

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held January 7, 2003 at 5:30 pm

COUNCIL PRESENT:

Mayor Ed Macgregor
Councillor George OBriain
Councillor Tom Morino
Councillor Janet Evans
Councillor John Farmer
Councillor Marcus Farmer

STAFF PRESENT:

Tom Day, Chief Administrative Officer

ABSENT: Councillor Lorna Barry

The meeting was called to order at 5:30 pm.

1. Council Orientation

Mr. Day reviewed the legislative basis for local government, Council's legal responsibilities, Council remuneration, effective councils and municipal organizations, staff, bylaws, finances, and development services summary with members of Council.

The meeting was adjourned at 8:15 pm

Certified Correct:

Ed Macgregor
Mayor

Tom Day
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held January 11, 2003 at 9:00 am

COUNCIL PRESENT:

Mayor Ed Macgregor
Councillor George OBriain
Councillor Tom Morino
Councillor Janet Evans
Councillor John Farmer
Councillor Marcus Farmer

STAFF PRESENT:

Frank Limshue, Municipal Planner
Gary Smirfitt, Municipal Engineer
Bob Kelsey, Fire Chief

ABSENT: Councillor Lorna Barry

The meeting was called to order at 9:00 am.

1. Council Orientation and Bus Tour

The Committee toured the municipality, viewing the two fire halls, all municipal parks, several beachfront accesses with high potential for enhancing access, the proposed sewer collection area and potential treatment facility sites, areas of concern for storm drainage, areas of potential development.

The meeting was adjourned at 12:50 pm.

Certified Correct:

Ed Macgregor
Mayor

Tom Day
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held January 14, 2003 at 5:30 pm

COUNCIL PRESENT:

Mayor Ed Macgregor
Councillor George OBriain
Councillor Tom Morino
Councillor Janet Evans
Councillor John Farmer
Councillor Marcus Farmer
Councillor Lorna Barry

STAFF PRESENT:

Tom Day, Chief Administrative Officer
Rachel Parker, Deputy Clerk (recorder)

The meeting was called to order at 5:55 pm.

1. Council Strategic Planning

Mr. Day asked the Committee to consider the desired future for the community of Sooke. The Committee identified the following visions:

- improved housing standards, including mobile home parks
- affordable housing
- construction of harbour boardwalk
- sports field, improvement of Fred Milne park
- EMCS & St. Rose of Lima boulevard improved
- road networks, eg. Goodmere and Throup
- integrated trail network - bike, walkway, bridal
- second bridge across Sooke River
- core improvements - sidewalks, road improvements
- police amalgamation
- land acquisition - public works yard
- working harbour - shellfish harvesting
- working business core - services, no strip malls
- mult-level/long term care facility, including assisted living
- medical clinic and medical services
- directional signage
- development of Goodridge Peninsula
- park improvements and development of beach accesses
- pedestrian friendly community
- municipal golf course
- industrial park and promote movie industry
- mixed use commercial/residential in core
- design panel and core design standards
- downtown revitalization, building revitalisation, new development
- tourism accommodation, hotel & motel
- community public transit
- Community Hall and Community Association
- underground services

- boundary extension/restructure
- vibrant, liveable, safe town core with nightlife
- improve town entrance, “welcome to Sooke”
- employment
- land development quality control
- liquid waste management plan, drainage plan
- public boat launch
- harbour authority/management

The Committee identified the priorities for this term of Council:

- downtown improvements & revitalization
- road networks
- land acquisition of a public works yard
- sewers for core area
- liquid waste management plan
- multi-level care facility & assisted living facility
- harbour boardwalk
- improve entrance/welcome to Sooke
- integrated trail network
- improvement of parks & beach accesses
- boundary restructure
- contract of services
- economic development
- public transit
- acquire John Phillips golf course
- medical clinic & physicians
- relationship with Community Association
- harbour authority
- employment & industrial park
- police amalgamation
- housing standards
- municipal golf course
- monitoring land development

The Committee discussed options to implement construction of the Grant Road to Throup Road connector, land acquisition of the public works yard, sewers for the core area, and the liquid waste management plan.

The meeting was adjourned at 8:35 pm.

Certified Correct:

Ed Macgregor
Mayor

Tom Day
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held January 15, 2003 at 5:30 pm

COUNCIL PRESENT:

Mayor Ed Macgregor
Councillor George OBriain
Councillor Tom Morino
Councillor Janet Evans
Councillor John Farmer
Councillor Marcus Farmer
Councillor Lorna Barry

STAFF PRESENT:

Tom Day, Chief Administrative Officer
Frank Limshue, Municipal Planner

The meeting was called to order at 6:05 pm.

1. Council Strategic Planning

The Committee continued the strategic plan and discussed options for downtown revitalization, multi-level and assisted care facility, harbour boardwalk, improvements to entrance to Sooke, integrated trail network, improvement to community parks and beach accesses, boundary restructure study, and contracting and staffing of services.

The meeting was adjourned at 8:15 pm.

Certified Correct:

Ed Macgregor
Mayor

Tom Day
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held January 16, 2003 at 5:30 pm

COUNCIL PRESENT:

Mayor Ed Macgregor
Councillor George OBriain
Councillor Tom Morino
Councillor Janet Evans
Councillor John Farmer
Councillor Marcus Farmer
Councillor Lorna Barry

STAFF PRESENT:

Tom Day, Chief Administrative Officer

The meeting was called to order at 6:00 pm.

1. Council Strategic Planning

The Committee continued the strategic plan and discussed options for economic development, improved public transit, medical clinic and services, relationship with the Community Association, benefits and costs of establishing a harbour authority, industrial park, police amalgamation, improvement of housing standards, municipal golf course, and monitoring land development.

The meeting was adjourned at 7:55 pm.

Certified Correct:

Ed Macgregor
Mayor

Tom Day
Chief Administrative Officer

DISTRICT OF SOOKE

Minutes of the Committee of the Whole
held in the Council Chamber
at 2225 Otter Point Road, Sooke, BC
on February 3, 2003 at 5:30 pm

COUNCIL PRESENT

Mayor Ed Macgregor
Councillor Lorna Barry
Councillor Janet Evans
Councillor John Farmer
Councillor Tom Morino
Councillor George OBriain

STAFF PRESENT

Tom Day, Chief Administrative Officer
Sabina FooFat, Assistant Planner

COMMUNITY ORGANIZATIONS PRESENT, MEMBERS OF THE PUBLIC IN ATTENDANCE

Juan de Fuca Community Futures
Chamber of Commerce
Sooke Rotary Club
Sooke Region Historic Society & Museum
Sooke Community Choir
Sooke Philharmonic Orchestra
Sooke Revitalization Committee
Bruce MacMillan, Realtor

The meeting was called to order at 5:30 pm

1. Economic Development Strategic Planning

This meeting was the second Economic Development Strategic Planning session, following the first held on September 21, 2002. Council and members of the community representing various organizations met to review the *Economic Development Actions Report*, rank the actions as high, medium or low priority, and determine lead agencies for each action.

It was noted at the beginning of the meeting by Tom Day and Sabina FooFat, that this list of actions in not meant to be all encompassing. These actions are the product of the Brainstorming session held on September 21, 2002. There are many other projects that work towards economic development that are not on this list. Specifically, the purpose of this strategic planning session is to turn brainstorming into tangible results and actions.

The participants discussed the following actions, and the outcome is as follows:

Clean and Sustainable Industry

1. **Action:** Innovative Partnerships in Sustainable Industries (ie: community forests, salal-harvest studies,
Priority: High
Lead Agency: EDC
2. **Action:** Portable Display Package of Sooke
Priority: High
Lead Agency: Chamber of Commerce
3. **Action:** Streamlined licence and permitting system
Priority: High
Lead Agency: District of Sooke
4. **Action:** Inventory of Infrastructure and Assets
Priority: Medium
Lead Agency: District of Sooke
5. **Action:** Promote investment in Sooke with Community Bonds
Priority: Low
Lead Agency: none

Community Service and Community Development

1. **Action:** Access to the Marine Environment
Priority: High (District of Sooke)
Lead Agency: District of Sooke/ JdF Electoral Area to be determined according to Director Lund
2. **Action:** Inventory of trades and services
Priority: High
Lead Agency: EDC
3. **Action:** Non-motorized vehicle transportation networks
Priority: High
Lead Agency: District of Sooke
4. **Action:** Brochure listing services and assets
Priority: High
Lead Agency: District of Sooke

5. **Action:** Business Licence & re-investment plan, Business Improvement Areas
Priority: High
Lead Agency: Chamber of Commerce
6. **Action:** Business Information Centre
Priority: High
Lead Agency: Chamber of Commerce/ Community Futures
7. **Action:** Sooke Community Survey
Priority: Medium
Lead Agency: EDC

Tourism

1. **Action:** Improve Sooke's appearance
Priority: High
Lead Agency: District of Sooke,
Note also Chamber of Commerce 'Clean-up Day'.
2. **Action:** Unified Theme for the #14 Highway
Priority: High
Lead Agency: Chamber of Commerce
3. **Action:** Coordinated Brochure of Activities in Sooke
Priority: n/a
Lead Agency: Done by SRTA – must improve distribution in Sooke
4. **Action:** Develop and Build a Town Square
Priority: High
Lead Agency: District of Sooke, Part of Downtown Revitalization Strategy
5. **Action:** Access Revenue from increased fishing and hunting fees
Priority: High
Lead Agency: District of Sooke (Draft letter to MP & MLA)
6. **Action:** Sooke Centre for Coastal Culture
Priority: Medium
Lead Agency: All agencies to work together
7. **Action:** Encourage a longer and diversified Tourism Season To encourage tourism throughout the year, to attract tourists to Sooke in the shoulder months (April-May and Sept-October)
 - a) Work with the Sooke Region Tourism Association to promote and sell Sooke. Avoid duplication in terms of Marketing and funding where possible.
Priority: High – its already happening
Lead Agency: All agencies

b) Develop a Land-use bylaw for long-term single family rentals
Priority: High
Lead Agency: District of Sooke

The meeting was adjourned at 7:00 pm

Certified Correct:

Ed Macgregor
Mayor

Tom Day
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held February 4, 2003 at 5:30 pm

COUNCIL PRESENT:

Mayor Ed Macgregor
Councillor George OBriain
Councillor Tom Morino
Councillor Janet Evans
Councillor Marcus Farmer
Councillor Lorna Barry

STAFF PRESENT:

Tom Day, Chief Administrative Officer
Laurie Hurst, Director of Finance
Bonnie Sprinkling, Development Services
Clerk (Recorder)

ABSENT: Councillor John Farmer

The meeting was called to order at 5:30 pm.

1. Parkwatch Program

Mr. Day advised that a committee has been formed to review the status of the Parkwatch Program. The Parkwatch Committee is made up of representatives from the District of Sooke, Sooke Chamber of Commerce, Sooke Bed and Breakfast Association, Sooke RCMP and Sooke Region Tourist Association. The Parkwatch Committee believes the theft and damage to visitors vehicles parked in local parks, both in and out of the District of Sooke, directly and negatively impacts the District of Sooke. The Parkwatch Committee believes the Parkwatch program should continue and the District of Sooke has volunteered to assist in developing a business plan in support of a grant application. The HRDC attended the first meeting of the Parkwatch Committee and may be prepared to fund the Parkwatch program this year.

The Committee discussed ways of funding the program and confirmed \$3000 has been set in the draft 2003 Budget. The Committee suggested that Mr. Day present the options for funding by way of a 2% hotel tax or a business improvement area to the Parkwatch Committee. Mayor Macgregor is sending a letter to the Ministry of Water, Land and Air Protection in which he suggests the proposed parking fees in provincial parks be directed towards the Parkwatch Program.

Council supports staff participation on the Parkwatch Committee. Mr. Day will attend the next meeting of the Parkwatch Committee and will advise Council as progress occurs.

2. Boundary Restructure Issue

Councillor Marcus Farmer thanked Council for attending the Boundary Restructure Study Committee Meeting. Mr. Farmer said there were big questions to be answered, including where do we go from here? Council itself has to decide if we go to referendum. Political issues arise – Council size, workload (both Council and staff), governance, representation and many concerns arise – loss of voice, policing, fire

departments, land use. Questions such as “will the Advisory Planning Committees continue?” must be addressed.

The Committee discussed issues of council size, representation areas, transitional Council process, staffing and office space, referendum voting. The Committee agreed that the Council format proposal forwarded by the Boundary Restructure Study Committee is the one that should be followed. Councillor Evans said that the outlying areas should vote before the District of Sooke so that if the outlying areas vote “No”, there would be no cost to the District of Sooke. The Committee agreed, but this decision does not have to be made until after the public participation/information sessions.

Mr. Day advised the Boundary Restructure Study Committee will be meeting in a month and Tom Reid should have the final report at that time.

Mr. Day will be meeting with Tom Reid on February 6, 2003 and asked the Committee to review a list of items to be discussed with Mr. Reid. The Committee discussed the items and approved them with some additions. Mayor Macgregor asked that the implications of taking on the two water improvement districts and the fire protection for the large managed forests areas be added. Councillor Tom Morino suggested that an arbitration option for review of issues after restructure be added to the Boundary Restructure agreement. Council directed staff to send a letter to the Ministry addressing ownership of the gravel pits and provincial assistance for policing be for a five year term and that the fire protection issues be clarified.

The meeting was adjourned at 6:50 pm.

Certified Correct:

Ed Macgregor
Mayor

Tom Day
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held February 17, 2003 at 5:30 pm

COUNCIL PRESENT:

Mayor Ed Macgregor
Councillor George OBriain
Councillor Tom Morino
Councillor Janet Evans
Councillor John Farmer
Councillor Marcus Farmer
Councillor Lorna Barry

STAFF PRESENT:

Tom Day, Chief Administrative Officer
Laurie Wells, Director of Finance
Frank Limshue, Municipal Planner
Gary Smirfitt, Municipal Engineer
Sabina FooFat, Assistant Planner
Bob Kelsey, Fire Chief

The meeting was called to order at 5:35 pm.

1. 2003 Budget

The Committee reviewed the 2003 Strategic Plan, draft operating revenue and expenditures for the year 2003, the draft 12 year operating budget, and discretionary expenditures for 2003. The finalized budget will be presented in bylaw form to Council before May 15th, 2003.

The meeting was adjourned at 8:30 pm.

Certified Correct:

Ed Macgregor
Mayor

Tom Day
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held March 10, 2003 at 5:30 pm

COUNCIL PRESENT:

Mayor Ed Macgregor
Councillor George OBriain
Councillor Tom Morino
Councillor Janet Evans
Councillor John Farmer
Councillor Marcus Farmer
Councillor Lorna Barry

STAFF PRESENT:

Tom Day, Chief Administrative Officer
Laurie Wells, Director of Finance
Frank Limshue, Municipal Planner
Gary Smirfitt, Municipal Engineer
Bob Kelsey, Fire Chief

The meeting was called to order at 5:30 pm.

1. Update on Community Sewer System Infrastructure Program Grant

Consideration of this item was deferred to a Special Council meeting on Thursday, March 13th, 2003 at 7:00 am.

2. Detailed Operating Budget 2003

Council reviewed the changes to the discretionary operating budget following the direction given at the last Committee of the Whole meeting.

3. Preliminary Five Year Financial Plan 2003 - 2007 & Operating Budget - 12 Year Projection

The Director of Finance indicated the process necessary to balance the five year plan with the restructure budget principles. Mayor Macgregor reminded Council that the restructure budget was predicated on no service level improvements.

Council directed staff to prepare the Five Year Financial Plan bylaw.

The meeting was adjourned at 6:45 pm.

Certified Correct:

Ed Macgregor
Mayor

Tom Day
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held March 17, 2003 at 7:00 pm

COUNCIL PRESENT:

Mayor Ed Macgregor
Councillor George OBriain
Councillor Tom Morino
Councillor Janet Evans
Councillor John Farmer
Councillor Marcus Farmer
Councillor Lorna Barry

STAFF PRESENT:

Tom Day, Chief Administrative Officer
Laurie Wells, Director of Finance
Larry Dawe, Emergency Planning Coordinator
Gary Smirfitt, Municipal Engineer

The meeting was called to order at 7:00 pm.

1. Emergency Planning Update

Mr. Dawe identified his role in the Emergency Program to coordinate agencies during an event. He reviewed the principles he is following in developing a new emergency plan for the District of Sooke and advised that he is developing a training program for District of Sooke staff and agency personnel. He is working with the Juan de Fuca Electoral area to ensure a coordinated effort between the jurisdictions.

2. 2003 Tax Rates

Ms. Wells reviewed the preliminary tax rates for 2003 based on the completed 2003 property assessment. She advised that there has been an 11.14% increase in assessed value of property in the District of Sooke. New construction accounts for 2.92% and existing property increase accounts for 8.22%. Rates were calculated to provide an average 5% tax increase in all property classes.

3. Update on Proposed Community Sewer System - Disposal of Treated Effluent Wastewater

Mr. Smirfitt reviewed studies and reports on the proposed disposal of treated effluent wastewater into the marine environment in the Strait of Juan de Fuca, including

- Stantec Technical Reports
- Implications of Sanitary and Storm Sewer Waste Discharge into the Marine Environment in the Vicinity of Sooke Harbour and Basin by Dr. Bright
- Marine Environmental Impact Statement by Associated Engineer
- Municipal Sewage Regulation (MSR) Application Assistance Technical Memorandums

Mr. Smirfitt reviewed the maximum allowable effluent standards under the *Waste Management Act Municipal Sewage Regulation (MSR)*, effluent quality objectives related to the use of the receiving water, the two preliminary outfall proposals, disposal options and associated capital and operating costs. He advised that Council proceeded with marine disposal after considering costs, social, and environmental impacts.

Dr. Bright's study concluded that there is evidence of impacts from on-site sewage disposal systems in the Harbour and Basin, a solution is needed, and the effects of a treated discharge into the marine environment would shift concerns from human health risks or eutrophication to minor contamination releases.

The work program for the Marine Environment Impact Statement included the review of the proposed facility, quality & quantity of effluent, the receiving ocean environment, typical modelling of effluent plume, receiving water quality settling impact, and recommending monitoring program of ground and water. The results of this program showed the existence of gooey ducks in the original proposed disposal field, established an exclusion zone, recommended a new location for the discharge, and recommended a diffuser at 25 meters in depth.

These studies and reports were distributed for comment to Ministry of Community, Aboriginal, and Women's Services, the Coast Guard, Department of Fisheries and Oceans, Western Economic Diversification, and other agencies.

Mr. Smirfitt advised that the UV disinfection treatment system will produce effluent with no fecal coliform.

Mr. Day advised that this information will presented to the T'Sou-ke First Nation on March 19, 2003 at 7:00 pm.

The meeting was adjourned at 9:17 pm.

Certified Correct:

Ed Macgregor
Mayor

Tom Day
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held April 7, 2003 at 7:00 pm

COUNCIL PRESENT:

Acting Mayor Marcus Farmer
Councillor Janet Evans
Councillor John Farmer
Councillor Marcus Farmer
Councillor Lorna Barry
Councillor Tom Morino
Councillor George OBriain

STAFF PRESENT:

Laurie Hurst, Director of Finance
Susan Kelly, Admin/Finance Clerk (recorder)

1. GRANTS IN AID

The Committee reviewed the staff report.

Acting Mayor Marcus Farmer stated that as the applications are in no particular order, the Committee shall hear from all of the applicants prior to making recommendations on funding.

Acting Mayor Marcus Farmer further stated that all applicants should also consider making an application for funding to the Juan de Fuca Electoral Area Regional Director, if the scope of their project extends beyond the boundaries of the District.

(a) **Sooke Family Resource Centre** – Sooke Family Fun Day

Nicky Logins of the Sooke Family Resource Centre reviewed the application.

Councillor OBriain raised questions regarding previous applications, and if this application is for a separate project. Ms. Logins advised that a previous grant-in-aid assisted in renovations to the Centre, and that the Family Fun Day from last year was funded by donations from other sources.

(b) **Sooke Minor Fastball** – Concrete and Fountains

Douglas Wittich of Sooke Minor Fastball reviewed the application.

The Committee questioned the age range of the players involved in the association, and also requested assurance that the association had received approval from the landlord to undertake the improvements.

(c) **Sooke Philharmonic Society** – Equipment Acquisition

Terry McGinty of the Sooke Philharmonic Society reviewed the application.

(d) **Sooke Community Choir – Youth Choir**

Linda Young of the Sooke Community Choir reviewed the application.

Councillor Evans expressed her concerns regarding the sustainability of the youth choir in the future. Ms. Young advised the Committee of the choir's many fundraising endeavours.

(e) **Sooke Seniors Activity Society - Bus**

Kathleen Forde of the Sooke Seniors Activity Society reviewed the application.

The Committee acknowledged the need for the seniors to have a mechanically sound vehicle; however, questions were raised regarding the long-term plan of making the purchase and providing for future upkeep. Mrs. Forde explained that as the present the Society is collecting donations to be kept in savings until such time that enough money has been raised.

(f) **Royal Canadian Legion Branch #54 – Sooke Streetfest**

Angus Stanfield of the Royal Canadian Legion Branch #54 reviewed the application.

Mr. Stanfield explained to the Committee that although the Legion has access to gaming funds, these funds cannot be used to finance its own events. Mr. Stanfield acknowledged that the Legion might be able to consider providing donations to some of the other non-profit organizations that were making grant-in-aid applications to the District of Sooke.

Councillor OBriain asked if the Legion would consider collaboration with the Sooke Family Resource Society, as the two events seem to be very similar.

(g) **Sooke Soccer Club- Upgrading Jerseys**

Wendy Cole of the Sooke Soccer Club reviewed the application.

(h) **Sooke Boxing Club – Start up funds**

Cst. Mat Bertrand of the Sooke Boxing Club reviewed the application

Cst. Bertrand introduced the Committee to the club's first youth member – James Richardson. James expressed his views on the need and the interest for this type of club in the community.

Councillor John Farmer left the meeting at 8:10 pm as his is a director on the Board of the Sooke Residents in Need Society

(i) **Sooke Residents in Need Society** – General Operations

Joan Titus of the Sooke Residents in Need Society reviewed the application.

Councillor John Farmer returned to the meeting at 8:20 p.m.

(k) **Juan de Fuca Marine Rescue Society** –Purchase & Maintenance of Vessels

As a representative from the Juan de Fuca Marine Rescue Society was not present, the application was not considered.

(l) **Sooke Fall Fair Association** – Trophy cabinet

Lynda Nex of the Sooke Fall Fair Association reviewed the application

(m) **Sooke CASA** – Volunteer expenses, consultants and specialized task completion

Phoebe Dunbar of the Sooke Co-operative Association of Service Agencies withdrew the application expressing that there was a greater need for grant-in-aid for the other organizations that were currently applying.

Councillor John Farmer left the meeting at 8:35 pm as his is a director on the Board of the Sooke Residents in Need Society

MOVED by Councillor OBriain, seconded, to recommend to Council to approve a grant-in-aid in the amount of \$1,800 to the Sooke Residents in Need.

MOTION DEFEATED

MOVED by Councillor Morino, seconded, to recommend to Council to approve a grant-in-aid in the amount of \$3,000 to the Sooke Residents in Need Society.

CARRIED

Councillor John Farmer returned to the meeting at 8:45 p.m.

MOVED by Councillor Morino, seconded, to recommend to Council to approve a grant-in-aid in the amount of \$2,500 to the Royal Canadian Legion Branch #54.

MOTION WITHDRAWN

MOVED by Councillor Evans, seconded, to recommend to Council to approve a grant-in-aid in the amount of \$1,000 to the Royal Canadian Legion Branch #54.

CARRIED

MOVED by Councillor Evans, seconded, to recommend to Council to approve a grant-in-aid in the amount of \$1,000 to the Sooke Family Resource Society.

CARRIED

MOVED by Councillor Barry, seconded, to recommend to Council to approve a grant-in-aid in the amount of \$1,000 to the Sooke Boxing Club.

CARRIED

MOVED by Councillor John Farmer, seconded, to recommend to Council to approve a grant-in-aid in the amount of \$1,000 to the Sooke Community Choir.

Audience member, Lori Messer of Edward Milne Community School Society advised the Committee that the EMCS Society has access to funding for youth in the arts, and felt strongly that the EMCSS Board would consider an application from the Sooke Community Choir. Linda Young of the Sooke Community Choir advised that she will proceed with applying to EMCS.

MOTION WITHDRAWN

MOVED by Councillor Morino, seconded, to recommend to Council to approve a grant-in-aid in the amount of \$2,000 to the Sooke Fall Fair.

Lynda Nex of the Sooke Fall Fair, advised the Committee that given the need for grant-in-aid elsewhere in the community, she felt that their funding was not a necessity at present. The Sooke Fall Fair withdrew their application.

MOTION WITHDRAWN

MOVED by Councillor Evans, seconded, to recommend to Council to approve a grant-in-aid in the amount of \$2,000 to the Sooke Fastball Association, contingent upon the landlord of the Sooke Ball Park approving the work as described in the application.

CARRIED UNANIMOUSLY

MOVED by Councillor OBriain, seconded, to recommend to Council to table the request for a grant-in-aid to the Sooke Seniors Activity Society in order to see if a co-operative with other organizations could be reached before the Committee made any decisions.

Acting Mayor Marcus Farmer advised the Sooke Seniors Activity Society that they might want to consult with the Sooke Fire Department about the possibility of having the engine rebuilt as opposed to purchasing a new vehicle. The Sooke Fire Department recently went through a similar process, and could perhaps advise the Sooke Seniors Society on the steps involved.

MOTION WITHDRAWN

MOVED by Councillor OBriain, seconded, to recommend to Council to approve a grant-in-aid in the amount of \$2,500 to the Sooke Philharmonic Society.

CARRIED UNANIMOUSLY

MOVED by Councillor OBriain, seconded, to recommend to Council to approve a grant-in-aid in the amount of \$2,000 to the Sooke Soccer Club.

CARRIED UNANIMOUSLY

2. FINAL REPORTS

a) Sooke Harbour Chamber of Commerce

MOVED by Councillor Evans to receive and file the report.
CARRIED UNANIMOUSLY

The meeting was adjourned at 9:20 pm.

Certified Correct:

Marcus Farmer
Acting Mayor

Tom Day
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held April 14, 2003 at 7:00 pm

COUNCIL PRESENT:

Acting Mayor Marcus Farmer
Councillor Lorna Barry
Councillor John Farmer
Councillor Tom Morino
Councillor George OBriain

STAFF PRESENT:

Tom Day, Chief Administrative Officer
Laurie Wells, Director of Finance
Gary Smirfitt, Municipal Engineer
Rachel Parker, Deputy Clerk (recorder)

The meeting was called to order at 7:03 pm.

1. Centra Gas Operating Order, Agreement for Operation in Sooke

Mr. Smirfitt reviewed his report and advised that the Municipal Gas Operating Order between the District of Sooke and Centra Gas BC Ltd has been reviewed by the municipality's solicitors and, although it is not in the best interest of the District of Sooke, it is the agreement that would be ordered by the Utilities Commission if the District of Sooke challenged it.

Mr. Smirfitt advised that three letters of understanding in regards to the proposed community sewer system, the quality of drawings, and services to municipal facilities, will be drafted and included with the agreement and presented to Council in the next few weeks.

MOVED by Councillor Barry that the letters of understanding and operating agreement with Centra Gas be brought before Council with a recommendation to execute the documents upon staff approval.

CARRIED UNANIMOUSLY

The meeting was adjourned at 7:25 pm.

Certified Correct:

Marcus Farmer
Acting Mayor

Tom Day
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held May 5, 2003 at 7:30 pm
Council Chamber at 2225 Otter Point Road

COUNCIL PRESENT:

Acting Mayor Marcus Farmer
Councillor George OBriain
Councillor Tom Morino
Councillor John Farmer
Councillor Lorna Barry

STAFF PRESENT:

Frank Limshue, Municipal Planner
Sabina FooFat, Assistant Planner

The meeting was called to order at 7:30 pm.

1. Agricultural Land Reserve Application: Exclusion from the ALR, 1722 Whiffin Spit Road

Mr. Limshue reviewed the application and advised that correspondence has been received and made available on the Mayor's List.

Ardiel Wickheim, on behalf of the applicant, advised that the property may be used for residential housing in the future.

Peter Berendt of Wright Road submitted a petition against the removal of the property from the ALR. He expressed concern for greenspace in the neighbourhood.

Paul Stenton of Wright Road expressed concern regarding greenspace in the area and supported low density.

Kim Rempel of Siasong Road, owner of an adjacent property, supported the application as the property is not suitable for agriculture and is good for a growing community. He stated that the land is suitable for residential use.

Benjamin Philip of Ella Road, owner of property on Wright Road, stated that he believes that the future development of three properties in the area should be planned as whole. He supported the preservation of a greenbelt.

John Dyer of Wright Road opposed the application and objected to intense development. He expressed concern for increased traffic and for wildlife. He would rather have a farm than more housing development.

Janet Evans of Maple Avenue North asked for information on soil conditions of the property and whether there is evidence to support the application.

Mr. Limshue advised that the Land Commission would consider soil conditions.

Stan Eakin of Austins Place stated that the ALR cannot be used as a land zoning tool. He stated that the Land Commission should to determine whether the property is suitable for agriculture.

Kelly Dyer of Wright Road asked how ALR land is determined. Mr. Limshue advised that land was included in the ALR by the Land Commission through arial photography.

Mr. Wickhiem commented that early settlers cleared all land that was agriculturally valuable.

Peter Berendt commented on property taxes and protecting the interests of property owners.

Mr. Poppe of Wright Road commented that he likes the property forested and the Land Commission should decide whether or not to remove the property from the ALR.

MOVED by Councillor Morino that Council forward the application to exclude the property located at 1722 Whiffin Spit Road (4.18 hectares), and legally described as Lot 24, (including Part in Red on Plan 118RW), of Sections 5 and 17, Sooke District, Plan 1282-A, from the Agricultural Land Reserve without recommendation.

CARRIED

The meeting was adjourned at 8:15 pm.

Certified Correct:

Marcus Farmer
Acting Mayor

Tom Day
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held May 12, 2003 at 7:00 pm
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT:

Acting Mayor Marcus Farmer
Councillor George OBriain
Councillor Tom Morino
Councillor Lorna Barry
Councillor John Farmer

STAFF PRESENT:

Tom Day, Chief Administrative Officer
Laurie Wells, Director of Finance
Frank Limshue, Municipal Planner
Rachel Parker, Deputy Clerk (recorder)

The meeting was called to order at 7:00 pm.

1. Agricultural Land Reserve Application: Exclusion from the ALR, 2044 Gatewood Road

Mr. Limshue reviewed the application.

Acting Mayor Marcus Farmer requested confirmation that Agriculture designation in the Official Community Plan does not mean that a property is in the Agricultural Land Reserve.

MOVED by Councillor John Farmer that Council forward the application to exclude the property located at 2044 Gatewood Road (0.83 ha), and legally described as Lot B, Section 3, Sooke District, Plan 48013 from the Agricultural Land Reserve with support.
CARRIED

The meeting was adjourned at 7:08 p.m.

Certified Correct:

Marcus Farmer
Acting Mayor

Tom Day
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held July 3, 2003 at 7:00 pm
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT:

Mayor Janet Evans
Councillor Lorna Barry
Councillor Marcus Farmer

STAFF PRESENT:

Tom Day, Chief Administrative Officer
Gary Smirfitt, Municipal Engineer

ABSENT: Councillor John Farmer, Councillor Tom Morino, Councillor George OBriain,
Councillor John Stephen

A quorum was not present, therefore the meeting was not called to order.

Certified Correct:

Janet Evans
Mayor

Tom Day
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held July 7, 2003 at 7:00 pm
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT:

Mayor Janet Evans
Councillor Lorna Barry
Councillor John Farmer
Councillor Marcus Farmer
Councillor Tom Morino
Councillor George OBriain
Councillor John Stephen

STAFF PRESENT:

Tom Day, Chief Administrative Officer
Laurie Hurst, Director of Finance
Frank Limshue, Municipal Planner
Gary Smirfitt, Municipal Engineer
Rachel Parker, Deputy Clerk (recorder)

The meeting was called to order at 7:00 pm.

1. Public Question and Comment Period

Mayor Janet Evans advised that one hour would be allocated for Public Question and Comment Period. She asked that those people living within the proposed sewer specified area be given the first opportunity to speak, after which those residents of the District of Sooke living outside the area would be given an opportunity to speak.

Steve Holland of Caldwell Road submitted a written statement and commented on the possibility of utilizing the effluent onto hardwood forests.

Fred von Ilberg of Tara Place commented that the agenda documents are political documents written by the administration and questioned some of the information provided in the reports to Council. He also submitted a written submission containing a number of questions about the proposed sewer project.

Jim Eaton of French Road commented that the public has not been told very much so far about the project and asked whether the service area had been finalized.

John Nicholson of Solent Road expressed support for a referendum and asked whether the dumping of toxic materials into the sewer system would be regulated.

Clive Kitchener of Maple Avenue asked what the criteria was for determining the service area and supported a referendum.

Ralph Hull of Horne Road asked what the cost of a referendum would be. Mr. Day advised approximately \$9,000.

Rick Lambert, stated that he owned property in Sooke, asked whether other disposal options had been considered. He stated that nutrients and freshwater disposed to the ocean would create algae blooms and other problems.

Shirley Fitzgibbon commented that in the Okanagan effluent is used for spray irrigation onto land and trees.

Lorne Nicholson of Kaltasin Road and member of the Liquid Waste Management Plan Public Advisory Committee, asked if there was a time limit for the Infrastructure Program grant. Mr. Day advised that he has not yet received the package but thought the project must be completed within three to four years.

Daphne Korths of Quartz Avenue asked for how many years property owners would have to pay the additional \$650. She asked what would happen if people could not afford to pay. Mr. Day estimated eighteen or more years.

Gail Hall of Sooke River Road commented that she was disappointed with the staff reports as they provided no information. She stated that Langford based its sewer system on drainage studies and Sooke should do the same. She thought that is not fair that the responsibility for Sooke's future is loaded on such few people.

Ron Dumont of West Coast Road was disappointed that people say there is not enough information as sewer meetings have been held for the past two years. He commented that those outside the service area would not benefit from the Infrastructure Program grant and that it would be more economical if more parcels could be included in the service area. He suggested that connection costs for all parcels be combined and averaged out.

George Butcher of Penang Road commented that the process has not involved the public as there has not been comprehensive review or consultation with the public. He asked whether the liquid waste management plan will be completed before contracts are signed for sewer construction. He noted that alternative treatment options are financially viable. Mr. Butcher submitted written questions to the Council.

Diane Bernard of Penang Road asked that more time be allocated for public questions and comments and that there should be time available for questions at the end of the meeting. She asked if the treatment plant would accept wastewater from septic systems outside the service area and whether this would be for profit or environmental reasons. Mr. Day advised that in order to start operation of the treatment plant, it may be necessary to take in wastewater from septic tanks.

Councillor Stephen supported the idea of another question period.

Councillor Marcus Farmer noted that Council and staff are available to answer questions at any time, not just at meetings.

MOVED by George OBriain, seconded that Public Question and Comment Period be extended until all the public has had an opportunity to speak and that a Public Question and Comment Period be available for the scheduled July 8th Committee of the Whole meeting.

CARRIED

David Parsons of Phillips Road asked whether Sun River Estates was in the service area and whether its sewage is factored into the cost of the treatment plant. He asked if the treatment plant would remove nutrients and heavy metals. He asked if a study has been completed on the effect of the discharge on the ocean floor. He asked if surface water quality and Whiffin Spit Park would be affected and what happens to the biosolids.

Joe Schaffer of Golledge Road commented that the public needs to understand the project. He asked whether hook up to the system would be mandatory and commented that many would not be able to pay. He wanted more information on benefits and costs for individuals.

Stan Eakin of Austins Place commented that engineers should be available to answer technical questions.

Bruce MacMillan of Deerelepe Road expressed support for the sewer project and that people moving to Sooke creating new development is driving the need for sewers.

Lois Gardner of Golledge Road advised that she recently installed a \$7,000 septic field and needs to know why a sewer system would benefit her.

Martha Moore asked where the wastewater from pumped septic tanks goes to. She said that it is polluting oceans.

Diane Bernard asked who will pay for land acquisition.

Ralph Hull asked what the routes were for the collection pipelines and whether the public would have input. He asked if future sewer areas would pay for land acquisition.

Gail Hall asked for clarification regarding the letters patent and whether the CRD was responsible for septage.

David Parsons asked if sludge disposal and its costs have been considered.

Diane Bernard commented that the areas outside the service area will benefit by a sewer system but will not have to pay.

2. Sooke Core Sewer Project: A Brief History

MOVED by Councillor Barry, seconded to receive the report for information.
CARRIED

3. Setting the Specified Area Boundaries

MOVED by Councillor Barry, seconded to recommend that Council adopt Policy 11.5, Sooke Core Sewer Specified Area Boundary Policy, to establish the specified area boundary for the 2003 *Sooke Core Sewer Specified Area*.
CARRIED

4. Public Consent for the Sooke Core Sewer Specified Area

MOVED by Councillor John Farmer, seconded to direct staff to prepare the specified area bylaws based on obtaining public consent through Council initiative and that the appropriate bylaws be brought forward to Council in September.

DEFEATED

MOVED by Councillor OBriain, seconded to direct staff to prepare the specified area bylaws based on obtaining public consent through public referendum and that the appropriate bylaws be brought forward to Council in September.

CARRIED

5. Sewer Operating and Capital Funds

MOVED by Councillor Marcus Farmer, seconded to receive the report for information.

CARRIED

6. Motion to close the meeting to the public

MOVED by Councillor Marcus Farmer, seconded to close the meeting to the public to discuss the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose under section 242.2(1)(i) of the *Local Government Act*.

CARRIED

The meeting was adjourned at 9:45 pm.

Certified Correct:

Janet Evans
Mayor

Tom Day
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held July 8, 2003 at 7:00 pm
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT:

Mayor Janet Evans
Councillor Lorna Barry
Councillor John Farmer
Councillor Tom Morino
Councillor George OBriain
Councillor John Stephen

STAFF PRESENT:

Tom Day, Chief Administrative Officer
Gary Smirfitt, Municipal Engineer

ABSENT: Councillor Marcus Farmer

The meeting was called to order at 7:00 pm.

1. Public Comment and Question Period

David Parsons of Phillips Road submitted a list of questions that he asked at the Committee of the Whole meeting on July 7, 2003.

Peter Dixon of Tomminy Road commented that Sooke is unique in not having an existing system and could introduce a water recycling system and submitted a report with sample projects.

Brenda Lions of Banford Place expressed concern about the cost. She suggested that the service area be smaller with the entire municipality paying for the system. She understood that connection costs could be in the range of \$20,000.

Clive Kitchner of Maple Avenue South questioned the public private partnership and asked how the Community Charter would affect the project. He asked for a commitment that the process would be as transparent as possible. He expressed concern that the service area will pay for land and the entire municipality will benefit.

Sheila Beach of Drennan Street expressed support for the sewer project and commented that tertiary treatment is expensive. She expressed concern about balancing additional treatment and re-use with keeping costs down.

Tony Wineapple of West Coast Road asked if there is a date for the referendum and commented that the public needs more information before a referendum.

David Mallett of Sooke Road commented that his property is not in the initial area, but supports the project. He commented that Council should work to inform the public of the value of the proposed system and the pollution problems. He stated that what is proposed is the best technical solution at the most affordable cost.

Lorne Nicholson of Kaltasin Road commented that Council should consider the entire municipality paying for land for the treatment plant.

Jim Eaton of French Road commented that the proposed \$650 annual cost is a major concern and that the land acquisition cost should be paid for by the entire municipality.

Carolyn Brown asked whether charges could be prorated on the number of washrooms.

Gail Hall commented that all costs must be applied to the specified area and asked if details of the private sector agreement are going to be made public.

David Parsons commented that he hopes Council will look at a collection of subsystems rather than one system and look at water reduction.

George Butcher of Penang Road commented on Land Commission approval for land acquisition, the Provincial prohibition of lots less than 1 hectare, the areas left out of the service area, failure rate information to set boundaries, and asked whether high level treatment plants will be required to connect. He expressed concern about the environmental impacts of the proposed system.

Sheila Beech of Drennan Street expressed concern that the environment is being polluted now and that costs and treatment levels must be balanced.

David Parsons of Phillips Road asked what the differences were between the first and second Infrastructure Program applications.

The meeting was adjourned at 8:00 p.m.

Certified Correct:

Janet Evans
Mayor

Tom Day
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held July 14, 2003 at 7:00 pm
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT:

Mayor Janet Evans
Councillor John Farmer
Councillor Tom Morino
Councillor George OBriain
Councillor John Stephen

STAFF PRESENT:

Laurie Hurst, Director of Finance
Frank Limshue, Municipal Planner
Rachel Parker, Deputy Clerk (recorder)

ABSENT: Councillor Lorna Barry, Councillor Marcus Farmer

The meeting was called to order at 7:00 pm.

1. Agricultural Land Reserve Application: Application to Exclude Property at 1669 / 1673 Whiffin Spit Road

Mr. Limshue reviewed the application.

Councillor OBriain asked whether the property had even been used as a farm.

Ron Dumont, for the applicant, advised that it had not been used as farm. He advised that his parents were unable to afford the residential taxes on the property.

Councillor Stephen commented that he could not vote in favour of the application without more information to determine the agricultural value of the property.

MOVED by Councillor John Farmer to recommend that Council forward to the Land Reserve Commission, without recommendation, the application for exclusion affecting the parcel located at 1669/1673 Whiffin Spit Road, and legally described as that part of Section 5, Sooke District, lying between the southerly boundary of Parcel B (DD57594I) and the northerly boundary of Plan 11240A and to the East of the New Road 1 chain wide shown on Plan 1282A.

CARRIED

Councillor Stephen opposed the motion.

The meeting was adjourned at 7:09 pm.

Certified Correct:

Janet Evans
Mayor

Laurie Hurst
Director of Finance

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held July 29, 2003 at 6:00 p.m.
Northeast Corner of Sooke Road & Phillips Road, Sooke, BC

COUNCIL PRESENT:

Mayor Janet Evans
Councillor Lorna Barry
Councillor John Farmer
Councillor Marcus Farmer
Councillor Tom Morino
Councillor George OBriain
Councillor John Stephen

STAFF PRESENT:

Frank Limshue, Municipal Planner

The meeting was called to order at 6:05 p.m.

1. Sun Rivers Estates Directional Sign, Development Variance Permit Application, DP2003-0183 - Site Visit at Sooke Road & Phillips Road

The Committee discussed the siting and size of the proposed directional sign. The applicants presented a framed 2' x 4' replica to represent the proposed proportions of the sign, in order to offer the Committee the concept and possible implications of the proposed structure. Committee members expressed concerns related to the reduction of visibility of the museum sign, and the precedent the proposed sign would set.

The meeting was adjourned at 6:25 p.m.

Certified Correct:

Janet Evans
Mayor

Tom Day
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held August 11, 2003 at 7:00 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT:

Mayor Janet Evans
Councillor Lorna Barry
Councillor John Farmer
Councillor Marcus Farmer
Councillor Tom Morino
Councillor George OBriain
Councillor John Stephen

STAFF PRESENT:

Tom Day, Chief Administrative Officer
Laurie Hurst, Director of Finance
Frank Limshue, Municipal Planner
Gary Smirfitt, Municipal Engineer
Larry Dawe, Emergency Planner
Susan Kelly, Admin/Finance (recorder)

The meeting was called to order at 7:00 p.m.

1. **MOVED** by Councillor Barry, seconded to close the meeting to the public to discuss labour relations or employee negotiations under section 242.2(1)(c) of the *Local Government Act* .
CARRIED UNANIMOUSLY

The meeting was adjourned at 7:25 p.m.

Certified Correct:

Janet Evans
Mayor

Tom Day
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held September 8, 2003 at 6:30 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT:

Mayor Janet Evans
Councillor Lorna Barry
Councillor John Farmer
Councillor Marcus Farmer
Councillor George OBriain
Councillor John Stephen

STAFF PRESENT:

Tom Day, Chief Administrative Officer
Laurie Hurst, Director of Finance
Frank Limshue, Municipal Planner
Rachel Parker, Deputy Clerk (recorder)

ABSENT: Councillor Tom Morino

The meeting was called to order at 6:30 p.m.

1. Sooke Core Sewer Project, Public Opinion Survey, Review of Questions

Mayor Evans introduced Brian Killip of Venture Market Research, the company selected to undertake a public opinion survey on the proposed Sooke Core Sewer Project.

Councillor OBriain asked the purpose of the demographic questions and if additional questions on disposal and treatment could be added. Mr. Killip advised that the demographic questions were used to confirm that the survey sample is reflective of the demographics of Sooke and that the information received from the survey is accurate. Mr. Killip advised that the survey did not include technical questions.

Councillor John Farmer asked if Q7 - Q11 could include information that the one time connection cost includes pump out and fill of the septic tank.

Councillor Stephen commented that mandatory hook up has not been determined and questioned whether costs were mandatory. Mr. Day stated that he would determine whether mandatory hook up was required.

Councillor Barry asked what the purpose of Q10 was. Mr. Killip advised that is was to determine the level of information about the project in the community.

Councillor Stephen commented that D6 was ambiguous. Mr. Killip advised that the purpose of the question was to identify suites.

Councillor OBriain commented that Q15 and Q16 were slanted. Mr. Killip advised that he has attempted to be balanced and not ask leading questions.

Councillor Stephen asked how many households would be sampled. Mr. Killip advised that 300 samples would be taken.

Councillor Barry asked what would occur if the caller received an answering machine. Mr. Killip advised that the caller would call back five times and would not leave a message.

Councillor Stephen asked when the survey results would be available. Mr. Killip advised that the pre-test would occur on Wednesday, the survey would be completed in three to four days, and the report would be available in two weeks after the survey is complete. Council was invited to observe the callers at Venture Market Research office.

Councillor Stephen asked if a question could be added regarding mandatory hook up. Mr. Killip advised that if such a question was added it would be best to be at the end of the survey in order not to lead to respondent. Mayor Evans suggested that the question not be included as the information on mandatory hook up was not yet available.

Councillor Barry asked at what time the calls would occur. Mr. Killip advised that they would be calling in the evening.

The meeting was adjourned at 7:00 p.m.

Certified Correct:

Janet Evans
Mayor

Tom Day
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held September 29, 2003 at 6:30 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT:

Mayor Janet Evans
Councillor Lorna Barry
Councillor John Farmer
Councillor Marcus Farmer
Councillor Tom Morino
Councillor George OBriain

STAFF PRESENT:

Tom Day, Chief Administrative Officer
Laurie Hurst, Director of Finance
Frank Limshue, Municipal Planner
Gary Smirfitt, Municipal Engineer
Rachel Parker, Deputy Clerk (recorder)

ABSENT: Councillor John Stephen

The meeting was called to order at 6:33 p.m.

1. Sooke Core Sewer Project, Dr. Dave Forgie, P.Eng., Senior Environmental Engineer, Association Engineering, Wastewater Treatment Needs and Options

Mayor Evans introduced Dr. Dave Forgie of Associated Engineering. Dr. Forgie reviewed general wastewater treatment and levels of treatment. He concluded that there is no requirement under the Municipal Sewage Regulation for more than secondary treatment. The results of tertiary treatment would be difficult to measure in the marine environment.

Councillor OBriain asked if the levels of contaminant cannot be detected, how the natural levels of elements be known or if natural levels exist. Dr. Forgie advised that available technology can measure the existence of elements in freshwater receiving waters due to limited dilution. Councillor OBriain asked if there is a possibility of chemicals concentrating in the area of the outfall. Dr. Forgie replied that the danger was low. Councillor OBriain asked if 60% to 80% of endocrine disrupting chemicals (EDC) are removed, what happens to the remaining 20%. Dr. Forgie advised that the 20% would be made up of EDCs that were not totally broken down and that some EDCs are more easily broken down than others.

Councillor Morino commented on the cost of Xenon and membrane bioreactor (MBR) substitute membrane units and whether Xenon is cheaper than the \$2 million cost of MBR.

Councillor Barry noted that tertiary treatment could be added in the future.

Mr. Smirfitt advised that the District of Sooke must fund 100% of the costs of any additional treatment, as Infrastructure Program funding would not apply.

Clive Kitchener of Maple Avenue asked how influent would be monitored. Dr. Forgie advised that source control bylaws can regulate what goes into the sewer, but does not prevent it.

Bruce Lemire Elmore of West Coast Road asked about concentration in the embayment area. Dr. Forgie referred Mr. Lemire Elmore to SeaConsult for questions on flushing, currents, and the effluent plume model.

Ken Pungente of West Coast Road and the Otter Point and Shirley Ratepayers Association asked if Sooke has had any input in the Victoria sewer committee. Councillor John Farmer advised that Sooke is not similar to Victoria as Victoria uses primary treatment only. Mr. Pungente asked if any costs estimates were obtained for tertiary treatment. Mr. Smirfitt advised that the 2001 Stantec studies gave some preliminary cost estimates. Mr. Pungente asked if sea life would be monitored, if the treatment plant will be on crown land, and if there is a stormwater plan. He advised that he would gladly help pay for tertiary treatment.

Deb Wood of Maple Avenue commented that she understood that Dawson City had terminated their contract with EPCOR that suggested the District of Sooke investigate the circumstances.

2. Sooke Core Sewer Project, Use of Infrastructure Funds for an extensive trunk sewer system.

The Committee received the report.

The meeting was adjourned at 7:52 p.m.

Certified Correct:

Janet Evans
Mayor

Tom Day
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held October 14, 2003 at 7:00 pm
Council Chamber, 2225 Otter Point Road, Sooke, BC

COUNCIL PRESENT:

Mayor Janet Evans
Councillor Marcus Farmer
Councillor Lorna Barry
Councillor Tom Morino
Councillor George OBriain
Councillor John Stephen

STAFF PRESENT:

Laurie Hurst, Director of Finance
Susan Kelly, Admin/Finance Clerk (recorder)
Curtis Helgesen, Deputy Treasurer

ABESENT: Councillor John Farmer

The meeting was called to order at 7:00 p.m.

1. GRANTS IN AID

The Committee reviewed the staff report.

Councillor Marcus Farmer questioned the grant in aid applications from organizations that have received prior grants and have not yet completed the necessary final reports.

Mrs. Hurst advised that organizations receive a copy of the Grant in Aid Policy, which outlines the conditions of funding, along with a copy of the application form. The conditions of funding are again stipulated in the letter accompanying the grant cheque. After approximately six months, a letter is sent out to all applicants as a reminder of the conditions of funding, specifically requesting the final report upon completion of the project.

Mrs. Hurst advised that no final report has been received from the Juan de Fuca Marine Rescue Society and that the Sooke Residents in Need have provided only a partial report.

MOVED by Councillor Marcus Farmer, seconded to disqualify the application for the Juan de Fuca Marine Rescue Society and to accept the application from the Sooke Residents in Need Society.

CARRIED UNANIMOUSLY

MOVED by Councillor OBriain to direct staff to write to grant in aid recipients requesting a return of the funds should a final report not be produced as outlined in Grant in Aid Policy 5.1.

CARRIED UNANIMOUSLY

(a) **The Power of Hope**

Laura Lucina and EMCS student, Karissa, reviewed the application.

Councillor Marcus Farmer questioned the surplus on the Income Statement and Councillor Stephen asked about the staffing costs. Ms. Lucina advised that the surplus at the end of 2002 has been spent and staffing costs are attributed to the coordination of the project.

(b) **Sooke Community Youth Choir**

Linda Young reviewed the application and advised the committee that the youth choir now has 37 members.

(c) **Sooke Residents in Need Society**

Joan Titus reviewed the application and advised that she intended the table outlined in the application to be used as the final report for the 2002 grant in aid. Councillor OBriain asked about statistics and demographics of the client base.

The Committee discussed the Society's ongoing need and agreed to review the request for annual support during budget meetings for 2004.

(d) **Sooke CASA**

Councillor Barry left the table at 7:45 p.m. as she has an interest in Sooke CASA.

Phoebe Dunbar and Denise Chewka reviewed the application. The Committee asked if Sooke CASA were to receive less than the amount applied for, could the project still proceed. The Committee also asked for clarification on how the funds would be used.

Ms. Dunbar advised that the funds would be used to develop a research proposal that would secure \$100,000 in future funding for mental health needs in Sooke.

Councillor Barry returned to the table at 8:00 p.m.

(e) **Sooke Community Arts Council**

Bobbie Momsen reviewed the application on behalf of Marion Desrochers who was unable to attend the meeting.

(f) **Sooke Harbour Chamber of Commerce**

Shirley Burden presented an overview of the application and added that due to the high need for grant in aid, the Sooke Harbour Chamber of Commerce has not requested a specific amount for the Santa Claus Parade and is willing to work with any amount the District may provide.

(g) **Sooke Senior Drop in Center**

Dorothy Burrus reviewed the application and presented the Committee with a written submission, elaborating on the application.

(h) **Juan de Fuca Marine Rescue Society**

Disqualified

(i) **Sooke Minor Fastball Association**

Douglas Wittich and Fleur Harvey-Kelly reviewed the application.

The Committee questioned the Association balance sheet and asked for confirmation of the current amount of total cash on hand.

j) **Contact Community Assistance Society**

Councillor Stephen reviewed the application on behalf of the applicant, Mr. Huber, who was not able to attend the meeting.

2. FINAL REPORTS

a) **Sooke Community Arts Council**

MOVED by Councillor Marcus Farmer, seconded to receive and file the report.
CARRIED UNANIMOUSLY

b) **Sooke Minor Fastball Association**

MOVED by Councillor Marcus Farmer, seconded to receive and file the report.
CARRIED UNANIMOUSLY

The meeting was adjourned at 8:30 pm.

Certified Correct:

Janet Evans
Mayor

Laurie Hurst
Director of Finance

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held October 20, 2003 at 7:30 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT:

Mayor Janet Evans
Councillor Lorna Barry
Councillor John Farmer
Councillor Marcus Farmer
Councillor Tom Morino
Councillor George OBriain
Councillor John Stephen

STAFF PRESENT:

Tom Day, Chief Administrative Officer
Laurie Hurst, Director of Finance
Gary Smirfitt, Municipal Engineer
Rachel Parker, Deputy Clerk (recorder)

The meeting was called to order at 7:30 p.m.

1. Public Question and Comment Period

Gail Hall of Sooke River Road commented that there is no authority under the Local Government Act to collect the \$2.6 million from property owners wanting to be included in the sewer service area.

Marg Ramage of Grant Road expressed her support for the proposed sewer system.

Martha Moore of Throup Road expressed her support for the proposed sewer system.

Jeff Zigay of 6600 block of Sooke Road commented that his only issue was with the cost. He stated that now is the time to proceed with the sewer system.

Ross Corby of Grant Road read a written submission from himself and Colin Corby expressing support for the proposed sewer system. He advised that he could not vote as he owns property through a corporation. He submitted comments in support from Tom DeZeng, Karl Mosig, and Sheryl Corby.

Maggie Vause of 2300 block of Otter Point Road expressed her support for the proposed sewer project.

Marianne Krzikalla of McMillan Road commented that schools and government buildings with treatment plants connecting to the proposed sewer system would be a waste of taxpayers money. She commented that seniors cannot afford to connect to the system.

Shirley Burden of Bethany Place and representing the Sooke Harbour Chamber of Commerce commented that the business community supports the project as it matches the mandate of the Chamber.

Jen Smith of Quartz Drive commented that the parcel tax should be based on parcel size, asked for a breakdown of the management fee, and that costs of technical reports and monitoring programs should be borne by all taxpayers.

Anita Voss of 6900 block West Coast Road submitted and read comments that the proposal discriminates against those property owners who require pumps and that she knows three people that will sell their homes as they cannot afford to connect.

Tia Leshke of Maple Avenue South submitted comments and asked about the access road to the treatment plant, and the plan for EPCOR to dump additional sewage. She read a written submission from Rod Nyberg commenting on why the Kaltasin Road/Idlemore Road area is not included in the service area.

Glen Dickie of Goodmere Road commented that he will require a pump and will likely have to move. His connection cost will be more because of a concrete slab on his property. He commented that an elderly gentleman is very distraught and Council should consider how seniors will be affected.

Clive Kitchener of Maple Avenue South asked if the wording of the voting question will have any cost figures. He asked who is responsible for maintaining pumps, asked which Council members have been involved in the negotiations with EPCOR, and whether the contracts are available to the public.

Sheila Beech of Drennan Street commented that there is sewage on the school fields and that information on the sewer project has always been available to the public.

Lorraine Lajeunesse of Grant Road West spoke and submitted comments from Dana Lajeunesse that supported the proposed sewer project.

Jen Smith of Quartz Drive commented that there is no evidence that Broom Hill septic systems are not working well and no information on Vancouver Island Health Authority enforcement.

2. Sooke Core Sewer Project

(a) Project Finances

Mr. Day commended staff, EPCOR, Stantec, and Chew for working diligently since October 6, 2003 to arrive at an annual charge of \$495 for a single family dwelling. He reviewed the project finances, including capital debt repayment and operating costs for a ten year period, and noted that Council must make the best estimate of future interest rates.

Mr. Day reviewed the estimated capital costs of the project and noted two major changes: the cost of \$1.3 million to include parcels in the Rhodonite and Galena Road area, and the estimated cost of \$800,000 for the increase in pipe size to be paid through the voluntary payment from parcel owners wanted to be included in the service area. He noted the cost of \$2,800 per parcel for those that require pumps, and the \$2 million increase to double the size of the treatment plant and for a sequencing batch reactor. In regards to the outfall, research has shown the necessity to extend the length.

Mr. Day advised that the two primary uncontrollable external risks in the financial model are debt costs and growth in terms of single family dwelling unit equivalents.

Ms. Hurst reviewed the four options to undertake long term debt and based on current rates recommended standard long term financing at a rate of 5.75% over a 20 year term. Mr. Day noted that a deficit would occur in the first three years. EPCOR has offered interest free rate stabilization fund that is repayable once growth occurs.

In regards to growth, Mr. Smirfitt reviewed the rationale behind the estimated growth rate of 2% for the proposed sewer area.

Councillor Stephen asked about sewage generation and the treatment plant capacity. Lee Ward of EPCOR advised that the capacity of the proposed plant is 3,000 m³ of sewage per day.

Councillor Morino asked about the cost of pumps. Mr. Smirfitt advised that it is approximated that 300 parcels will require pumps. Mr. Day advised that the pump purchase will be tendered and that properties that require pumps will be provided with one pump. The homeowner must maintain and replace the pump when required.

Councillor Morino inquired whether any research has been undertaken to determine how many parcels in the proposed service area have recently installed new on-site septic systems.

Councillor John Stephen commented on Policy 11.5. Mr. Day advised that the policy is correct and legal.

(b) Borrowing Power

Mr. Day advised that it is not wise for a municipality to consume its entire borrowing power on one project. The proposed \$22 million asset for a cost of approximately \$8.5 million does not significantly reduce borrowing power.

MOVED by Councillor Marcus Farmer to accept the background information provided in items 2(a) and 2(b).
CARRIED UNANIMOUSLY

(c) Land Acquisition for Sewage Treatment Plant

MOVED by Councillor Marcus Farmer to recommend that Council authorize the allocation of funds in the 2004 budget from the General Fund surplus to acquire an additional one hectare of land at the sewer treatment plant site for the future use of the District of Sooke.
CARRIED UNANIMOUSLY

(d) Mandatory Connection to the Sooke Community Sewer System

MOVED by Councillor Marcus Farmer to require connection to the Sooke Community Sewer System for all parcels containing sewage generating improvements in the Sooke Core Sewer Specified Area.

Councillor Morino proposed that Council provide an opportunity for those property owners who have recently installed an onsite septic system to come forward to Council.

Councillor Stephen proposed that those not connected pay only the capital portion of the annual charge and determine project costs by using an estimate of the number of parcels that would not connect.

CARRIED Councillor Stephen, Councillor Morino and Councillor OBriain opposed the motion.

(e) Draft Sewer Bylaws

MOVED by Councillor Marcus Farmer to forward the bylaws to Council for consideration.

Councillor Stephen proposed removing the word “secondary” treatment plant in Bylaw No. 147, and inquired as to whether Bylaw No. 148 requires assent of the electors.

CARRIED UNANIMOUSLY

(f) Voting Question for the Assent of the Electors of Bylaw No. 147, Sooke Core Sewer Specified Area Bylaw, 2003

MOVED by Councillor Marcus Farmer to recommend that Council authorize the following question for voting on Bylaw No. 147, *Sooke Core Sewer Specified Area Bylaw, 2003* for which assent of the electors is required:

Are you in favour of the Council of the District of Sooke adopting Bylaw No. 147, *Sooke Core Sewer Specified Area Bylaw, 2003* authorizing the District of Sooke to construct and operate a community sewer system for the benefit of the specified area designated in the Bylaw.

Councillor Stephen suggested more information be provided in the question.

CARRIED Councillor Stephen and Councillor OBriain opposed the motion.

The meeting was adjourned at 9:10 pm.

Certified Correct:

Janet Evans
Mayor

Tom Day
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held November 4, 2003, 2003 at 7:30 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT:

Mayor Janet Evans
Councillor Lorna Barry
Councillor John Farmer
Councillor Marcus Farmer
Councillor Tom Morino
Councillor George OBriain
Councillor John Stephen

STAFF PRESENT:

Tom Day, Chief Administrative Officer
Laurie Hurst, Director of Finance
Frank Limshue, Municipal Planner
Gary Smirfitt, Municipal Engineer
Susan Kelly, Admin/Finance Clerk (recorder)

GUESTS:

Dr. Dave Forgie, P. Eng., Associated Engineering
Dr. Don Hodgins, P. Eng.
Lee Ward, Karim Kassam & Carol Bruineman, EPCOR
Tony Brcic, P. Eng., Stantec Engineering
Reno Fiorante, P. Eng., Stantec Engineering
Bruce Dyck, CHEW Excavating

The meeting was called to order at 7:30 p.m.

Mr. Day reviewed the draft sewer connection enforcement policy for extreme hardship cases. Mr. Day explained that the proposed policy will only be applicable when extreme hardship can be proven. Staff are working on the criteria and enforcement options that will be used and will bring this information to Council for discussion.

Mayor Evans announced that staff will be reviewing the sewer generation charge for apartments and mobile home parks.

1. Public Input – Sooke Core Sewer Specified Area Project

Hereditary Chief Frank Planes of T'Sou-ke First Nation spoke in favour of the proposed community sewer system, expressing his concerns of what future generations will be left to deal with if nothing is done now. Chief Planes further expressed the need for sewers for the health and prosperity of the Sooke Harbour and Basin.

Ted Davies of Kennedy Street and a 30 year Sooke resident expressed full support of the proposed community sewer system and is pleased with the information that EPCOR has provided.

Susan Szary of Pyrite Drive and an 11 year Sooke resident expressed her concerns over the cost of the annual parcel tax and connections costs. Ms. Szary advised that she moved to Sooke because it was an affordable and quaint community, and that she is opposed to the proposed community sewer system.

Bill Wilson of Sooke Road expressed his support of the proposed community sewer system and asked if a septic tank that is still in good shape could be utilized as a pump chamber prior to pumping to the main line. Mr. Wilson also asked about pumping from the waterfront streets up to the main line on Sooke Road. Mr. Smirfitt advised that the option of using viable septic tanks as pump chambers is one that will be investigated and that low pressure sewer systems, such as the one required on low level, waterfront streets, have been used successfully in Canada for the past 40 years, and in parts of Sooke for the past 15 years.

Clive Kitchner of Maple Avenue S. questioned who would be responsible for the costs associated with a system failure. Mr. Kitchner also questioned the staffing levels of the treatment plant and what the response time would be in the event of an emergency. Mr. Ward of EPCOR advised that the plant is equipped with alarms and a back up generator. The plant will be staffed for 8 hours a day, with someone on call 24 hours a day. Karim Kassam of EPCOR advised that EPCOR's policy is a maximum 30 minute response time.

John Wilson of Sooke Road and a 60 year resident of Sooke expressed his support of the proposed community sewer system. Mr. Wilson advised that if Sooke does not act now then the grant will be lost and eventually the health authorities will impose a sewer system on Sooke that the community will have to pay without any federal or provincial assistance.

Oliver Katz of Galena Road and a 10 year resident of Sooke told the Committee that although he had to replace his own septic system within the last few years, he is still in favour of the proposed community sewer system for the long term benefits and for the health of his children.

John Jenkins of Caldwell Road and a 30 year resident of Sooke advised the Committee that as a commercial fisherman he is in full support of the proposed community sewer system for the health of Sooke Harbour.

Martha Moore of Throup Road and a 31year resident of Sooke expressed her support of the community sewer system for the health of young children and for prosperity of the community.

Patricia Hunter of Rhodonite Drive expressed her support of the proposed community sewer system and questioned if the sewer lines will be going down all roads. Mr. Smirfitt advised that in the case of Rhodonite Drive, where existing systems are in place, EPCOR will be looking to see if any of the existing infrastructure can be utilized.

Mrs. McKenzie of Caldwell Road expressed her support of the community sewer system.

Linda Young of Maple Avenue and a 30 year resident of Sooke expressed her support of the proposed community sewer system for the health of children and seniors and for the overall beautification of the community.

Hubert Rhodes of Maple Avenue expressed his support of the proposed community sewer system but stated that he has concerns regarding mandatory connection and how it would impact seniors who would not be able to afford it.

Ron Dumont, an owner of property on Otter Point Road expressed his support of the proposed community sewer system stating that the costs will never be cheaper than they are today. Mr.

Dumont also commented on septic system failures in the Broomhill area that began years ago and continue today.

Bruce MacMillian of Deerlepe Road and an owner of property within the Sooke Core Specified Service Area expressed his support of the proposed community sewer system stating that the population of Sooke has doubled since 1985 and will continue to grow.

Rick Armour of Deerlepe Road expressed his support for the proposed community sewer system.

Jen Smith of Quartz Drive expressed her concerns regarding the fairness of cost versus benefit of the proposed community sewer system. Ms. Smith advised that she was making a formal complaint regarding the public consent process. Mr. Day advised Ms. Smith that she can make her presentation to Council as a delegation at the November 10, 2003 Regular Council Meeting.

Written submission were received by the following:

Jen Smith, 6805 Quartz Drive, Sooke, BC

Mayor Evans called for further submissions. Hearing none, the meeting was adjourned at 8:47 p.m.

Certified Correct:

Janet Evans
Mayor

Tom Day
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held November 24, 2003 at 7:00 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT:

Mayor Janet Evans
Councillor Lorna Barry
Councillor John Farmer
Councillor Marcus Farmer
Councillor Tom Morino
Councillor George OBriain
Councillor John Stephen

STAFF PRESENT:

Tom Day, Chief Administrative Officer
Laurie Hurst, Director of Finance
Frank Limshue, Municipal Planner
Susan Kelly, Finance/Admin Clerk (recorder)

The meeting was called to order at 7:00 p.m.

1. Tracy K. Corbett, MCIP, Senior Planner, CRD Regional Planning Services

Ms. Corbett made a presentation to the Committee summarizing the Regional Transportation Strategy, the Regional Housing Affordability Strategy, and the Economic Development Opportunities Blueprint.

Ms. Corbett advised that after municipalities have had an opportunity to review the reports, information sessions for each strategy will be scheduled. A report and recommendations will be produced following the information sessions.

The meeting was adjourned at 7:39 p.m.

Certified Correct:

Janet Evans
Mayor

Tom Day
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held December 8, 2003 at 7:00 p.m.
Municipal Hall Office, 2205 Otter Point Road

COUNCIL PRESENT:

Mayor Janet Evans
Councillor Lorna Barry
Councillor John Farmer
Councillor Marcus Farmer
Councillor George OBriain
Councillor John Stephen

STAFF PRESENT:

Tom Day, Chief Administrative Officer
Laurie Hurst, Director of Finance
Frank Limshue, Municipal Planner
Rachel Parker, Deputy Clerk (recorder)

ABSENT: Councillor Tom Morino

The meeting was called to order at 7:00 p.m.

1. Motion to close the meeting to the public

Moved by Councillor Marcus Farmer, seconded that the meeting be closed to the public to discuss

- (a) law enforcement, if the council considers that disclosure might reasonably be expected to harm the conduct of an investigation under or enforcement of an Act, regulation or bylaw under section 242.2(1)(f) of the *Local Government Act*; and
- (b) labour relations or employee negotiations under section 242.2(1)(c) of the *Local Government Act*

The meeting was adjourned at 7:28 pm.

Certified Correct:

Janet Evans
Mayor

Tom Day
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held December 16, 2003 at 10:00 am
T'Sou-ke Nation Hall – 2154 Lazzar Road, Sooke, BC

Joint Council Meeting
T'Sou-ke Nation Council & District of Sooke Council

DISTRICT OF SOOKE COUNCIL PRESENT:

Mayor Janet Evans
Councillor Marcus Farmer
Councillor John Stephen
Councillor George OBriain

T'SOU-KE NATION COUNCIL PRESENT:

Councillor David Planes

STAFF PRESENT:

Georgia Katz, Band Administrator
Tom Day, District Administrator

The meeting began at approximately 10:10 am with the Band Administrator stating the meeting was arranged to discuss projects of mutual interest.

The following topics were discussed:

- Clean up of garbage/derelict boats, etc. from the Harbour and Basin beaches.
- Clean up of clams on the beaches killed by the excessive fresh water in October.
- Reseeding of clams in the beaches.
- Improving flushing action for the Harbour and Basin at Whiffin Spit and at Cooper's Cove.
- Servicing Indian Reserve #2 with the Core Area Sewer Project.
- Possible joint community forest.

The meeting concluded at approximately 11:00 a.m. with a commitment to maintain lines of communication.

Certified Correct:

Janet Evans
Mayor

Tom Day
Chief Administrative Officer