

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Minutes of the **SPECIAL (OPEN) COUNCIL** Meeting
Monday, August 9, 2004 at 7:05 p.m.
Central Saanich Municipal Council Chamber

PRESENT: Mayor Habkirk
Councillors: Graham, Haddon, Korol, Mason, Thompson
Gary C. Nason, Administrator
Hope V. Burns, Director of Planning & Building Services
Ed Sykora, Director of Financial Services (arrived at 9:45 pm)
Nirmal Bhattacharya, Municipal Engineer
Roy Thomassen, Chief Building Inspector (arrived at 8:00 pm)
Mona Mikkelsen, Recording Secretary

ABSENT: Councillor King

APPROVAL OF THE AGENDA:

The Administrator, Mr. Gary C. Nason, noted the addition to the agenda of the following late items:

- Correspondence from Ministry of Transportation dated August 5, 2004, Re: Co-Op Development Permit, to be considered under Section III, Business Arising from the Minutes [**Previously Distributed to Council on Friday, August 6, 2004**]
- Correspondence from Ministry of Transportation dated August 9, 2004, Re: Co-Op Development Permit, to be considered under Section III, (Business Arising from the Minutes)
- Correspondence from P. McKnight, with attached Petition containing 56 signatories, dated August 6, 2004, Re: Correspondence Pertaining to Subdivision Application for 922 Grilse Lane, to be considered under Section VII Correspondence (Action required or Recommended) Item No. (2)
- Correspondence from Sea Escape & Kayaks, dated August 6, 2004, Re: Wakes from Power Boats in Tod Inlet and Brentwood Bay, to be considered under Section VII Correspondence (Action required or Recommended) Item No. (12)
- Correspondence from Brentwood Bay Lodge & Spa, dated August 9, 2004, Re: Wakes from Power Boats in Tod Inlet and Brentwood Bay, to be considered under Section VII Correspondence (Action required or Recommended) Item No. (12)
- West Saanich Road Plan Line Drawing from Boulevard Transportation, to be considered under Section VIII Reports of Committees, Item No. 2 [**Previously Distributed to Council on Friday, August 6, 2004**]

964.04 MOVED BY COUNCILLOR THOMPSON
 SECONDED BY COUNCILLOR KOROL
 That the Agenda for the Special (Open) Council Meeting held on August 9, 2004 be approved as amended.
 CARRIED UNANIMOUSLY

ADOPTION OF THE MINUTES:

Report of the Public Hearing held on July 19, 2004

965.04 MOVED BY COUNCILLOR MASON
 SECONDED BY COUNCILLOR THOMPSON
 That the Report of the Public Hearing held on July 19, 2004 be adopted as circulated
 CARRIED UNANIMOUSLY

Minutes of the Special (Open) Council Meeting held on July 19, 2004

966.04 MOVED BY COUNCILLOR MASON
 SECONDED BY COUNCILLOR THOMPSON
 That the Minutes of the Special (Open) Council Meeting held on July 19, 2004 be adopted as circulated.
 CARRIED UNANIMOUSLY

- *Final detailed landscape working drawings prior to installation of any plant materials including irrigation, and amenity details;*
 - *Full signage details for all identification and informational signs on the site, with no additional signage to be permitted other than what is currently depicted on the plans which were contained in the July 9, 2004 correspondence from the Co-op and which were considered at the July 19, 2004 Special (Open) Council Meeting, and/or as otherwise shown as revised on the plans which were received on July 28, and July 29, 2004 and which were considered at the August 9, 2004 Council Meeting;*
 - *Details of the screening of the rooftop mechanical equipment and garbage enclosures; and*
 - *Exterior lighting details, including all site lighting, parking lighting and exterior building lighting.*
- *Approval of the metal halide lighting underneath the canopy subject to the fixtures being recessed into the canopy structure; Provision of a landscaping deposit of 125% of the estimated costs of all landscaping as provided by the Landscape Architect, including that to be installed in the highway right-of-way and irrigation costs;*
 - *Construction is to be in compliance with the architectural, site and landscape plans as submitted (subject to the above-noted changes) by Cohos Evamy Architects and Michael Bocking, Landscape Architect, received June 3, 2004 and on the revised Landscape Plan received July 29, 2004.*
 - *Oil and grit interceptors are to be installed for all paved areas;*
 - *This development is to be completed with a no net increase in run-off as compared to pre-development conditions. The developer's engineer shall design the storm drainage to reflect this and provide to the District the necessary calculations to verify the outcome;*
 - *Fire hydrant is to be provided;*
 - *Gliddon Road is to be improved with concrete curb and gutter, road widening, roadway drainage improvements and ornamental post top streetlights complete with underground wiring;*
 - *All electrical wiring is to be placed underground; and*
 - *MoT requirements and approvals (including a traffic analysis if requested) are to be provided.*

BEFORE THE QUESTION WAS CALLED, Councillor Haddon requested that issues related to the Staff recommendation that the signage package for the free-standing sign be revised to eliminate the back-lit illuminated acrylic component of the sign and be considered separately from the main motion.

THE QUESTION WAS THEN CALLED ON THE MAIN MOTION,
THE MAIN MOTION CARRIED

- 968.04 **** DEFEATED ****
MOVED BY COUNCILLOR HADDON
SECONDED BY COUNCILLOR KOROL
That it be added as a further condition for issuance of the Development Permit that the sign package for the free-standing sign be revised to eliminate the back-lit illuminated acrylic component of the sign and substituting an exterior illuminated sign therefore.
MOTION DEFEATED
OPPOSED: COUNCILLORS THOMPSON, GRAHAM, MASON
- 969.04 **** DEFEATED ****
MOVED BY COUNCILLOR GRAHAM
SECONDED BY COUNCILLOR MASON
That in regards to the signage for the new service station, car wash, and convenience store, the Development Permit be issued on the basis of the plans as submitted and revised with no further revisions to the signage package to be undertaken.
MOTION DEFEATED
OPPOSED: MAYOR HABKIRK, COUNCILLORS HADDON AND KOROL

- 970.04 MOVED BY COUNCILLOR HADDON
 SECONDED BY COUNCILLOR KOROL
That further discussion of Staff's recommendation that the signage package for the free-standing sign be revised to eliminate the back-lit illuminated acrylic component of the sign and substituting an exterior illuminated sign, be referred to the August 30, 2004 Special (Open) Council Meeting for further discussion.
CARRIED UNANIMOUSLY

RISE AND REPORT: None

PUBLIC INQUIRIES AND ANSWERS THERETO:

1. Dr. David Boag, 6746 Amwell Drive, indicated that three oak trees have recently been hacked and/or cut down in Gore Park, and Dr. Boag questioned the District's procedures in regards to following up on complaints of vandalism and destruction of municipal property.

The Administrator and the Director of Planning & Building Services advised Dr. Boag of the appropriate process and procedures to report such incidences to the District, and indicated that the Municipal Engineer, Mr. Nirmal Bhattacharya, would contact him further in this regard.

2. Mr. Len King, 307-7865 Patterson Road, advised that he attended the Saanichton Green "Amenity" Open House which was held in June, and inquired in regards to the status of this particular project.

The Director of Planning and Building Services advised that a Sub-Committee comprised of representatives from Municipal Council and Staff had been formed at the last Council Meeting and that the Sub-Committee would be reviewing the comments and input received at the Open House and would make recommendations to Council in the fall.

PRESENTATIONS/PETITIONS AND DELEGATIONS: None

CORRESPONDENCE (Action Required or Recommended):

1. Correspondence Pertaining to Subdivision Application for 6900 Wallace Drive

- a) Petition with 44 Signatories, July 16, 2004
- b) W. & F. Hilborn, 6902 Hagan Road, July 19, 2004
- c) A. & L. Pugh, 6895 Wallace Drive, July 22, 2004
- d) G. & J. Hadfield, 6908 Hagan Road, July 22, 2004

Mr. Al McEwen, 6894 Wallace Drive, was in attendance at the Meeting and indicated that he had nothing further to add with respect to the petition of 44 signatories.

Mr. W. Hilborn, 6902 Hagen Road, was in attendance at the Meeting and stated that he wished to reemphasize his concerns in regards to the slope of the land. Mr. Hilborn stated that in some areas the slope is well over 30 percent, hence mitigating the drainage impacts of this development will be a challenge.

Ms. L. Pugh, 6895 Wallace Drive, was in attendance at the Meeting and reaffirmed her belief that the watercourse in question is in fact a "natural" watercourse and is a creek. Ms. Pugh indicated that this watercourse has been referred to as a creek for years, even by Municipal representatives, and has never been known or treated as a ditch.

It was noted that the letter writers, G. & J. Hadfield, were not in attendance at the Meeting to address their correspondence.

- 971.04 MOVED BY COUNCILLOR HADDON
 SECONDED BY COUNCILLOR GRAHAM
That the various items of correspondence pertaining to the subdivision application be forwarded to the Approving Officer for review and consideration.
CARRIED UNANIMOUSLY

2. Correspondence Pertaining to Subdivision Application for 922 Grilse Lane and Related Issues (Bickford Lane)

- a) D. Linnell, 942 Grilse Lane, July 20, 2004
- b) R. Chisholm, 546 Newport Ave., August 2, 2004
- c) P. McKnight, 930 Grilse Lane, attached petition with 56 signatories, August 6, 2004

Ms. D. Linnell, 942 Grilse Lane was in attendance at the Meeting and reiterated the contents of her letter. Ms. Linnell stated that were the District to dispose of Bickford Lane this would result in elimination of their access to their legal building lot. Ms. Linnell concluded her remarks by stating that the purchase of 922 Grilse Lane (Lot 13) is likely the only viable option open to the District.

Ms. R. Chisholm was in attendance at the Meeting. Ms. Chisholm stated that she was perturbed that she was not given notice of the last Council Meeting (July 19, 2004) when this matter was discussed. Ms. Chisholm reiterated the various points in her letter and reaffirmed that in her view, one of the priorities should be to save Anglers Lane, and to preserve this thoroughfare primarily as a pedestrian access and not as a thoroughfare for traffic going to and from Anglers Anchorage Marina. Ms. Chisholm reviewed the past history with respect to Anglers Lane and Bickford Lane and the traditional usage of Lot 13 by the operators of Anglers Anchorage Marina for vehicular access to the marina. Ms. Chisholm stated that historically Lot 13 has been left open for vehicular access because it has been a primary benefit to the marina business.

972.04 MOVED BY COUNCILLOR GRAHAM
 SECONDED BY COUNCILLOR HADDON
 That the correspondence from R. Chisholm as it relates to potential issues of traffic and pedestrian safety and bylaw enforcement be referred to the appropriate staff for review and action and/or recommendation to Council as considered appropriate or necessary.
 CARRIED UNANIMOUSLY

973.04 MOVED BY COUNCILLOR GRAHAM
 SECONDED BY COUNCILLOR HADDON
 That the various items of correspondence pertaining to the subdivision application be forwarded to the Approving Officer for review and consideration.
 CARRIED UNANIMOUSLY

Ms. P. McKnight was in attendance at the Meeting to speak to her correspondence with attached petition with 56 signatories. Ms. McKnight reiterated the points noted in her petition and advised Council that very recently she witnessed a near accident in the vicinity of Bickford and Grilse Lanes, and emphasized to Council the importance of the District attempting to address the traffic and pedestrian safety issues in the area.

974.04 MOVED BY COUNCILLOR MASON
 SECONDED BY COUNCILLOR KOROL
 That the correspondence from P. McKnight as it relates to potential issues of traffic and pedestrian safety be referred to the appropriate staff for review and action and/or recommendation to Council as considered appropriate or necessary.
 CARRIED UNANIMOUSLY

3. Correspondence Pertaining to Booking of Appointments at 2004 Union of B.C. Municipalities Annual Convention

- a) B.C. Ferries, July 15, 2004
- b) Premier of British Columbia, July 23, 2004
- c) Minister of Community, Aboriginal & Women's Services, July 28, 2004
- d) Municipal Insurance Association, July 27, 2004
- e) Town of Sidney, July 29, 2004
- f) B.C. Hydro, July 30, 2004

975.04 MOVED BY COUNCILLOR GRAHAM
 SECONDED BY COUNCILLOR MASON
That the correspondence from the Town of Sidney pertaining to the proposed Meeting with the Minister of Transportation regarding Highway 17 (McKenzie Avenue to Swartz Bay) upgrading issues be received, and the Town of Sidney be advised that in the event that there is no other alternative Meeting date other than September 21, 2004 for the proposed Meeting, Councillors Graham and Mason will be available to attend the Meeting on behalf of the District, however the Town of Sidney be requested to investigate whether it may be possible to reschedule the Meeting to later that same week or alternatively schedule the Meeting to take place in Victoria, and the Town of Sidney be further requested to consider the merits of inviting Mayor Alan Lowe of the City of Victoria to attend the Meeting.
CARRIED UNANIMOUSLY

976.04 MOVED BY COUNCILLOR HADDON
 SECONDED BY COUNCILLOR GRAHAM
That the various items of correspondence be received and the following meetings be scheduled with Provincial Ministries and other Agencies at the 2004 UBCM Convention:

- 1) *With Agricultural Land Commission Re: Agri-Tourism Policies and Report of the Central Saanich Agri-Tourism Task Force*
- 2) *With B.C. Ferries Re: Brentwood Bay – Mill Bay Ferry Service and Traffic/Ridership Data*
- 3) *With Minister of Transportation (in conjunction with Sidney, North Saanich, and Saanich) Re: Highway 17 - McKenzie Avenue to Swartz Bay.*

CARRIED UNANIMOUSLY

4. School District No. 63 (Saanich) Re: Invitation to Participate in “School Facilities and Public Education in Saanich” Working Group

- a) Correspondence dated July 14, 2004 from Mike McKay, Superintendent and Joan Axford, Secretary-Treasurer, School District No. 63 Re: Invitation to Participate in “School Facilities and Public Education in Saanich” Working Group

977.04 MOVED BY COUNCILLOR HADDON
 SECONDED BY COUNCILLOR GRAHAM
That the correspondence be received and Councillor Mason be designated as Council’s representative on the proposed Working Group, and School District No. 63 (Saanich) be advised accordingly.
CARRIED UNANIMOUSLY

5. G. Bate Re: West Saanich Road (Wallace Drive to Verdier Avenue) Traffic Corridor/Brentwood Revitalization Project

- a) E-mail correspondence dated July 19 from G. Bate, 1049 Sluggett Road, Re: West Saanich Road (Wallace Drive to Verdier Avenue) Traffic Corridor/Brentwood Revitalization Project

It was noted that the letter writer was not in attendance at the Meeting to address his correspondence.

978.04 MOVED BY COUNCILLOR HADDON
 SECONDED BY COUNCILLOR THOMPSON
That the correspondence be received and this letter be further considered later on in the Agenda in conjunction with the discussion on the latest revised plan for the proposed Brentwood Traffic Corridor (West Saanich Road from Wallace Drive to Verdier Avenue) Revitalization Project.
CARRIED UNANIMOUSLY

Due to a potential conflict of interest on the following item, Councillor Thompson took his leave from the Meeting at 8:10 pm. Councillor Thompson stated that he is the Coordinator of the BC Agri-Tourism Alliance.

6. Correspondence Pertaining to the Agri-tourism Task Force Report

- a) L. King, received July 27, 2004
- b) D. Vipond, July 30, 2004

Mr. L. King was in attendance at the Meeting. Mr. King reiterated the contents of his correspondence and stated that in his opinion, Council needs to express its views with respect to the issue of Agri-tourism, as he found it difficult to ascertain from the report what Council's position is on the issue of Agri-tourism activities and Agri-tourism accommodations. Mr. King concluded his remarks by stating that it needs to be clarified whether the purpose of the Agri-tourism regulations are to assist or restrict the farming community, and he concluded his remarks by stating that to approve more Agri-tourism accommodation may be a "band-aid" approach.

It was noted that Mr. Vipond was not in attendance at the Meeting to address his correspondence.

- 979.04 MOVED BY COUNCILLOR HADDON
 SECONDED BY COUNCILLOR MASON
That the correspondence be received and the letters be considered further by the Planning & Development Committee when the Report and recommendations from the Task Force are to be fully considered by the Committee.
 CARRIED UNANIMOUSLY

Councillor Thompson returned to the Chambers at 8:15 pm.

7. G. Underwood Re: Tsawout Fundraising Golf Tournament

- a) Correspondence dated July 20, 2004 from G. Underwood Re: Tsawout Fundraising Golf Tournament

It was noted that there was no representation from the Tsawout First Nation Band in attendance at the Meeting to address their correspondence.

- 980.04 MOVED BY COUNCILLOR HADDON
 SECONDED BY COUNCILLOR MASON
That the correspondence be received and the Tsawout First Nation be advised that the invitation has been presented to all Members of Council and that Council Members will advise the Band Office individually in the event that they wish to register and participate in this event.
 CARRIED UNANIMOUSLY

8. The Butchart Gardens Re: Woodland Management Plan

- a) Correspondence dated July 20, 2004 from Laurel Akam, Assistant General Manager, Butchart Gardens Re: Woodland Management Plan

Ms. Laurel Akam, Assistant General Manager, Butchart Gardens, was in attendance at the Meeting and advised that she had no further comments to add with respect to the correspondence. Ms. Akam indicated that Butchart Garden's arborist, Rupert Evans, was also in attendance at the Meeting and was available to answer any questions that members of Council may have.

The correspondence was received by Council for information without a motion.

9. D. Boot Re: Rezoning Application – Four Properties, Southeast Corner of Keating Cross Road and West Saanich Road (Proposed Tourist Accommodation)

- a) Correspondence dated July 25, 2004 from Daniel Boot, Consultant, Re: Rezoning Application – Four Properties, Southeast Corner of Keating Cross Road and West Saanich Road (Proposed Tourist Accommodation)

Mr. Daniel Boot, a consultant representing the applicants for the property located at 1501 Keating Cross Road was in attendance at the Meeting to overview the current status of the application for this property.

Mr. Boot proceeded to give a brief presentation to Council and overviewed the latest design changes as a result of the comments and feed back from Council which were received at the June 28, 2004 Planning & Development Committee Meeting. Mr. Boot advised that a Public Information Meeting on this particular application has been scheduled for August 19, 2004, at the Central Saanich Cultural Centre. Mr. Boot briefly overviewed several display panels for the proposed development and advised that the proposed development has met all criteria of the District's Bylaws. He stated that the meeting room component has been reduced in size and the driving loop which was previously presented has been eliminated from the plans. Mr. Boot overviewed the status of the proposed number of rooms, bicycle parking provisions, the location of pathways and pedestrian linkages and the elevations for the various structures. Mr. Boot indicated to Council those displays which would be presented at the August 19, 2004 Open House and concluded his remarks by stating that the massing and scale of the proposed development has been reduced including changes to the number of floors and changes to the roof plan and an enhanced color scheme. The overall reduction in the scale and massing of the development has created a pavilion type structure, and Mr. Boot indicated that the Developers have worked hard to address the previously concerns of Council with respect to this particular application.

The presentation was received by Council for information without a motion.

10. B.C. Ferries Re: Brentwood Bay – Mill Bay Traffic/Ridership Data

- a) Correspondence dated July 15, 2004 from Mark Stefanson, Vice-President, Communications Re: Brentwood Bay – Mill Bay Traffic/Ridership Data

Mayor Habkirk expressed concerns that this most recent Ridership Data which has been submitted by B.C. Ferries appears to contain a number of discrepancies which should be discussed further with B.C. Ferries at the proposed Meeting to be held at the 2004 UBCM Convention.

The correspondence was received by Council for information without a motion.

11. D. Sorensen Re: Parking Along South Side of Verdier Avenue

- a) E-mail correspondence dated July 28, 2004 from D. Sorensen Re: Parking Along South Side of Verdier Avenue

It was noted that Mr. D. Sorensen was not in attendance at the Meeting to address the correspondence.

The Administrator updated Council on the current status of initiatives which are being undertaken by the Ministry of Transportation, the Municipality, and the Central Saanich Police Service in regards to addressing some of the issues with respect to vehicular traffic patterns, pedestrian safety, parking and overall congestion in the lower Verdier Avenue area. The Administrator indicated that Staff would respond to the issues and questions posed by Mr. Sorensen in his correspondence.

The correspondence was received by Council for information without a motion.

12. Port Side Marina Re: Wakes from Power Boats in Tod Inlet and Brentwood Bay.

- a) Correspondence dated August 6, 2004 from Brian Francouer, Port Side Marina
- b) Correspondence dated August 6, 2004 from Sandra Hart, Sea Escape & Kayaks,
- c) Correspondence received August 9, 2004 from Greg Duerksen, Marina Manager, Brentwood Bay Lodge & Spa.

The Administrator overviewed the past history and current status of the issue referred to in Mr. Francouer's correspondence and responded to questions from members of Council.

Mr. B. Francouer, Port Side Marina, was in attendance at the Meeting and indicated that he had no further comments to make with respect to his letter other than to urge the Municipality to do something to address this issue.

- 981.04 MOVED BY COUNCILLOR
 SECONDED BY COUNCILLOR
That the various items of correspondence be received and Staff be requested to schedule a Meeting with Mr. Gary Lunn, MP, to discuss this issue, with the Meeting to include appropriate representation from Council, Municipal Staff and the letter writers, and further that both the Member of Parliament and the Electoral Area Director for the Willis Point area also be invited to attend the Meeting if possible.
 CARRIED UNANIMOUSLY
- 982.04 MOVED BY COUNCILLOR
 SECONDED BY COUNCILLOR
That the correspondence from Port Side Marina and the various quotations for construction and installation of the proposed mooring buoys be referred to Staff for preparation of the necessary Supplementary Budget Request, for further consideration in conjunction with the 2005-2009 Financial Plan.
 CARRIED UNANIMOUSLY

REPORTS OF COMMITTEES:

Standing Committees: None

Advisory Committees:

Due to a potential conflict of interest on the following item, Councillor Thompson took his leave from the Meeting at 8:40 pm. Councillor Thompson stated that he is the Coordinator of the BC Agri-Tourism Alliance.

1. Report of the Agri-Tourism Task Force

- 983.04 MOVED BY COUNCILLOR HADDON
 SECONDED BY COUNCILLOR GRAHAM
That the Report be received for information only at this time and be referred to the Agricultural Land Commission, the Ministry of Agriculture, Food, and Fisheries, the Peninsula Agricultural Commission, the Saanich Peninsula Chamber of Commerce, the Direct Farm Marketing Association and the Advisory Planning Commission for information and comment; and this matter be referred to an appropriate Committee Meeting in the early Fall for further discussion and a presentation by the consultant and the Task Force on the contents and recommendations of the report.
 CARRIED UNANIMOUSLY

Councillor Thompson returned to the Chambers at 8:41 pm.

2. Brentwood Revitalization Implementation Committee (BRIC)

- a) Minutes of the June 30, 2004 and July 16, 2004 Meetings of the BRIC
- b) Latest revised plan of proposed works showing proposed driveway accesses.
[Note: Line drawing to be distributed separately by the close of business on Friday, August 6th.]
- c) E-mail correspondence dated July 19 from G. Bate, 1049 Sluggett Road, Re: West Saanich Road (Wallace Drive to Verdier Avenue) Traffic Corridor/Brentwood Revitalization Project

The Administrator briefly overviewed the nature of the materials which were included on the Agenda and advised that Mr. Mike Skein of Boulevard Transportation Group was in attendance at the Meeting to overview the most recent line plan of the proposed works showing the proposed driveway accesses along the Brentwood traffic corridor. (West Saanich Road from Wallace Drive to Verdier Avenue).

Mr. Skein then proceeded to make a presentation on the line plan and described the various proposed U-turn opportunities and the Regulations in the *Motor Vehicle Act* with respect to U-turns. Mr. Skein discussed the current status of the various driveway accesses and the number of on-street parking spaces that will be created as a result of the proposed works. Mr. Skein responded from questions from members of Council with respect to the plans and display materials, and staff indicated that they would

respond to Mr. Bates correspondence, particularly in respect to his questions on the regulations governing U-turn opportunities.

- 984.04 MOVED BY COUNCILLOR GRAHAM
 SECONDED BY COUNCILLOR HADDON
That the Minutes of the June 30 and July 16, 2004, BRIC Meetings, together with the latest revised plan of the proposed work showing the proposed driveway accesses be received for information, and Staff be requested to prepare a Report for consideration at a future Committee Meeting apprising Council of the nature and scope of the proposed tree removal that is anticipated to be undertaken in conjunction with construction of the Brentwood Traffic Corridor (West Saanich Road from Wallace Drive to Verdier Avenue) Revitalization Project.
 CARRIED UNANIMOUSLY

3. Advisory Planning Commission Re: Correspondence Received from Mr. Mike Davis – Bicycle Routes/Transportation Planning Study

Dr. David Boag, Vice-Chair of the Advisory Planning Commission, was in attendance at the Meeting and indicated that he had no further comments to offer with respect to the Advisory Planning Commission's Memorandum.

- 985.04 MOVED BY COUNCILLOR
 SECONDED BY COUNCILLOR
That the Memorandum from the Advisory Planning Commission be received and referred to Staff for consideration in conjunction with the preparation of the forthcoming report on recommended policies and (20 year horizon) bicycle routes and pedestrian facilities projects as contained in the Transportation Planning Study.
 CARRIED UNANIMOUSLY

Regular Status Reports from Members of Council Who Participate on Advisory Bodies, Committees, Boards or Commissions:

1. Capital Regional District (CRD) –

Councillor Graham updated Council with respect to recent parkland purchase initiatives which are being considered and undertaken by the Capital Regional District.

2. Peninsula Recreation Commission (PRC) –

Mayor Habkirk advised that the Draft Strategic Plan has now been released by the Peninsula Recreation Commission and is being disseminated for review and comments.

3. First Nations –

Community-to-Community Forum

- a) E-mail from UBCM Re: Approval of Application for Grant Funding
- b) E-mail from Councillor Graham Re: Proposed Itinerary for Forum
- c) Draft Request for Quotations Re: Consultant Services

Councillor Graham updated Council on the current status of the 2004 Community to Community Forum Initiative, and requested comments from members of Council in regards to the proposed itinerary for the Forum and proposed Agenda topics for discussion.

An extensive discussion ensued during which Council members indicated that in their opinion, the top three discussions for the District at the proposed Forum should be:

- 1) Animal Control
- 2) Servicing Agreements
- 3) Communications/Cultural Awareness (including newsletter distribution, heritage issues and protocol agreement issues)

Several members of Council also indicated their concerns with respect to the proposal that the Forum be a two day event, and discussed alternative options in this regard.

986.04 MOVED BY COUNCILLOR HADDON
 SECONDED BY COUNCILLOR THOMPSON
That the email correspondence from the Union of BC Municipalities and from Councillor Graham regarding the proposed 2004 Community to Community Forum, together with the draft Request for Quotations for consultant services be received, and it be recommended to the Community to Community Sub-Committee that the proposed Forum be a one day event as opposed to a two day event.
CARRIED UNANIMOUSLY

987.04 MOVED BY COUNCILLOR GRAHAM
 SECONDED BY COUNCILLOR THOMPSON
That the Council commentary and feedback on the proposed 2004 Community to Community Forum, including the list of prioritized discussion topics (animal control; servicing agreements; cultural awareness and communication) together with the draft Request for Quotations document be referred to the Sub-Committee for further discussion and refinement at its August 19, 2004 Meeting, with this matter to be brought back for further discussion and recommendation at the August 30, 2004 Special (Open) Council Meeting.
CARRIED UNANIMOUSLY

4. Parks Projects –

Councillor Haddon updated Council on the Alexander Field Proposal and the status of the Residential Park Caretaker vacancy at Centennial Park.

STAFF MEMORANDA AND REPORTS:

1. Section 57 (Notice on Title) Reports

a) #13-6782 Veyaness Road – Construction Without Building Permits

The Chief Building Inspector, Mr. Roy Thomassen, overviewed the contents of the Memorandum and responded to questions from members of Council.

Mr. Ian Wilson, the owner of the business located at #13-6782 Veyaness Road, was in attendance at the Meeting and offered an apology to the District and his thanks to Staff for bringing this matter to his attention. Mr. Wilson advised that he only became aware of this issue in the Fall of last year, and he indicated his intention to comply with the District's requirements in regards to the Building Bylaw and the Building Code as it relates to his construction.

988.04 MOVED BY COUNCILLOR HADDON
 SECONDED BY COUNCILLOR THOMPSON
That the Staff Memorandum dated June 29, 2004 from the Chief Building Inspector entitled " Notice on Title - #13-6782 Veyaness Road – Construction Without Building Permit" be received, and the District of Central Saanich Municipal Clerk file a Notice in the Victoria Land Title Office stating that a Resolution has been made under Section 57 of the Community Charter by the Council relating to land legally described as Strata Lot 13, Section 13, Range 3 East, South Saanich District, Strata Plan VIS3235, Together with an interest in the common Property in proportion to the Unit Entitlement of the Strata Lot as Shown on Form 1, PID: 018-850-715 and that further information respecting the resolution may be inspected at the office of the Municipal Building Inspection Division during regular office hours; and,

That if the owner fails to resolve the violation by obtaining a building permit to remove the additional floor area and comply with the minimum standards of the BC Building Code by October 1, 2004, then at a future Council Meeting, Council consider imposing a remedial action order on the owner.
CARRIED UNANIMOUSLY

b) #7-6782 Veyaness Road – Construction Without Building Permits

The Chief Building Inspector, Mr. Roy Thomassen, overviewed the contents of the Memorandum and responded to questions from members of Council.

It was noted that the owner of the property located at #7-6782 Veyaness Road was not in attendance at the meeting to address this issue.

989.04 MOVED BY COUNCILLOR THOMPSON
 SECONDED BY COUNCILLOR MASON

That the Staff Memorandum dated June 29, 2004 from the Chief Building Inspector entitled “ Notice on Title - #7-6782 Veyaness Road – Construction Without Building Permit” be received, and the District of Central Saanich Municipal Clerk file a Notice in the Victoria Land Title Office stating that a Resolution has been made under Section 57 of the Community Charter by the Council relating to land legally described as Strata Lot 7, Section 13, Range 3 East, South Saanich District, Strata Plan VIS3235, Together with an interest in the common Property in proportion to the Unit Entitlement of the Strata Lot as Shown on Form 1, PID: 018-850-651 and that further information respecting the resolution may be inspected at the office of the Municipal Building Inspection Division during regular office hours; and,

That if the owner fails to resolve the violation by obtaining a building permit to remove the additional floor area and comply with the minimum standards of the BC Building Code by October 1, 2004, then at a future Council Meeting, Council consider imposing a remedial action order on the owner.

CARRIED UNANIMOUSLY

c) #12-6782 Veyaness Road – Construction Without Building Permits

The Chief Building Inspector, Mr. Roy Thomassen, overviewed the contents of the Memorandum and responded to questions from members of Council.

It was noted that the owner of the property located at #12-6782 Veyaness Road was not in attendance at the meeting to address this issue.

990.04 MOVED BY COUNCILLOR GRAHAM
 SECONDED BY COUNCILLOR THOMPSON

That the Staff Memorandum dated June 29, 2004 from the Chief Building Inspector entitled “ Notice on Title - #12-6782 Veyaness Road – Construction Without Building Permit” be received, and the District of Central Saanich Municipal Clerk file a Notice in the Victoria Land Title Office stating that a Resolution has been made under Section 57 of the Community Charter by the Council relating to land legally described as Strata Lot 12, Section 13, Range 3 East, South Saanich District, Strata Plan VIS3235, Together with an interest in the common Property in proportion to the Unit Entitlement of the Strata Lot as Shown on Form 1, PID: 018-850-707 and that further information respecting the resolution may be inspected at the office of the Municipal Building Inspection Division during regular office hours; and,

That if the owner fails to resolve the violation by obtaining a building permit to remove the additional floor area and comply with the minimum standards of the BC Building Code by October 1, 2004, then at a future Council Meeting, Council consider imposing a remedial action order on the owner.

CARRIED UNANIMOUSLY

2. Unsightly Premises, 6356 Central Saanich Road, Victoria BC

Hope V. Burns, Director of Planning & Building Services, overviewed the contents of the Memorandum and responded to questions from members of Council.

Mr. Mark Kardum, 6356 Central Saanich Road, was in attendance at the Meeting and thanked the District for taking the extensive pictures of his property which were attached to the Memorandum. Mr. Kardum indicated that there has only ever been one complaint with respect to the condition of his property. Mr. Kardum indicated that he would take all necessary steps to defend his family and stated that he has been doing favours for the Municipality for years. He stated that he has been working diligently to

clean up his property and will make his best efforts to comply with the Municipality's Bylaws and regulations. Mr. Kardum reiterated that the action proposed by the District is not warranted given the nature of the complaint regarding the condition of his property, but never-the-less he will continue with his efforts to clean up the site.

- 991.04 MOVED BY COUNCILLOR HADDON
 SECONDED BY COUNCILLOR MASON
That the Memorandum from the Bylaw Enforcement Officer dated July 30, 2004 entitled "Unsanitary Premises, 6356 Central Saanich Road, Victoria BC – Section 16, Land District 65, PID: 001-463-713" be received, and Staff be authorized to initiate direct enforcement, by its employees and/or others, to effect the removal of any unsightly discarded material, including derelict vehicles, plumbing parts and miscellaneous rubbish located at 6356 Central Saanich Road, Victoria, in order to bring the property into compliance with Sections 15 and 25 of Land Use Bylaw No. 1309.
 CARRIED UNANIMOUSLY
- 992.04 ** **DEFEATED** **
 MOVED BY COUNCILLOR GRAHAM
 SECONDED BY COUNCILLOR THOMPSON
That Staff be requested to ensure that any items legitimately used for agricultural purposes are not included on the list of any materials to be removed from the property.
 MOTION DEFEATED
 OPPOSED: MAYOR HABKIRK, COUNCILLORS HADDON AND KOROL

3. Application for Request for Inclusion of Property Located at 8449 Alec Road in Schedule "A" of District's Soil Removal Bylaw (Mr. Dennis Bowcott)

The Municipal Engineer, Mr. Nirmal Bhattacharya, overviewed the contents of the report and responded to questions from members of Council.

Mr. D. Bowcott, 8449 Alec Road, was in attendance at the Meeting and stated that the location of the proposed rock removal is at least 300 feet from the closest property line and the closest house is approximately 1200 feet away. Mr. Bowcott advised that he is not in a position to commence until September and then he has a very limited window within which to work, given the impending rainy season commencing in October/November. Mr. Bowcott requested that any approval be given in September so that he is in a position to commence his proposed rock removal as soon as possible thereafter and prior to the onset of the Fall rainy season.

- 993.04 MOVED BY COUNCILLOR GRAHAM
 SECONDED BY COUNCILLOR KOROL
That the Memorandum dated July 26, 2004 from the Soil Conservation Officer entitled "Application for Request for Inclusion of Property Located at 8449 Alec Road in Schedule "A" of the District's Soil Removal Bylaw No. 967, Mr. Dennis Bowcott" be received, and Staff be authorized to:
- 1) *Prepare the necessary amendment to the District's Soil Removal Bylaw No. 967 to add the property located at 8449 Alec Road to Schedule "A" of Bylaw No. 967, with the stipulation that the total volume of soil to be removed shall not exceed 2294 cubic meters (3000 cubic yards), and that the soil removal is to be completed within a period of three years from the date of the adoption of the Bylaw in this regard ; and*
 - 2) *Forward appropriate notice of Council's intention to consider the bylaw amendment application to all owners or occupiers of property located within 100 meters of the above mentioned property, and subsequent to public comment, Council then consider giving the appropriate reading to the bylaw amendment at a future Council Meeting.*
- CARRIED
OPPOSED: COUNCILLORS HADDON, MASON

994.04 MOVED BY COUNCILLOR GRAHAM
 SECONDED BY COUNCILLOR MASON
That Staff be instructed to bring forward, at an appropriate future date, an amendment to the District's Soil Removal and Deposit Bylaws to require the posting of appropriate descriptive and explanatory signage on all property that is the subject of an application to the District for the removal or deposit of soil.
 CARRIED UNANIMOUSLY

4. Tender – Utility Vehicle No. 267

The Municipal Engineer, Mr. Nirmal Bhattacharya, overviewed the contents of the report and responded to questions from the Council.

995.04 MOVED BY COUNCILLOR MASON
 SECONDED BY COUNCILLOR HADDON
That the Memorandum dated July 21, 2004 from the Municipal Engineer entitled "Tender PS 12/04, Utility Vehicle (#267)" be received, and Staff be authorized to proceed with the purchase of a utility vehicle (Unit No. 267) for the Parks Department from Friesen Equipment Ltd., as proposed in their bid to provide a 2004 Gator 6x4 for the price of \$14,861.18, including some of the optional equipment (rough terrain kit, front receiver hitch & chain shield kit), and all net taxes.
 CARRIED UNANIMOUSLY

5. Bylaw Enforcement Policy Regarding Second Dwellings

The Director of Planning & Building Services, Ms. Hope V. Burns, overviewed the contents of report and responded to questions from the Council.

996.04 MOVED BY COUNCILLOR GRAHAM
 SECONDED BY COUNCILLOR HADDON
That the Memorandum dated July 7, 2004 from the Bylaw Enforcement Officer entitled "Bylaw Enforcement Policy Regarding Second Dwellings" be received, and Council adopt the proposed Second Dwelling Enforcement Policy as attached to the Memorandum, which would replace the existing Secondary Suite Enforcement Policy and this new Policy be re-examined upon completion of the upcoming Secondary Suite Policy Review.
 CARRIED
 OPPOSED: COUNCILLOR THOMPSON

6. Charitable Donations, Gifts and Taxable Receipts Policy

The Director of Financial Services, Mr. Ed Sykora, overviewed the contents of his Memoranda and responded to questions from the Council.

997.04 MOVED BY COUNCILLOR GRAHAM
 SECONDED BY COUNCILLOR THOMPSON
That the Memorandum dated July 23, 2004 from the Director of Financial Services entitled "Charitable Donations, Gifts, and Taxable Receipts Policy" be received, and Council adopt the attached Charitable Donations and Gifts Policy as attached to the Memorandum.
 CARRIED UNANIMOUSLY

998.04 MOVED BY COUNCILLOR GRAHAM
 SECONDED BY COUNCILLOR THOMPSON
That a copy of the Policy be forwarded to the appropriate representatives who are involved in soliciting donations for the Scout/Guide Hall renovation project and for the building of a permanent skatepark facility, with the proponents to be advised that the District is now in a position to accept donations for these two projects in accordance with the parameters and stipulations outlined in the Policy.
 CARRIED UNANIMOUSLY

7. Recommended Council Resolutions Re:

- a) Application for Grant Funding – Municipal Emergency Planning Funding Program

999.04 MOVED BY COUNCILLOR HADDON
 SECONDED BY COUNCILLOR GRAHAM
That the documentation from the Fire Chief pertaining to a proposed application to the Municipal Emergency Planning Funding Program for funding to offset a portion of the costs for Emergency Operation Centre training objectives for the District be received, and Council endorse the submission of an application to the Union of BC Municipalities for \$2550.00 in grant funding for this purpose.
 CARRIED UNANIMOUSLY

- b) License and Operations/Maintenance Agreement – Lochside Regional Trail

1000.04 MOVED BY COUNCILLOR
 SECONDED BY COUNCILLOR
That the License and Operations/Maintenance Agreement with the Capital Regional District for the Lochside Regional Trail be approved, and the Mayor and the Municipal Clerk be authorized to execute the Agreement on behalf of the Corporation.
 CARRIED UNANIMOUSLY

8. Second Quarter 2004 Departmental Reports:

- a) Administration
b) Engineering & Public Services
c) Fire

1001.04 MOVED BY COUNCILLOR THOMPSON
 SECONDED BY COUNCILLOR GRAHAM
The Second Quarter 2004 Departmental Reports were received for information.
 CARRIED UNANIMOUSLY

BYLAWS:

1. “**Central Saanich Land Use Bylaw Amendment Bylaw No. 1502, 2004**” [To Rezone the Southern Portion of the Properties Located at 1300 Benvenuto Avenue and 1265 Greig Avenue to Rural Estate (Variable Lot Size) RE-4 Zone, and to Amend the A-2 Zoning for the Northern Portions of the Lots Located at 1300 Benvenuto Avenue and 1265 Greig Avenue to Indicate that the Minimum Lot Sizes for these Two Parcels at 1.0 and 0.7 ha respectively.]

1002.04 MOVED BY COUNCILLOR GRAHAM
 SECONDED BY COUNCILLOR THOMPSON
That Central Saanich Land Use Bylaw No. 1502 cited as “Central Saanich Land Use Bylaw Amendment Bylaw No. 1502, 2004” receive third reading.
 CARRIED UNANIMOUSLY

2. “Central Saanich Sewage Collection Area No. 1, Extension Bylaw No. 1506, 2004.” [To Include the Newton Place Property in Sewage Collection Area No. 1 Pursuant to Previous Approvals and Conditions Stipulated by Council.]

1003.04 MOVED BY COUNCILLOR GRAHAM
 SECONDED BY COUNCILLOR KOROL
That Bylaw No. 1506, cited as “Central Saanich Sewage Collection Area No. 1, Extension Bylaw 1506, 2004” be authorized to receive three readings at the same meeting.
 CARRIED UNANIMOUSLY

1004.04 MOVED BY COUNCILLOR GRAHAM
 SECONDED BY COUNCILLOR KOROL
That Bylaw No. 1506, cited as “Central Saanich Sewage Collection Area No. 1, Extension Bylaw 1506, 2004” be given first reading
 CARRIED UNANIMOUSLY

1005.04 MOVED BY COUNCILLOR GRAHAM
SECONDED BY COUNCILLOR KOROL
That Bylaw No. 1506 be given second reading
CARRIED UNANIMOUSLY

1006.04 MOVED BY COUNCILLOR GRAHAM
SECONDED BY COUNCILLOR KOROL
That Bylaw No. 1506 be given third reading
CARRIED UNANIMOUSLY

UNFINISHED BUSINESS: None

NEW BUSINESS/OTHER COMPETENT BUSINESS:

1. Acting Mayors (August/September and October/November)

1007.04 MOVED BY COUNCILLOR GRAHAM
SECONDED BY COUNCILLOR THOMPSON
That Council approve the following amendment to the schedule for Acting Mayors:
➤ *August/September 2004 – Councillor Susan Mason*
➤ *October/November 2004 – Councillor Zeb King*
CARRIED UNANIMOUSLY

2. Request for Proposals – Development of a Strategic Facilities & Business Plan for Selected Major Municipal Facilities – Proposed Presentations by Consultants (2), Wednesday, September 8, 2004

Council members indicated their availability to attend a special Committee Meeting to be held on September 8, 2004 for the purposes of receiving presentations from the consultants who responded to the District's Request For Proposals for the Development of a Strategic Facilities & Business Plan for Selected Major Municipal Facilities.

3. Calendar of Meetings – August 2004

The Calendar of Meetings for August 2004 was received for information without a motion. Councillor Graham requested that the Sub-Committee Meeting of the Community to Community Forum be noted when the date, time and location had been confirmed.

4. Council Member Attendance at 2004 UBCM Convention

Council members indicated their intentions with respect to their attendance at the 2004 UBCM Convention.

CORRESPONDENCE (Receive for General Information):

- 1. Correspondence Pertaining to Crystal Gardens:**
E-mail correspondence dated July 19, 2004 from John Delaney, Re: Correspondence pertaining to Crystal Gardens
- 2. Minister of Small Business and Economic Development Re: 2010 Olympic Games and Paralympic Games**
Correspondence dated July 14, 2004 from John Les, Minister of Small Business and Economic Development, Re: 2010 Olympic Games and Paralympic Games
- 3. Correspondence from the Union of B.C. Municipalities (UBCM) Re:**
 - a) In The House, July 21, 2004
 - b) Member Release, July 21, 2004
 - c) Update: Riparian Areas Regulation, July 27, 2004
 - d) Community Wildfire Protection Plan Grants, July 27, 2004
 - e) Community Sprinkler Protection Units
- 4. Capital Regional District Re: CRD Demographic Atlas 2004**
 - a) Correspondence from dated July 16, 2004 from Mark Hornell, Director Regional Planning Services, Capital Regional District Re: CRD Demographic Atlas 2004

5. **Community Crash Reduction Challenge Re: Claims Data for Central Saanich**
Correspondence received July 16, 2004 from Lyall Woznesensky, Loss Prevention Manager, Vancouver Island, ICBC, Re: Claims Data for Central Saanich
6. **Copy of Correspondence from Mr. Gary Lunn, M.P. to the Federal Minister of Industry Re: Infrastructure Grant Application for Brentwood Revitalization Project**
Correspondence dated July 20, 2004 from Mr. Gary Lunn, M.P. to the Federal Minister of Industry Re: Infrastructure Grant Application for Brentwood Revitalization Project
7. **Capital Regional District (CRD) Re: 2003 Annual Report for CRD Regional Planning Services**
Copy of correspondence dated July 21, 2004 from Mark Hornell, Director, Capital Regional District (CRD) Re: 2003 Annual Report for CRD Regional Planning Services
8. **Correspondence from Smart Growth BC**
 - a) BC Sprawl Report dated July 22, 2004 from Kevin McNaney, Acting Executive Director
 - b) Correspondence dated July 29, 2004 from Kevin McNaney, Acting Executive Director Re: Rural-Urban Connections Project Resource Materials
9. **B.C. Hydro Re: Fire Preparedness Planning at B.C. Hydro and B.C. Transmission Corporation**
Correspondence dated July 21, 2004 from Ted Olynyk, Community Relations, B.C. Hydro, Re: Fire Preparedness Planning at B.C. Hydro and B.C. Transmission Corporation
10. **Vancouver Island Emergency Preparedness Conference Re: First Vancouver Island Emergency Preparedness Conference**
Correspondence dated July 24, 2004 from R. Glenn Barned and Nansi Ives-Blenkiron, Co-chairs, Vancouver Island Emergency Preparedness Conference Re: First Vancouver Island Emergency Preparedness Conference
11. **Association of Vancouver Island and Coastal Communities (AVICC) Re: Minutes of the 55th Annual AVICC Convention**
12. **Copy of Correspondence from Dr. D. Boag to Civil Aviation Aerodromes & Air Navigation Services Re: Noise from Over-flying Aircraft**
Copy of correspondence dated July 23, 2004 from Dr.D. Boag to Civil Aviation Aerodromes & Air Navigation Services Re: Noise from Over-flying Aircraft
13. **Boys & Girls Club Re: 2003/2004 Annual Reports**
14. **Copy of Correspondence from Minister of Community, Aboriginal & Women's Services to E. Chambers Re: Traffic Calming in Brentwood Bay**
Correspondence dated July 28, 2004 from Minister of Community, Aboriginal & Women's Services to E. Chambers Re: Traffic Calming in Brentwood Bay
15. **Municipal Insurance Association of B.C. Re: Risk Management Tidbits**
16. **Capital Regional District Re: Minutes of the Regional Board Meeting held on July 14, 2004**

1008.04 MOVED BY COUNCILLOR HADDON
SECONDED BY COUNCILLOR THOMPSON
That the above Item Nos. 1 to 16 be received for information and the contents noted.
CARRIED UNANIMOUSLY

ADJOURNMENT:

On motion, the Special (Open) Council Meeting held on August 9, 2004 adjourned at 10:30 pm.