislation,
- monitoring court hearings and custody facilities
- making recommendations to appropriate legislative bodies

District of Highlands

Reports on Committees

Councillor Johannesen Continued

West Shore Community Policing Advisory Committee



The West Shore Detachment is responsible for policing five municipalities and two aboriginal communities. These communities together, called West Shore, have a population base of 62,000 people.

West Shore Community Policing Advisory Committee meets monthly and is hosted by West Shore RCMP. It includes representatives from the West Shore Municipalities, justice groups, major charity organizations Sooke School District, Royal Roads and Belmont Secondary. It provides monthly update on policing activities and individual statistics on policing activity broken down by municipality. It also provides opportunity for Highlands to provide direct feedback on community concerns. This is in addition to regular meetings between the mayor and detachment commander. The committee receives a small amount funding from the various municipalities which it uses to provide grants to various organizations for specific one-time events in the West Shore.

Reporting Instances of Crime To Police?

The West Shore RCMP relies on the public to be their eyes and ears as we cannot be in all places at once. We must all work together for safe communities and you can play an important part in helping to keep yourself, your loved ones and community safe by reporting crimes committed against you or someone else. Some citizens believe that some crimes are too trivial to report or that the police don't care. By sharing information you have about a crime that has or may be committed or about someone involved in committing a crime, you may help the police solve crimes and help prevent future crimes from taking place. What is most important is that this information is shared with police. This helps police understand crime patterns in a community; it helps focus policing resources and helps us gather intelligence. Reporting crime is not about statistics, it is about sharing information and knowing what is occurring in our communities. If you

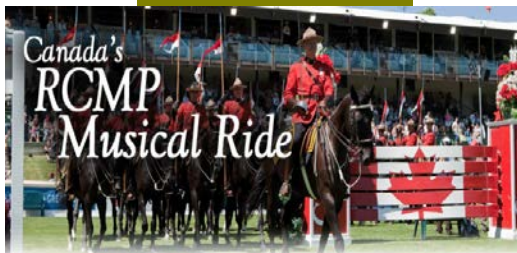
have a crime to report, please do not hesitate to contact the West Shore RCMP at 250-474-2264, we will happily take your information and open a

The RCMP does not accept reports of crime via email.

To report a crime, or for immediate police assistance, contact your local RCMP detachment @ 250-474-2264.

You can provide anonymous and secure tips to BC Crime Stoppers anywhere in BC by: calling 1-800-222-TIPS(8477); or

[External link, opens in a new windowsubmitting a tip online](#) sending a text to 274637. See [External link, opens in a new windowHow to text a TIP](#) for a demo



District of Highlands Reports on Committees

- **Operating Grants**
provide annual financial assistance to established arts organizations for ongoing programming and administrative expenses
- **Project Grants**
support emerging or established arts organizations for new, recurring or developmental initiatives
- **IDEA Grants**
(Innovate, Develop, Experiment, Access) support non-arts mandated organizations for arts related programming initiatives



Councillor Allen Dobb

CRD Arts Committee

The CRD Arts Development Service provides funding support to arts organizations on behalf of 8 municipalities in the capital region: Victoria, Saanich, Oak Bay, Esquimalt, View Royal, Metchosin, Highlands and Sidney. The Arts Service has three funding programs: Operating Grants provide annual financial assistance to established arts organizations for ongoing programming and administrative expenses; Project Grants support emerging or established arts organizations for new, recurring or developmental initiatives; and IDEA Grants (Innovate, Develop, Experiment, Access) support non-arts mandated organizations for arts related programming initiatives.

The Arts Committee sets an annual budget to support policies and programs pursuant to its governing bylaw. Like other CRD standing committees the Arts Committee is appointed annually.

Thirty two organizations received Arts Development operating support in 2013 including; Art Gallery of Greater Victoria, Atomic Vaudeville, Aventa Ensemble, Ballet Victoria, Belfry Theatre, Blue Bridge Theatre, Cinevic, Community Arts Council of Greater Victoria, Dance Victoria, Deluge Contemporary Art, Early Music Society, Greater Victoria Performing Arts Festival, Greater Victoria Youth Orchestra, Intrepid Theatre, Kaleidoscope Theatre, MediaNet, Open Space, Pacific Opera Victoria, Palm Court Light Orchestra, Puente Theatre, Story Theatre, Suddenly Dance Theatre, Theatre Inconnu, Theatre SKAM, Victoria Children's Choir, Victoria Conservatory of Music, Victoria Film Festival, Victoria Jazz Society, Victoria Operatic Society, Victoria Symphony, VIVA Choirs, and Xchanges Artists' Gallery

Councillor Diane Gill

The Capital Regional District's (CRD) Solid Waste Advisory Committee (SWAC) was formed in 1998 to provide input on solid waste issues, exclusive of financial and contractual matters. In 2002, the committee took over the additional function of acting as the Plan Monitoring Advisory Committee (PMAC) to monitor the implementation of the Solid Waste Management Plan (SWMP). The committee is comprised of community representatives, industry representatives and elected officials. Council Gill serves as the elected official representing the West Shore municipalities. The committee meets monthly or as needed. The management of solid waste has seen many changes since SWAC's inception, including those resulting from evolving provincial and federal government regulations, and the committee serves as a community forum to address challenges, trends and practices. The committee reports to the CRD's Environmental Services Committee.

Two of the topics addressed by the committee in 2013 included the Abandoned Waste Campaign and the upcoming changes to the provincial recycling regulation which will see responsibility for packaging and printed paper shift to manufacturers in May 2014. Discussion focussed on potential changes to the delivery of household recycling services (Blue Box Program).

For publications on the Blue box program go to the CRD website here: <https://www.crd.bc.ca/service/waste-recycling/curbside-recycling-program>.



District of Highlands

Long Term Vision Statement

Residents have been clear about what is important to them and there are a number of common perspectives. The following VISION STATEMENT captures shared sentiments and sets a direction for the future.



Long Term Vision Statement

The 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

commercial and 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.

In order to move toward a future that is consistent with the VISION STATEMENT, the District of Highlands will strive to attain the following six goals:

Goal 1: *To protect the natural environment.*

Goal 2: *To retain and strengthen the rural character of the Highlands.*

Goal 3: *To support economic diversification that is consistent with Highlands' rural character and the natural environment.*

Goal 4: *To ensure the long-term economic sustainability of the Highlands' community.*

Goal 5: *To provide basic, affordable public services and facilities.*

Goal 6: *To encourage involvement in a healthy rural community, including all planning decisions.*

District of Highlands

Tax Exemptions, Gas Tax and Declarations



2013 road
improvements
included repairs to
damaged roads and
shouldering and
crack sealing in
multiple locations

Tax Exemptions

The Community Charter gives Council the authority to exempt certain land/or improvements from municipal property taxes.

- The District of Highlands did not have any Permissive Tax Exemptions for 2013.

Declaration of Disqualified Council Members

There were no Council members disqualified in 2013.

Federal Gas Tax Transfer Report

The Gas Tax Fund provides funding for BC local governments for a variety of capital and planning projects. Project categories that are eligible include:

- Public Transit
- Community Energy
- Solid Waste
- Water and Wastewater
- Capacity Building/ Integrated Community Sustainability Planning

The District received \$101,118 in 2013 from the Gas Tax Transfer Agreement with the Federal Government. Funds from this transfer are eligible to be used on certain expenditures. In 2013, the district spent \$46,101 of these funds to pay for road improvements. The remaining funds are set aside in a reserve for future expenditures. The current reserve balance for these funds totals \$262,997.



District of Highlands Strategic Planning 2013

Summary of



Priority



ECONOMIC DEVELOPMENT	INFRASTRUCTURE	ADMINISTRATIVE/ GOVERNANCE	PUBLIC HEALTH AND SAFETY	LAND USE	SOCIAL SUSTAINABILITY
PRIORITIES <ul style="list-style-type: none"> ➤ West side Millstream ➤ East side Millstream 	PRIORITIES <ul style="list-style-type: none"> ➤ Water <ul style="list-style-type: none"> • Groundwater monitoring Program ➤ Transportation <ul style="list-style-type: none"> • Annual Road structure and surface assessments • Transit/ Transportation ➤ Physical Assets <ul style="list-style-type: none"> • JDF Recreation Facility • Park Management Plan • Community Hall ➤ Trails 	PRIORITIES <ul style="list-style-type: none"> ➤ Treaty Process / First Nations Relations ➤ Millstream Meadows ➤ Wildfire Interface Regs. ➤ Cuff Corporate Review ➤ Committee Structure ➤ Soil Deposit/ Removal - 1 year review ➤ Integrated Pest Management Plan ➤ Heritage Property Recognition 	PRIORITIES <ul style="list-style-type: none"> ➤ Neighbourhood HELP Groups ➤ East Fire Hall ➤ Day Crew ➤ Communication and utility transmission ➤ Pesticides and point source contamination 	PRIORITIES <ul style="list-style-type: none"> ➤ Secondary Suites ➤ Subdivision Servicing Bylaw 	PRIORITIES <ul style="list-style-type: none"> ➤ Volunteer Recognition ➤ Community Market

ECONOMIC DEVELOPMENT—SOUTH HIGHLANDS

ISSUE: West side of Millstream Road
PRIORITY: High
STATUS: CRD RGS Amendment Process Complete
NEXT STEPS: Ecoasis considering development plans and community consultation

ISSUE: East side of Millstream Road
PRIORITY: High
STATUS: Significant amount of work done - CRD Water extended to property and 2 fire hydrants installed
NEXT STEPS: Millstream Industrial Park partially serviced with regional water. Highest Landfill has made application to connect leachate to CRD sewage system

INFRASTRUCTURE

ISSUE: Groundwater Monitoring Program
PRIORITY: High
STATUS: Phase 1,2 and 3 reports complete
NEXT STEPS: Report on recommendations

ISSUE: Annual road structure and surface assessments
PRIORITY: Ongoing
STATUS: Annual inspections
NEXT STEPS: Adequate budget being allocated for ongoing road maintenance

District of Highlands Strategic Planning 2013

INFRASTRUCTURE

ISSUE: Transit/ Transportation
PRIORITY: High
STATUS: Council transit liaison appointed
NEXT STEPS: Ongoing dialogue

ISSUE: Juan de Fuca
Recreation Facilities
PRIORITY: High
STATUS: Ongoing process
NEXT STEPS: Ongoing discussions
regarding governance
agreements



ISSUE: Park Management
Plans
PRIORITY: High
STATUS:
NEXT STEPS: Establish Management Plans for Twinflower and Caleb Pike Heritage
Park

ISSUE: Roadside Trail and Cycle Network
PRIORITY: High
STATUS: Report Complete
NEXT STEPS: Budget required for implementation

ISSUE: Community Hall
PRIORITY: High
STATUS: Construction complete
NEXT STEPS: Opening in July 2014



District of Highlands

2013 Strategic Planning

ADMINISTRATIVE / GOVERNANCE



The CRD is committed to sustainable management of our current land holdings and addressing liabilities associated with the Millstream Meadows site. Through a competitive process, CRD staff selected Golder Associates Ltd. to conduct environmental monitoring services for the Millstream Meadows site. Golder Associates Ltd. is a qualified company with experience in providing the required services

Source: <https://www.crd.bc.ca/docs/default-source/crd-document-library/committeedocuments/environmentalservicescommittee/20130626/2013-june-26-item-09-eep-13-18-millstream-meadows-quarterly-environmental-monitoring-2012-2014--award-of-contract-epr02013-025R.pdf?sfvrsn=0>

ISSUE: Millstream Meadows Remediation
 PRIORITY: Ongoing
 STATUS: Remediation process in progress
 NEXT STEPS: Continue to support remediation of property to the highest degree practicable

ISSUE: Wildfire Interface Regulations
 PRIORITY: Medium
 STATUS: Report under preparation
 NEXT STEPS: Bring forward report to CoTW when prepared

ISSUE: George Cuff Corporate Review
 PRIORITY: Low
 STATUS: Under consideration
 NEXT STEPS: Bring forward report to a CoTW

ISSUE: Treaty Process/ First Nations Relations
 PRIORITY: Ongoing
 STATUS: Participate in the Te'Mexw Treaty Advisory Committee
 NEXT STEPS: Continue participation in Treaty Process to the fullest extent possible. Develop and enhance relations with local First Nations governments.

ISSUE: Soil Deposit and Removal Regulation Review
 PRIORITY: Medium
 STATUS:
 NEXT STEPS: One year review to be completed

ISSUE: Integrated Pest Management Planning
 PRIORITY: Low
 STATUS: Council direction
 NEXT STEPS: CoTW

ISSUE: Heritage Property Recognition
 PRIORITY: High
 STATUS: Initial Community Heritage Register properties selected
 NEXT STEPS: Review second tier properties

ISSUE: Committee Structure
 PRIORITY: High
 STATUS: Terms of Reference Approved for new committee structure
 NEXT STEPS: Advertise for participants

District of Highlands

2013 Strategic Planning

LAND USE

ISSUE: Secondary Suites
 PRIORITY: High
 STATUS: Terms of Reference Prepared
 NEXT STEPS: To be brought forward in 2015

ISSUE: Subdivision Servicing Bylaw
 PRIORITY: Medium
 STATUS: Revisions under preparation
 NEXT STEPS: Bring draft forward for review



SOCIAL SUSTAINABILITY

ISSUE: Volunteer Recognition
 PRIORITY: High
 STATUS: On-going—next appreciation scheduled for summer of 2014
 STEPS: Plan and deliver

ISSUE: Highlands Community Market
 PRIORITY: Ongoing
 STATUS: Continue to support
 NEXT STEPS:

HIGHLANDS MARKET - LAST SUNDAY MAY - SEPTEMBER

10am - 1pm, - Caleb Pike grounds,
1589 Millstream Road.

The market takes place on the last Sunday of each month from May to September. Buyers and sellers welcome, rain or shine! Come join us!

Info: Leslie, 250-474-2203 Next Market: June 29th

PUBLIC HEALTH AND SAFETY

ISSUE: Neighbourhood "HELP"
 Volunteers
 PRIORITY: Ongoing
 STATUS: Ongoing process
 NEXT STEPS: Council will support the recruitment of volunteers through newsletter and website advertisements

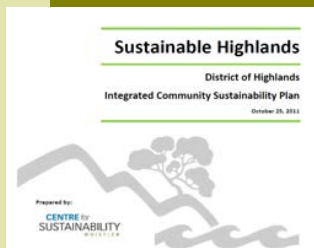
ISSUE: Communication and Utility transmission
 PRIORITY: Low

ISSUE: Pesticides and Point Source Contamination
 PRIORITY: Low

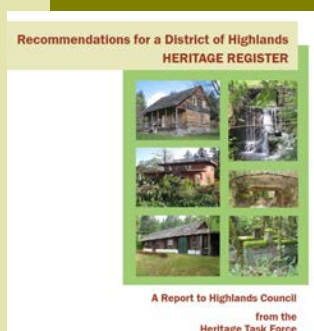
ISSUE: East Fire Hall
 PRIORITY: High
 STATUS: Construction starts June 2014

ISSUE: Day Crew
 PRIORITY: High
 STATUS: Recruiting changes made
 NEXT STEPS: Recruits being trained

Recent rendering of East Fire Hall - construction to begin in June



Volunteers in the District of Highlands are a precious resource! Many projects of the District are a result of these great people who dedicate their time, talents and efforts. Below are just some of the recent accomplishments.



District of Highlands

Citizen Involvement and Volunteerism

Citizen involvement is an important element of maintaining a successful community as no community can succeed without the active participation of its volunteers. Many of the District's functions would not be possible without the collective efforts of the District, volunteers and residents

2013 Advisory Planning Commission

Eleanor Rayner, Chair
Colleen Robertson, Vice-Chair
Mara Dhillon
Honora Johannesen
Rick Lester
Allan Roger
Fred York



2013 Board of Variance

Deanna Henry
Brian Williams

2013 Community Centre Task Force

Eleanor Rayner, Chair
Bob McMinn, Vice-Chair
Bob Flitton
Rachael Sansom
Sheila Taylor



2013 Community Infrastructure and Services Select Committee

Allan Roger, Chair
Fred York, Vice-Chair
Bob Flitton
Eleanor Rayner

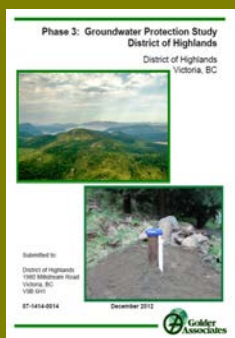


2013 Fiscal and Environmental Select Committee

Vicky Husband, Chair
Bob McMinn, Vice-Chair
Patricia Cummins
Kenn Faris
Warren Lee
Elaine Limbrick
Greg Nuk

District of Highlands

Citizen Involvement and Volunteerism



At the 2014 Strategic Planning Session Council supported moving forward with a new strategy for the District's committee structure. Using "Sustainable Highlands" as a reference document three new committees have been approved.

- Sustainable Land Use Select Committee
- Social Sustainability Select Committee
- Heritage Select Committee

Council is also asking for E-participation. This means that a group of Council appointed E-members will be invited to comment on any issue a committee may be working on via email correspondence.

Full Terms of Reference for these committees are available on the District website: www.highlands.ca.

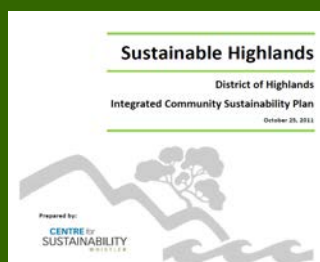
Anyone interested in serving on one of these committees or as an E-participant is invited to submit a letter and / or a brief resume detailing their background and interests.

2013 Ground Water Task Force

Eric Bonham
Warren Lee
Michelle Mahovich

2013 Sustainability Strategy Advisory Committee

Bob Flitton
Ann Baird
Aniko Varga
Bob McMinn
Dave Mackas
Sally Gose
Libby McMinn
Warren Lee



Sustainable Highlands is the District of Highlands Integrated Community Sustainability Plan (ICSP) and is a framework to help the Highlands reach its sustainability goals. It was informed by the final report of the Highlands Sustainability Task Force (STF), and developed by the Whistler Centre for Sustainability, the Sustainability Strategy Advisory Committee (SSAC), and staff. The ICSP is the community's highest level policy and will guide all future planning and decision-making. The Highlands' Official Community Plan (OCP) will be updated to align with the vision and goals of the ICSP.

2013 Volunteer Fire Department Members

Guy Brisebois, Fire Chief (took leave of absence - 2013)
Dean Ford, Acting Fire Chief
Gregg Fletcher, Acting Deputy
Bryce Patey, Captain
Rob Tuit, Lieutenant

Jacob Adlington
Sam Barber-Starkey
Stew Bender
Mariah Beaumont
Jason Bland
Tyler Brickwood
Bob Brown
Mike Cornock
Cliff Cox
Tom Falkiner

Carson Fern
Aiden Gill
Dan Haas
James Houston
Ken Leason
Cole Matterson
Mark Montgomery
Jason Schuttinga
Ken Zavediuk





District of
Highlands
successfully
achieved carbon
neutrality of the
2013 reporting
year!

As a signatory to
the Climate
Action Charter
who met the goal
of corporate
carbon
neutrality for
2013, the District
has been
awarded Level 3
recognition –
Achievement of
Carbon
Neutrality.

District of Highlands “Sustainable Highlands” - An Integrated Community Sustainability Plan

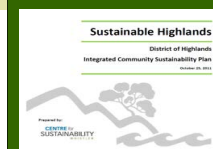
2013 saw the principles of "Sustainable Highlands," the District's Integrated Community Sustainability Plan, become aligned with the Official Community Plan (OCP).

This action put sustainability at the forefront of the District's long term goals and objectives, and made it inherent in all decisions. While this was not a large change in direction for the Highlands, it strengthened overall policy guidance.

This was no small task. The Sustainability Strategy Advisory Committee (SSAC) met often throughout the spring and early summer to review the draft policies with facilitation from staff. The collaborative effort of all SSAC members greatly improved the draft OCP that was adopted in early November 2013. Council is grateful of the work done by the SSAC members, and the community can be quite proud of the "think tank" and sustainability-related resources right in our own backyard.

The main implementation item of the Highlands Integrated Community Sustainability Plan (ICSP) is for the District to regularly conduct measurements of selected statistics in order to determine if the District is achieving its sustainability goals over time. By doing this, the District can either maintain its course of actions or change course to improve its success on achieving its vision of sustainability. These regular and selected measurements are called, "indicators."

The 2012 Indicators Report is the first or baseline reporting year. The District expects to produce successive reports



Sustainable Highlands is the District of Highlands Integrated Community Sustainability Plan (ICSP) and is a framework to help the Highlands reach its sustainability goals. It was informed by the final report of the Highlands Sustainability Task Force (STF), and developed by the Whistler Centre for Sustainability, the Sustainability Strategy Advisory Committee (SSAC), and staff. The ICSP is the community's highest level policy and will guide all future planning and decision-making. The Highlands' Official Community Plan (OCP) will be updated to align with the vision and goals of the ICSP.



Climate Action Revenue Incentive Program (CARIP) Public Report Climate Action Revenue Incentive (CARIP) Public Report for YEAR 2013



District of Highlands
Capital Regional District



Report Submitted by
Laura Beckett, MCIP, RPP
Municipal Planner
lbeckett@highlands.ca

The Climate Action Revenue Incentive Program (CARIP) is a conditional grant program that provides funding to Climate Action Charter (Charter) signatories equivalent to 100% of the carbon taxes they pay directly. This funding supports local governments in their efforts to reduce greenhouse gas emissions and move forward on achieving their Charter goals. Making the District's 2013 CARIP Public Report and Attestation Form public by posting it on the District's web site, fulfills one of the requirements for the District to be eligible for this grant. Typically, the grant is worth between \$700 and \$800 for the District.

Climate Action Revenue Incentive (CARIP) Public Report for YEAR 2013

Wildlife Activity in the Highlands



Above is a picture of a Black bear passing through a residential property in the Highlands.

Black bears have a extremely good sense of smell and can smell food over a kilometer away. Garbage is the number one attractant and unfortunately bears who become highly food-conditioned and habituated to humans are often destroyed.

Please ensure that your residential garbage is kept inside or in a 'bear proof' garbage container until the morning of collection.

BE BEAR AWARE.....both the District Office and the area Conservation Officer received numerous calls from Highlands residents regarding a Black bear sighted in the Highlands area. The area Conservation Officers would like to remind all residents that the number one attractant to bears is household garbage. , ***Household garbage is the responsibility of the home owner to ensure that it is securely stored until the morning of collection day.***

Other attractants include fruit trees, bird feeders and pet food. Fruit trees should be picked as the fruit ripens and ensure that windfalls do not accumulate. If you are unable to pick the fruit yourself consider a local organization like ***Lifecycles*** which offers a program called: ***The Fruit Tree Project*** - a team of volunteers will come and pick the fruit and share the harvest with the homeowner, volunteers and local organizations. Also, please consider only filling your bird feeders during the winter months and to feed and store your pet's food indoors.

Some quick facts about bears: bears have an extremely good sense of smell and can smell food over a kilometer away; garbage is the number one bear attractant cited when reporting a call; bears that become highly food-conditioned and habituated to humans are often destroyed because of concerns for human safety; **in BC it is an offence to leave out items that will attract wildlife - fines may be applied.** Please visit the following websites for more information on bear safety: www.wildsafebc.com | www.bearaware.bc.ca | www.env.gov.bc.ca/cos/info/wildlife_human_interaction/docs/bears.html



A motion activated camera capturing the image of two cougars passing through a resident's property

From the BC Ministry of Environment's website:

Q: Will conservation officers respond if an animal such as a bear or cougar threatens human safety?

A: Absolutely. Conservation officers are continuing to respond to public safety issues - human health is our first priority. We will instead reduce our focus on incidents involving damage to property and to low-risk scenarios where there is no direct threat to human safety.

Incidents involving bears or cougars demonstrating aggressive, habituated, or threatening behaviour towards humans will receive our priority attention. It is expected that not all but in the rarest occasions conservation officers attending such calls will have to resort to destroying the predator due to the policy regarding public safety.

Q: Can you give an example of a low-risk scenario?

A: Calls that involve nuisance bears tipping garbage cans on a street, deer damaging crops or orchards, coyote sightings in urban areas, cougar sightings in rural areas or raccoons damaging small property items are usually low-risk. Callers can receive advice on problem wildlife by phoning our call centre or visiting the ministry web site (www.gov.bc.ca/env), and may be referred to a community organization such as "Bear Aware" for information on how to make a home and property less attractive to bears and other wildlife

Source: http://www.env.gov.bc.ca/cos/info/wildlife_human_interaction/docs/conflicts_policy.html

District of Highlands *Caleb Pike Heritage Park*



Highland School House 1952 in original location

The District has a management agreement with the Highland Heritage Parks Society, whereby they operate and maintain the municipally owned Caleb Pike homestead. The homestead consists of several buildings including the Caleb Pike House, the Little Red Schoolhouse, the Gregory House (and a heritage orchard and the Gregory House which is used as a caretaker's residence.

Numerous events take place at the homestead, such as the summer market, HDCA sponsored Easter Egg Hunt, youth program, garden group, Highlands's Fling and Highlands Folk Music!

*In May of 1893 the
Highlands School
District was formed
and in July of that
year 1.75 acres of land
above Millstream
Road was donated
and \$800 provided by
the provincial
Secretary of*

*Education for the
"construction of a
school and
incidental expenses"*

An excerpt from :

*[http://
www.calebpikeherita
gepark.org/
history_school-
house.htm](http://www.calebpikeheritagepark.org/history_school-house.htm)*

Highland Community Museum

The Official Opening of the Highland Community Museum was held on September 8, 2013 at the beginning of the Highland Fling. Officials speaking in honour of the occasion included: HHPS Chair Sally Gose; local MLA John Horgan; and Council Members Sigurd Johannesen (on behalf of Mayor Jane Mendum) and Allen Dobb; as well as HHPS Director Daphne Allen who read a letter of congratulations from the Honourable Coralee Oakes, Minister of Community, Sport and Cultural Development. A large crowd of Highland Fling attendees witnessed the cutting of the ribbon by Ted Ross, Caleb Pike's great grandson. The Museum will be open for business in the summer of 2014 after the flooring is completed.



Highland School House today located on the Caleb Pike Heritage Grounds

Other Volunteer Groups and Activities Associated with District of Highlands

Highlands District Community Association

HDCA was registered in 1965 as the Highland District Ratepayers Association under the BC Society Act. The current name was adopted a few years later to indicate all residents and property owners are eligible for membership. The HDCA provides opportunities for social, cultural, and educational activities. Contact Scott, 250-478-2526.

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



Pike House Halloween



Pike House - Easter Egg Hunt



Highland Heritage Park Society

This group of volunteers main priority is the preservation and on-going maintenance of the Caleb Pike Heritage Park. More information regarding the grounds and the society can be found here: <http://highlands.bc.ca/317/Highland-Heritage-Park-Society>



Summer Market

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 you can at: zhinoos9@gmail.com. A special coffee house is held in June to welcome Summer - The Summer Blues and Funk Bash - don't miss it!



District of Highlands

2013 - Community Hall comes to life....

The Community Hall Task Force came together to undertake the will and wishes of the community when considering a community centre. The objectives of the task force included:

- Studying the feasibility of establishing a community hall in the Highlands
- Determine the appropriate mix of uses, including community social, cultural and recreational uses, municipal buildings and commercial uses
- Determine land and servicing requirements
- Define access and parking requirements
- Identify and evaluate potential sites for a community centre
- Prepare conceptual options for site layout and buildings
- Provide an estimate of land, buildings and site development costs
- Identify development phasing options
- Identify capital funding options
- Identify operations and maintenance funding options
- Identify possible implications for other community lands and facilities
- Identify implementation steps

The amenity parcel zoned for the community hall site, located at 729 Finlayson Arm Road, transferred to the District in March, 2013. At the same time, the provincial government granted the District an extension to the funding under the Towns for Tomorrow grant program, with a completion date of March 31, 2014.

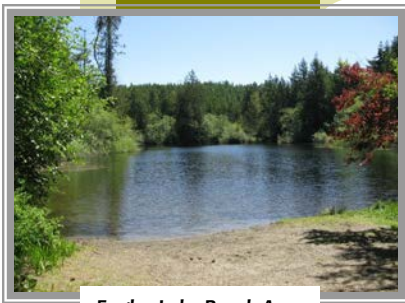
Highlands Chief Administrative Officer acted as the designated project manager and Stantec provided architectural services. Council contracted Durwest to provide construction management in a design-bid-build process. On April 29, 2013 at a Committee of the Whole meeting, Council and the Community Centre Task Force met with Stantec for the second consultation on design options. Several aspects of the building were discussed, and at the regular meeting held May 21, Council approved a list of design options.

The Community Hall will be open in July 2014. Rental information is available on the District's website.



District of Highlands

Municipal Parks



Eagles Lake Beach Area

The primary municipal park is Twinflower Park, which has a tot lot playground, a non-regulation size ball field, a bicycle jump and a horse-riding ring.

In 2013 Council approved several improvements for the tot lot area. Improvements included:

- **Retaining Wall and Playing Surface**

The existing sand surface was removed and disposed of and an engineered wood chip fibre protective surface was installed. The existing log retaining system was replaced with a new concrete retaining wall.

- **Existing Metal Play Equipment**

The existing metal play equipment was scraped of existing paint and repainted to improve its appearance and eliminate safety concerns resulting from chipped paint and rusted surfaces.

- **Existing Picnic Tables**

Two concrete pads were installed with two new concrete picnic tables.

- **Swing Set**

All three existing swings, chains and seats were replaced.

NEXT THE DISTRICT WILL REPLACE THE WOODEN PLAY STRUCTURE Approved in the budget are funds to replace the wooden play structure.

If you have a preference of what you would like to see send your idea through to the district office – 250-474-1773.

“The Parks and Recreation Master Plan for the District of Highlands envisages a system of parks, protected areas, trails and facilities that provide recreational opportunities for the residents of Highlands and the Capital Region, while protecting natural environments and cultural features.”



The other primary active recreation park is **Eagles Lake Park**, which has a very small swimming beach and picnic area.

Capital Region and Provincial Parks

The District of Highlands places high value on greenspace, 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



District of Highlands

Services and Operations - Building

The Building Inspector administers the BC Building Code and ensures that all buildings in the District of the Highlands are constructed to the standards of the National Building Code.

The Building Inspection Department can help with the following:

- Issuing building, plumbing, chimney, soil deposit and soil removal, tree cutting and blasting permits
- Building permits - the building inspector processes building applications and reviews plans to ensure compliance with the BC Building Code, municipal bylaws and policies
- Inspections - inspections are performed at various stages of construction and include:
 - ⇒ foundation and footing forms (before concrete is poured);
 - ⇒ installation of perimeter drain tiles and damp-proofing (prior to backfilling);
 - ⇒ rough-in of all chimneys and fireplaces and solid fuel burning appliances;
 - ⇒ rough-in plumbing;
 - ⇒ insulation and vapour barrier;
 - ⇒ health and safety aspects of the work prior to occupancy; and
 - ⇒ a final inspection is required upon completion of a project and before an occupancy permit can be issued
- Site Inspections - site inspections are required to determine that conditions set out in the permit have been satisfied

Comparison of Construction Values and Permit Fees 2012 and 2013 Includes all construction related fees

2012	Construction Value	Permit Fees
January	196, 720	4, 460
February	244, 385	4, 890
March	- -	240
April	- -	160
May	5, 100	200
June	4, 380	140
July	111, 275	2, 645
August	205, 380	4, 730
September	158, 230	3, 535
October	87, 525	2, 005
November	21, 800	780
December	39, 405	- -
2012 TOTALS	\$1, 074, 200	\$23, 785

2013	Construction Value	Permit Fees
January	316, 585	7, 425
February	- -	40
March	59, 275	1, 300
April	- -	175
May	411, 410	9, 365
June	158, 430	3, 895
July	141, 820	3, 410
August	87, 760	260
September	- -	20
October	940, 562	1, 305
November	59, 000	1, 450
December	655, 770	111, 045
2013 TOTALS	\$2, 830, 612	\$ 39, 690

The Building Department saw a significant increase in construction values in 2013. Construction totals for 2012 totaled \$1, 074,200 while in 2013 construction values were \$2, 174, 842.



District of Highlands Finance

2013 BUDGET HIGHLIGHTS

Supplemental Items in Operations in the budget consist of the following:

Snow Removal Contingency \$ 30, 000.

As in the past , the budget contains an additional sum to address winter storm issues.

Invasive Species \$ 2, 600.

The budget allocation has been made to support volunteer efforts involving broom removal on road right of ways.

Additional Crack Sealing \$ 20, 000

A total allocation of \$20,000 for crack sealing District Roads.

Top Dressing to Twinflower Park \$ 6, 000

West Shore Parks and Recreation staff attended the site and recommended remedial works to enhance the field surface at Twinflower Park.

Ongoing Ground Water Monitoring \$ 6, 000

Resulting from the completion of the Groundwater Protection Plan, engaging the consultant on an annual basis to take groundwater samples and record levels to continue to update the model that has been established covering groundwater quality and quantity.

Summer Planning Student

To assist with a backlog of planning related work, the District will engage a University student to assist the Planner with existing workload including working on the ICSP Indicators.

Capital Items:

Fire Capital -

- Equipment	\$ 18, 000
- Repairs to Fire Ponds/ Dry Hydrants	\$ 10,000
- New East Hall	\$ 800,000

\$ 828, 000

Major Road Repairs

\$ 100,000

Community Hall and Museum

\$1,100,000

Twinflower Park Play Area Upgrade

\$ 60,000

Caleb Pike Heritage Park Infrastructure

\$ 35, 000

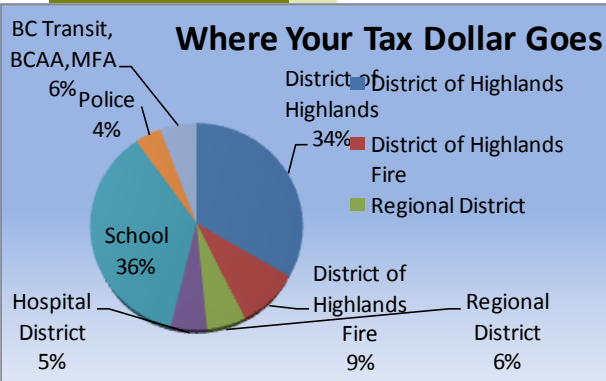
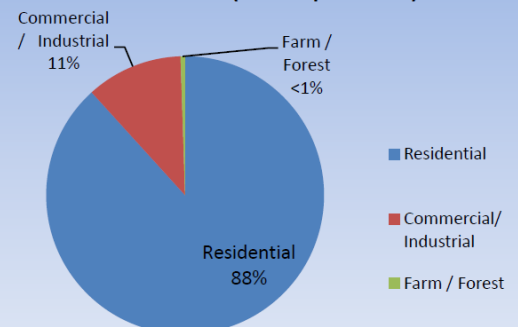
Taxes paid by a typical Highlands Residential Property – 2013

2013 ASSESSMENT OF TYPICAL PROPERTY	\$643,000
Municipal Taxes	
General Property	\$1,170.32
Specified Area (Fire Protection)	317.77
Total Highlands Taxes	\$1,488.09
Tax Rate	2.3143
Property Taxes Collect for Other Governments	
School	\$1,132.13
Capital Regional District	\$208.46
Regional Hospital	188.33
Regional Transit, BC Assess., MFA	197.98
Police Tax	149.37
Total Taxes for Other Government	\$1,876.27

FEDERAL GAS TAX TRANSFER REPORT:

The District received \$101,118 in 2013 from the Gas Tax Transfer Agreement with the Federal Government. Funds from this transfer are eligible to be used on certain expenditures. In 2013, the district spent \$46, 101 of these funds to pay for road improvements. The remaining funds are set aside in a reserve for future expenditures. The current reserve balance for these funds totals \$262, 997.

Tax Contribution by Property Class (Municipal Taxes)



The Finance

Department

oversees the

financial

operations of the

District, develops

and implements

sound financial

policies and

practices, and

coordinates the

budgeting

process



District of Highlands

Administration

Bylaws Adopted in 2013

- *Roads and Traffic, Amendment*
- *Financial Plan and Tax Rate*
- *West Shore Fees and Charges*
- *Fees and Charges Schedule, Amendment*
- *Fire Protection Specified Area, Amendment*
- *Animal Regulation, Amendment*
- *OCP Amendment, Sustainable Highlands*
- *Soil Bylaw, Amendment*

Chief Administrative Officer - Chris Coates

I am pleased to present the Corporate Annual Report for the District of Highlands for 2013. The District has a small and very dedicated staff of six people who administer the services delivered to residents and property owners in Highlands.

2013 was a successful and productive year with many accomplishments. Looking ahead, 2014 could be even busier, with the completion of the Community Hall and an upgrade to the East Highlands Fire Hall among the many projects that are planned. Thank you for taking the opportunity to review the ongoing activities of the District of Highlands

Administration Staff

Chief Administrative Officer Chris Coates
Administrative Assistant..... Liz Condon
Corporate Officer Tina Neurauter

The Administration Department provides legislative and administrative functions to Council, its Committees and the municipal organization in general, ensuring that statutory requirements are met and that Council policies and directives are accomplished.

Some of the typical duties of the department include:

- making recommendations to Council on a broad range of policy and administrative issues
- efficient management of the municipal workforce
- ensuring that Council's directions and policies are carried out
- encourage open communication with the community to create a better understanding and appreciation of Council's role, its policies and its statutory responsibilities
- providing statutory support and organizational services to Council and the municipal organization in general.
- preparation of Council and Committee agendas, minutes and correspondence
- municipal Bylaws
- records management
- Freedom of Information and Protection of Privacy



District of Highlands Planning

The Planning Department handles various applications including: development permit and development variance permit applications, as well as rezoning and Official Community Plan Amendment applications. The department is also responsible for certain environmental management practices according to Provincial and Federal legislation. Included in this is the effort to reduce Greenhouse gases (GSG's) as the District is a signatory to the BC Climate Action Charter.

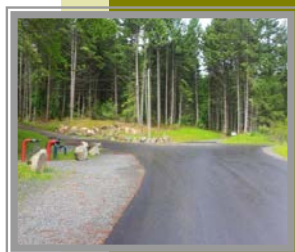
The Planning Department is responsible for all aspects of planning including processing all rezoning, development permit, development variance permit and Official Community Plan amendment applications. The Planner is available to answer planning related questions regarding environmentally sensitive development permit areas, future development potential and zoning of land within the District. The Planner will also be able to discuss trails, parks and recreation throughout the District.

APPLICATIONS	DETAILS
Development Permit	<p>Completed:</p> <ol style="list-style-type: none"> 1. Section 74 – <i>Water and Riparian DP</i> – To complete conditions for subdivision, including road building, and building of initial part of driveways 2. 743 Finlayson Arm Road – <i>Water and Riparian DP</i> – Pursuant to subdivision application, site grading for driveway 3. 729 Finlayson Arm Road – <i>Water and Riparian DP</i> – Grading and vegetation removal for site preparation of construction buffer to community hall 4. 5029 Stag Road – <i>Water and Riparian DP</i> – Site preparation and deck construction 5. Eagles Lake Park – removal of excess vegetation in lake foreshore, sand deposit to replenish beach area and construction of bicycle parking facility 6. 2015 Millstream Road – Millstream Industrial Park – <i>Highlands Commercial Industrial Gateway Area</i> – Landscaping and business sign installed at road frontage <p>Active/Pending:</p> <ol style="list-style-type: none"> 1. 752 Millington Place – <i>Water and Riparian Areas</i> – Construction of a rock wall (Completed early 2014) 2. 656 Stewart Mountain Road – <i>Water and Riparian Areas</i> – Construction of an accessory building
Covenants - New or Amendments	<p>Completed:</p> <ol style="list-style-type: none"> 1. 1150 Bear Mountain Parkway <ol style="list-style-type: none"> a) Subdivision and Development Covenant – associated with OCP and Zoning Bylaw amendments b) Land Swap with small portions of protected and buildable area c) Amendments to conservation covenant pursuant to reports and requirements resulting from rezoning 2. 812 Finlayson Arm Road – To assure home based business use in accessory building is only specialized massage therapy education; Associated with DVP 3. 1231 Millstream Road – Amended Residential and Protected Areas – Three-party conservation covenant with Nature Conservancy of Canada



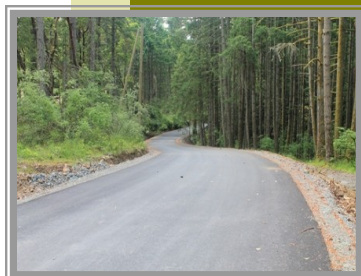
District of Highlands Planning

APPLICATIONS	DETAILS
Development Variance Permit	<p><i>Completed:</i></p> <ol style="list-style-type: none"> 685 Taylor Way – <i>Riparian Regulations</i> – to construct an office/garage within 30m of a pond 3375 Lakeridge Place – <i>front lot line setback</i> – to construct a garage 812 Finlayson Arm Road – <i>total floor area and side lot line setback for home-based business</i> – to use existing structure for specialized massage therapy education <p><i>Active/Pending:</i></p> <ol style="list-style-type: none"> 613 Highlands Park Terrace – <i>Total floor area of a single accessory building</i> – Construction of an office/hobby workshop (<i>Completed early 2014</i>) End of Rowntree Road, adjacent to Section 74 – <i>Subdivision Bylaw Variance – Width of asphalt paving</i> – Reduce width of paving for end of road-way for one lot (<i>Completed early 2014</i>)
OCP Amendment	<p><i>Completed:</i></p> <ol style="list-style-type: none"> RZ-02-11 (1150 Bear Mountain Parkway): Amenity Area 3 – 1150 Bear Mountain Parkway (associated with rezoning) OCP Alignment with Integrated Community Sustainability Plan (ICSP) (<i>Bylaw 360</i>)
Rezoning	<p><i>Completed:</i></p> <ol style="list-style-type: none"> RZ-02-11 (1150 Bear Mountain Parkway): 46 residential lots plus one lot mixed-use residential/daycare/assembly/ Communities amenities of \$486,538 toward general capital reserve fund; pump system or value to general capital reserve fund; conservation covenant improvements (associated with OCP amendment)
Temporary Industrial/Commercial Use Permit	<p><i>Active:</i></p> <ol style="list-style-type: none"> TCIP-01-12 (1943 Millstream Road): Proposed: office building, waste transfer station, composting facility, waste to energy facility
Subdivision	<p><i>Completed:</i></p> <ol style="list-style-type: none"> PLA-01-12 (889 Finlayson Arm Road): 3 lots total PLA-02-12 (743 Finlayson Arm Road): 3 lots total PLA-03-12 (1289 Millstream Road): 2 lots, park dedication to the District <p><i>Active:</i></p> <ol style="list-style-type: none"> PLA-04-12 (Section 74): 13 lots plus park dedication to CRD PLA-05-12: Lot line adjustment between 4740 Munn Road and 4735 Talon Ridge (<i>Completed May 2014</i>) PLA-01-13 (1150 Bear Mountain Parkway): 3 lots plus remainder – first phase of subdivision and development covenant separating land into 1 lot for each of the following: Existing house; 7-lot building strata development; 38-lot bare land strata development; remainder is covenanted land. PLA-02-13 (1663 Millstream): 2 lots total



District of Highlands Special Planning Projects

Special Projects	Status
Climate Action Charter Commitments	REPORTED PUBLICLY (in 2013) District of Highlands' corporate emissions for 2012
Electrical Vehicle Charging Station Grant	ONGOING – Work connected to work on community hall (Units were Installed and operational May 2014)
Heritage	CREATED Community Heritage Register with 9 public sites as recommended in the Heritage Task Force's Phase 2 Report; Remaining recommendations regarding private sites continue
FROM ICSP: 2012 Baseline Indicators Report	COMPLETED in late 2013; Report can be found at: http://www.highlands.ca/DocumentCenter/View/4689
FROM ICSP/OCP: New DPA #6	ACTIVE: New DPA for Water and Energy Conservation and Reduction of Greenhouse Gases – Seeks to raise awareness and create appropriate action for property owners as they install buildings, subdivide or do work requiring one of the other DP's
Upgrades to Rowntree Road	ONGOING; result of subdivision of Section 74 (Upgrades completed early 2014)
RGS Update/Transition to RSS	CONTINUING since 2011; Draft reorganized throughout 2013; public-ready draft expected in 2014
Regional Transportation Plan (RTP)	CONTINUING



District of Highlands

2013 Fire Chief Report

The Chief and Deputy Chief are each provided with an annual stipend .

Individual fire-fighters received small stipends of \$5.00 per practice or call-out for their invaluable service to the community. In addition Officers received small stipends to recognize their specific contributions resulting from the positions held.

The District has two fire halls and six fire vehicles (two main pumpers, two mini pumpers, one tanker and one pickup).

The Acting Fire Chief is Dean Ford.

2013 saw 83 calls overall for the fire department with an average of a call every 4 days, the largest number of those calls being medical in nature (32 Medical, 19 MVI, and 8 Fire). Thankfully this year there were no major fires in the Highlands and credit should be given to the residents for their diligence and fire awareness during one of Victoria's driest summers in decades. Also on the point of good news in the district, we did notice a large drop in the volume of MVI calls to the 1800 Block of Millstream Rd once the surface resealing and signage upgrades had been completed on the southern corner.

The Fire department has been continuously upgrading its equipment to fall in line with continual advances in the firefighting field, and one of the larger purchases this year was the purchase of High Volume hose (Hi-Vol.) for the 2 engines and 1 tender (tanker). This hose upgrade now allows the department to continuously relay up to 600 GPM or more of water from one of our static water sources through the Hi-Vol to fire scenes at distances in excess of 1600 ft. This allows for a continuous supply of water for firefighting without the tedious, and time consuming shuttling of water to the fire scenes. As part of the addition of the Hi-Vol for relay operations, and the anticipated 2014 start of the Superior Tanker Accreditation, this year all of the standpipes/dry hydrants in the municipality were brought up to the current standard and are now outfitted with a standardized fitting arrangement and heights to maximize the efficiency of the water sources within the district



This year in order to assist the Fire department and FortisBC in the event of natural gas emergencies we purchased 3 multi-gas meters that can detect hazardous/explosive gas accumulations, as well the meters can also assist in fossil fuel related medical emergency calls. The department also purchased 3 carbon monoxide monitors that are attached directly to our first responder kits to help identify deadly CO poisoning situations for residents and responding department members.

In 2013 the Highlands Fire department also entered the digital and social media age. The department now has a Facebook webpage that is designed to interact with the public on current events, fire safety tips, burn regulations and will also be used to notify the community of emergency road closures when feasible, the Facebook page can be found at: <https://www.facebook.com/HighlandsFireDept?ref=hl> As part of an upgrade to our call notification system we also changed the format of how our members receive notification of the emergency "page out". Prior to 2013 the members exclusively used a voice pager that was both cumbersome and expensive to purchase/repair. Members of the department now have the option to use their cell phones to receive call notifications through an app called *I am Responding*. This cellphone app allows members to not only receive calls but provide instant feedback with the click of a button to the incident command on their expected time of arrival at the incident. This instantaneous information on the number and expected arrival of responding members has proved invaluable to the incident commander, both on the strategies initiated and potential mutual aid requirements of the emergency valuable minutes before the prior system of paging and waiting to see who showed up.

2013 was also a big year for changes in the way the Fire Department looked at recruiting new members, faced with near record low numbers, the department decided to get creative and opened the recruitment process to applicants that lived or worked within 15 minutes of our fire hall, but were outside of the normal boundaries of the Highlands. We also added 2 new components that residents of the Highlands could apply for in the department; those being First Responder only and Traffic control only. All of these new positions in the department were met with overwhelming success, and I'm pleased to say we set a record with 17 people apply to start with the department in January 2014. (4 F/R only, 1 traffic, 7 out of district F/F, and 5 resident F/F).

District of Highlands Municipal Emergency Services

The Emergency Coordinator for the District of Highlands is Ryan Hobbs. Ryan's role includes fulfilling duties pursuant to both the Emergency Measures Bylaw and the Emergency Act, in addition to responsibilities for outreach activities related to Emergency Preparedness. Below please find an article regarding cellular phone use in emergencies.

The District has a small volunteer emergency program. The primary responsibility is emergency planning, as well as some on site support for major fire events or search and rescue.

Cellular phones are becoming a more integrated part of our way of living, yet have you ever thought about what to do with your phone in an emergency that results in a loss of power? These little technical wonders are impressive bits of technology and we have become more and more dependent. Whether it is watching a movie or surfing the web, they appear to always be on and in our hands waiting for our next whim. What happens when there is power outage for an extended period of time? We start to fear our phone's battery will drain to the point where we can't use it. Several years ago this would not have been an issue as the majority of people had powered land lines, but more and more people now rely solely on a cellular phone and if they do have a home phone, it is increasingly an internet or virtual phone (e.g. Shaw) that requires power for its modem to function.

What does this mean? I wanted to mention a few items that will help keep cellular phones in working order as long as possible in the case of an emergency.

Turn the phone off. This may sound simple but if you don't need to use it, turning the phone off is the best way to extend the battery life. Often people setup emergency contacts out of the area, but along with that it is also useful to have an agreed upon schedule as to when you will be contacting them, or are able to be contacted.

Switch off the vibrate function on your phone. This takes more of the phone's battery to operate than the ringer. It is also advisable to turn down your ringer to its lowest level as that will use less power as well.

Turn your phone's screen brightness down. The screens are perhaps the largest single point of battery usage on a modern phone and as such turning down the brightness can go a long way towards extending the battery life.

Turn your wireless off. When the power is out, odds are good that your local wifi router is also out of power. Turning off your wifi as well as your bluetooth functionality will help reduce power consumption as it will stop searching for things to connect to.

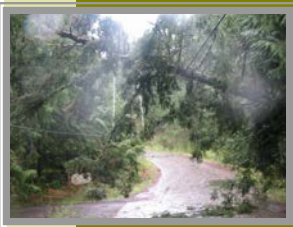
Limit phone usage to activities that are important in an emergency. As hard as it feels at times, checking your Facebook status or going onto Pinterest isn't something that needs to be done in an emergency situation and can use up your battery life.

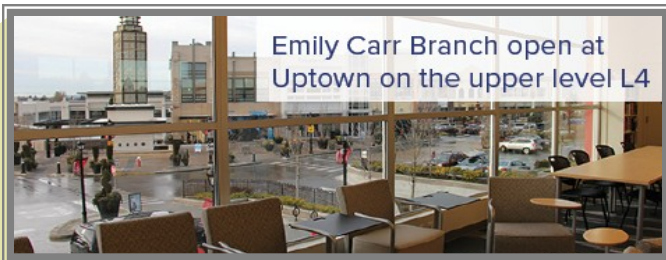
Use text messages in place of talking on the phone if possible. Text messages use far less power than a voice call.

Now that we have covered a few ways to make your battery last a bit longer, the next step is to charge it.

Many people have laptops at home and your cell phone is generally charging when connected to the laptop. Keep in mind that your laptop will not last very long, so turn down the screen brightness to help preserve your battery. Get a car charger. If you have a car available, they are great at charging your electronic devices. Cellular phones draw very little current while charging so there is little risk of running down a car battery while charging them. Keep a battery powered cellular phone charger in your emergency kit. There are several different battery powered electronic chargers (charge devices via USB) that are on the market.

It is important to remember that often the cellular phone is our only link to others in the case of an emergency, so keeping it operational is important.





District of Highlands Library Services

The District participates, along with most of the local municipalities, in the Greater Victoria Public Library system (GVPL). Our local branch is located at the West Shore Parks and Recreation site, 1759 Island Highway. You can also find an express concept library at 775 Goldstream Avenue in Langford.

The District pays a portion of the central branch costs for the administration of all of the branches. District of Highland residents may access any branch of the Greater Victoria Public Library within the Capital Region. For a full listing of branches and services available visit the Greater Victoria Public Library website at: www.gvpl.ca/.

In January, the new Emily Carr Branch opened at the Uptown Centre in Saanich, and planning for a new branch for the Westhills area in Langford, co-locating with a YW-YMCA, is well underway.



Available activities at the centre include:
two ice arenas,
Curling rink,
BMX Track,
Club House,
Kinsmen Fieldhouse,
an indoor pool,
swirl pool/sauna/
steam room
Seniors Activity Centre
weight room,
playing fields,
ball diamonds,
beach volleyball,
tennis courts,
basketball courts,
lacross box,
lawn bowling,
jogging trail,
velodrome,
9 hole golf course, and
Centennial Centre

Recreation Services

From the 2013 West Shore Parks and Recreation Annual Report

Link: http://www.westshorerecreation.ca/wp-content/uploads/pdf/wsprs_ar_2013_WEB.pdf

2013 was my first year as the West Shore Parks & Recreation Society Board Chair and my first reaction is that I am so proud of this organization. All the municipalities who make up West Shore Parks & Recreation Society take pride that the West Shore has the best run recreational complexes in BC.

As I look back at 2013 we had some outstanding achievements, hosting events such as the successful 2 day Rock the Shores Music Festival, the National Lacrosse Championship, the Mann Cup, and we sent out an RFP that resulted in a 10 year agreement with 100.3 The Q! for naming rights of the Arena.

Our recreation programs and services continued to see growth in all areas and have produced a 52% user increase over the past 3 years. We have been a leader in fitness and health and responded to our client's needs of today. An example of this is the purchase of new gym equipment, with new technology to allow users to plan and track their fitness goals by linking the equipment and their physical activity to the client via a cell phone app.

Finally, I know I speak for the entire Board in recognizing and thanking the amazing work of our dedicated staff and volunteers. This team is professional, innovative, hardworking and community oriented. Without them, we would not have the remarkable organization that we have today.

West Shore Parks & Recreation has had an extremely successful year in 2013 and 2014 looks to have very positive prospects.

Sincerely,

Rob Martin,
West Shore Parks & Recreation Society Board Chair
Colwood City Councillor

West Shore Parks and Recreation

The facility is jointly owned by Colwood, Highlands, Langford, Metchosin, View Royal and the CRD, on behalf of a portion of the Juan de Fuca Electoral Area. The facility is operated by a jointly owned Society. The Society has a joint Board of Directors (**Councillor Williams represents the District of Highlands as our appointed Director**) and engages all of the recreation staff.

Board of Directors



District of Highlands Bylaw Enforcement

Don't forget...
When you see this,
contact the district
office immediately
as our bylaw
enforcement
officer will
investigate the site
to see if information
on the owner may be
located within the
dumped
material.
Office Number:
250-474-1773

The District has a fee for service contract with the Capital Regional District for Bylaw Enforcement Services. Under the provisions of the contract, the District can call upon CRD Bylaw Enforcement staff on a fee for service basis to undertake any bylaw enforcement activity. CRD Enforcement Officers can assist the district with maintaining compliance to numerous bylaws including:

- Animal Control
- Land Use
- Unsightly premises
- Environmental services
- Noise abatement
- Regional parks

The use of CRD Bylaw Enforcement staff has decreased significantly since engaging the services of a Building Inspector/Bylaw Enforcement Officer.



Bylaw	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Total
Building Inspection	2.50												2.50
Soil Deposit										0.25			0.25
Roads			0.50	5.00			1.75						7.25
Unsanitary		3.00		15.00	8.00	0.50	5.00	2.00	0.50				34.00
Zoning	0.50	3.75	0.50						0.50				5.25
Total Actual Hrs/ Month	3.00	6.75	1.00	20.00	8.00	0.50	6.75	2.00	1.00		0.25		*90.00

* The District is charged an annual minimum amount of hours (90 hrs)

CRD Animal Control

The Capital Regional District provides Animal Care Services to 11 of the 13 local municipalities. The service includes dog licencing and control as well as any other animal related matters. The contract provides that the District shares in the total cost for the animal control service with other participating areas and municipalities, as if we were a participant in a regional service. Therefore, the CRD collects and keeps any dog licence fees and fines.

The CRD's mandate is to return pets to their owners, and where this is not possible animals are cared for at the CRD Pound facility.

In most cases, if these animals are unclaimed a suitable adoption or foster home is found. If you feel that your family may be a suitable foster family or adoption family, a adoption application can be found on the following CRD website: www.crd.bc.ca/animal/adoptionpolicy.htm.

ANIMAL	Adoption Fee
Dog - > 8 years	\$150
Dog - < 8 years	\$280
Dog - puppy (2 - 8 mnths)	\$380
Cat - > 8 years	\$75
Cat - < 8 years	\$145
Cat - kitten (2 - 6 mnths)	\$175

Animal Summary For 2011	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Patrol Hours	20	18	39	44.5	59	36	22	21.25	25	18	40.5	30	373.75
Complaints	4	1	9	7	4	4	3	4	1	4	10	0	53
Enforcement Actions	2	1	2	0	0	0	1	0	4	0	2	6	18
Impounds	2	0	1	2	0	2	3	3	0	1	3	1	18
Total Dog Activity	2	0	1	2	0	1	2	1	0	1	2	1	13
Total Cat Activity	0	1	0	0	0	0	2	2	0	0	0	1	6