

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held January 7, 2008 at 7:00 p.m.  
Council Chamber, 2225 Otter Point Road

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Mayor Janet Evans  
Councillor Rick Armour  
Councillor Sheila Beech  
Councillor Ron Dumont  
Councillor Rick Kasper  
Councillor Brenda Parkinson

Evan Parliament, Chief Administrative Officer  
Marlaina Elliott, Director of Planning  
Bob Kelsey, Fire Chief  
Bonnie Sprinkling, Corporate Services  
Manager/Deputy Clerk  
Dave Devana, Director of Finance  
Darcey Kohuch, Director of Engineering  
Lisa Urlacher, Council Clerk  
Ian Scott, Associate Planner

**ABSENT:**

Councillor Jen Smith

1. **Call to Order**

The meeting was called to order at 7:01 p.m.

2. **Approval of Agenda**

**MOVED** by Councillor Armour to approve the agenda with the addition of supplemental information received on January 7, 2008:

Letter – Sunriver Estates

Letter – Dr. Marie Peeters – Ney

**CARRIED UNANIMOUSLY**

3. **Developing a Sooke Sustainability Strategy**

Mayor Evans introduced Mark Holland, a LEED® accredited planner and a member of the Canadian Institute of Planners.

Mark Holland, Holland Barrs Planning Group, provided a PowerPoint presentation and explained that the Holland Barrs Planning Group will be assisting the District planning staff with developing a Sooke sustainability action plan. Mr Holland overviewed the definition of sustainability and described that many commentators consider sustainability hard to define because of the sheer number of definitions of sustainability that abound. Mr Holland highlighted:

**THE CHALLENGES:**

1. Climate Change
2. Energy (peak oil, coal, nuclear/natural gas, renewable and biofuels)
3. Resources and Waste
4. Water

5. Ecosystems Impacts
6. Food
7. Community Health
8. Economic Stability

#### THE GOALS - Sustainability and Communities (MATRIX)

1. A Complete Community – Land Use
2. Low Impact Transportation
3. Green Buildings LEED
4. Multi-tasked Open Space
5. Green Infrastructure Systems
6. Facilities, Programs and Process
7. Economic Opportunity
8. Management Systems

#### CITY ROLES – Sustainable City Initiatives

Civic Corporation  
 Service Provider  
 Policy, decisions, regular dimensions

Mr. Holland provided examples of practices in other cities and overviewed the Strategic Planning Process where Holland Barrs Planning Group will be assisting the District planning staff with developing a Sooke Sustainability action plan.

Council asked how this strategy would interlink with the upcoming conference in March.

Mr. Holland responded that developing a strategic action-oriented plan would make Sooke a leader in sustainability issues and further described developing a plan as defining Sooke's concept of sustainability to creates a shared definition of Sooke's strengths and weaknesses as it relates to sustainability.

Mark Ellis, Whiffin Spit Road, described to Council that entropy (not being able to put back what you take away) should be considered when creating development because of the lack of land left to be able to produce food.

Mr. Holland responded that food practices and lot sizes are a very important factor and studies have shown that some people have no interest in growing their own food or are unable to maintain their land and that density developments should be strategically place to meet their interests, leaving the larger lots available for residents who do maintain and enjoy the larger sized lots that being the art of creating a complete community.

#### 4. **Sooke Spirit of BC Community Committee**

Elida Peers, representing the Communities in Bloom Committee, the Sooke Spirit of BC Community Committee and the Sooke Region Historical Society together with the members of the business community and volunteers presented to Council a basic model of the Historical Flowline Project. Ms. Peers suggested the following areas as potential

site locations: Loggers Pole, Coopers Cove, EMCS, Reserve No. 1, Museum, John Phillips Memorial Park, Rotary Pier, Whiffin Spit, Woodside Farm, and various local businesses. Ms. Peers asked Council for their support.

Laurie Szadkowski expressed her support for the project and stated that her graduating class would be sponsoring one of the locations and suggested other ways to create sponsorship programs.

Randy Welters expressed support for the project and asked Council for their endorsement.

Scott Gertsma stated that Home Hardware is sponsoring three of the structures and would be maintaining the landscaping.

Kel Phair, North Star Plumbing stated that the piping and labour are being donated for the brass fountain statue at the Town Pole.

Council discussed the Flowline project and suggested that the Finance and Administration Committee add this item to their agenda to discuss a line item being added in the budget.

**MOVED** by Councillor Parkinson to recommend that Council support the Historical Flowline Project.

**CARRIED UNANIMOUSLEY**

5. **Amendments to Bylaw No. 292, *Fire Regulation Bylaw***

Fire Chief, Bob Kelsey gave a summary of the issues raised as a result of Bylaw No. 292, Fire Regulation Bylaw, 2007.

Council discussed the Fire Regulation Bylaw and had the following concerns: Special Occasion permits, the alternatives to burning, weather indexing and health issues.

Don Smith, resident, stated that according to the burning radius shown on the buffer maps he should be allowed to slash burn on sections 21 and 22. Mr. Smith stated that he does not support the Bylaw.

Joan Titus, Gillespie Road, stated that the indexing should be good prior to burning and suggested that Sooke look at the procedure that Duncan uses.

Lorna Barry, Sooke Road, stated that the bylaw is too restrictive for larger properties to dispose of the yard debris that accumulates throughout the year.

Dick Thut, Woodlands Road, stated that the days that the bylaw allows burning are too restrictive.

Ellen Lewers, Sooke Road, read and submitted her concerns and suggestions regarding the restrictions within the bylaw and read and submitted a letter from Dave McClimon regarding the restrictions within the bylaw.

Dave McClimon Jr. stated his opposition to the bylaw and asked Council to consider an alternative offered to the residents as compensation for the restrictions.

Tom White, Sooke Road, asked Council to consider the larger lots within the District of Sooke and the need for disposing the debris that accumulate during the year.

Shaun Welters, asked Council to explain the other alternative to Class A fires and if chipping is an alternative then how is Council going to deal with the infrastructure and increased trucking traffic that will occur.

Chris Rumsby, Westcoast Road, explained his frustration with the issuing of permits to burn.

Dave Mallet, Westview Terrace, stated his support for the bylaw.

**MOVED** by Councillor Parkinson to recommend that Council direct staff to amend the Fire Protection Service Bylaw #292 as follows:

- Prohibit the burning of Class "A " fires within the District of Sooke.
- Prohibit the use of incinerators or burning barrels within the District of Sooke.
- Allow an Increase in the size of yard clearing fires to a maximum of 2M by 2M by 1M (6 feet x 6 feet x 3 feet)

**AND THAT** Special Occasion permits be issued at the discretion of the Fire Chief.

**CARRIED**

**MOVED** by Councillor Kasper to recommend that Council schedule a Public Input meeting prior to making changes to Bylaw No. 292 Fire Regulation Bylaw, 2007.

**CARRIED**

The meeting was adjourned at 9:26 p.m.

**Certified Correct:**

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**Janet Evans**  
Mayor

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**Evan Parliament**  
Chief Administrative Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held January 21, 2008 at 7:00 p.m.  
Council Chamber, 2225 Otter Point Road

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Councillor Brenda Parkinson  
Councillor Rick Armour  
Councillor Sheila Beech  
Councillor Ron Dumont  
Councillor Rick Kasper  
Councillor Jen Smith

Evan Parliament, Chief Administrative Officer  
Marlaina Elliott, Director of Planning  
Bob Kelsey, Fire Chief  
Bonnie Sprinkling, Corporate Services  
Manager/Deputy Clerk  
Dave Devana, Director of Finance  
Darcey Kohuch, Director of Engineering  
Lisa Urlacher, Council Clerk  
Ian Scott, Associate Planner

**ABSENT:**

Mayor Janet Evans

1. **Call to Order**

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

2. **Approval of Agenda**

The agenda was approved as circulated.

3. **Sooke Marine Boardwalk Interpretive Panel**

Jeff Lorton presented to Council an initiative project for interpretive panels along the Marine Boardwalk and described the design and construction of the twelve aluminium panels and 3" powder coated pipe. Mr. Lorton discussed with Council the form of fundraising that would take place and asked Council for their endorsement of the project.

Council discussed the next steps for the project, Heavy Metal Marine Ltd. would manufacture the panels and Mr. Lorton and Elida Peers would consult to design the panels; distributing the themes at 1/3 nature, 1/3 cultural and 1/3 history.

**MOVED** by Councillor Armour to recommend that Council authorize Jeff Lorton to move forward on the fundraising campaign for the Sooke Marine Boardwalk Interpretive Panels.

**CARRIED UNANIMOUSLY**

Staff updated Council on the 2010 Olympic/Paralympic Grant, reporting that the deadline for completion of the Sooke Marine Boardwalk is extended to March 31, 2009.

#### 4. Sewer Modeling

Tammy Wetmore, EPCOR, provided a visual presentation of the Sooke Wastewater Expansion Conceptual Design highlighting the following evaluated scenarios:

- Original design conditions – Including buy-ins
  - No stress points in system – all pipes are below 80% capacity
- Development within the existing SSA to current land use
  - Could add another 1300 SFE's to the SSA from original design
  - Would require very minor piping modifications and first WWTP expansion
- Development within the existing SSA to potential future land use
  - Some additional pipe required and second WWTP expansion
- Expansion of the SSA – Existing neighbourhoods and development within the District of Sooke to potential future land use
  - Main trunks require twinning and pump station/WWTP require expansions

Ms. Wetmore overviewed the cost estimates for the following scenarios:

- Expected SFE connected at initial hook up -1900 existing SFE plus 300-developer buy-ins (N/A)
- Total allocated SFE in original design -1900 existing SFEs plus 1900 developer buy-in (N/A)
- Phase 1 capacity – existing WWTP (\$2,000,000)
- Phase 2 capacity – 1<sup>st</sup> basin expansion (\$2,000,000)
- Phase 3 capacity – 2<sup>nd</sup> basin expansion

Ms. Wetmore provided a sample revenue analysis for new SFE's showing how additional revenue would be generated from new SFE's, DCC,s and parcel tax to cover the costs of the required upgrades.

Ms. Wetmore outlined the next steps: use the results for evaluation of development proposals; finalize cost estimates for modifications in each scenario; complete conceptual design final report; continue DCC rate evaluation.

Council discussed the District of Sooke Wastewater Expansion Conceptual Design and made the following recommendation to be included in the sewer model:

- use the results for evaluation of development proposals
- finalize cost estimates for modifications in each scenario
- complete conceptual design final report
- continue DCC rate evaluation

**MOVED** by Councillor Smith to direct staff to bring back the District of Sooke Wastewater Expansion Conceptual Design to the February 18, 2008 Committee of the Whole with the following information:

- an evaluated scenario between Development within the existing SSA to potential future land use and Expansion of the SSA – Existing neighbourhoods and development within the District of Sooke to potential future land use
- indicate the assumption for each area or block
- scenarios for adjusted growth rate

**CARRIED UNANIMOUSLY**

John Nicholson, Solent Street, asked Council to consider placing future sewer lines along the foreshore and beneath the Boardwalk when creating density toward the waterfront. Mr. Nicholson read an article from the December 2007 Economist: The poignancy of piers, The end of the pier.

The Committee of the Whole recessed the meeting at 8:35 p.m.

The Committee of the Whole resumed the meeting at 8:39 p.m.

5. **The District Quarterly** January - March

**MOVED** by Councillor Beech to approve the January – March newsletter with the changes noted.

**CARRIED UNANIMOUSLY**

6. **Closure of the end of Ella Road near Penang Road**

Ian Scott provided an overview of the proposal to acquire some of the road right-of-way at the end of Ella Road in exchange for building a proper cul-de-sac turnaround and dedicating the necessary private land to accommodate the turn-around.

Mr. Butler, property owner, gave a brief history of the property use and the informal public access across their property.

The Committee discussed the fire access and parkland.

**MOVED** by Councillor Dumont to recommend that Council direct staff to proceed with the closure of Ella Road near Penang Road.

**CARRIED UNANIMOUSLY**

7. **Obtaining Community Amenity Contributions**

Ian Scott provided a visual overview of the legal and planning perspective for community amenity contributions.

Council discussed the issue and raised the following concerns:

- build for the community not the developer
- current marketplace not responding
- artificially inflating the cost of land

- an amenity policy which is enforceable
- development to date has not increase amenities
- infrastructure to support the community
- amenities through development
- rezoning individually with yes/no voluntary contributions
- pedestrian flow while constructing
- requirement of economic feasibility study
- increasing and attracting development

**MOVED** by Councillor Kasper to meeting past 10:00 p.m.  
**CARRIED**

Neil Gertsma, Sooke Road, expressed that citizens and developers need certainty and do not want to take risks when applying for applications when decisions can change in the middle of their application process. Mr. Gertsma stated that a list of certainty in the process would lead to credibility.

John Nicholson, Solent Street, stated that the perception of rezoning in Sooke is inconsistent, which drives speculation resulting in uncertainty for the developer.

**MOVED** by Councillor Smith to recommend that Council direct staff to rework the existing zones and bring forward a policy to incorporate density bonusing revisions.  
**DEFEATED**

**MOVED** by Councillor Dumont to table Obtaining Community Amenity Contributions to discuss it further with the lawyer at a future meeting.  
**CARRIED UNANIMOUSLY**

The meeting was adjourned at 10:40 p.m.

**Certified Correct:**

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**Janet Evans**  
**Mayor**

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**Evan Parliament**  
**Chief Administrative Officer**

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held February 4, 2008 at 7:00 p.m.  
Council Chambers, 2225 Otter Point Road

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Mayor Janet Evans  
Councillor Rick Armour  
Councillor Sheila Beech  
Councillor Ron Dumont  
Councillor Jen Smith  
Councillor Brenda Parkinson

Evan Parliament, Chief Administrative Officer  
Marlaina Elliott, Director of Planning  
Bob Kelsey, Fire Chief  
Bonnie Sprinkling, Corporate Services  
Manager/Deputy Clerk  
Dave Devana, Director of Finance  
Lisa Urlacher, Council Clerk  
Constable, Barb Cottingham

**ABSENT:**

Councillor Rick Kasper

1. **Call to Order**

The meeting was called to order at 7:01 p.m.

2. **Approval of Agenda**

**MOVED** by Councillor Parkinson to approve the agenda as circulated.

**CARRIED UNANIMOUSLY**

3. **Rosemary Bonanno, Executive Director VIRL**

Ms. Bonanno provided a Powerpoint presentation of philosophies and visions for library services and highlighted the programs and services that VIRL provide:

- BC One Card – provincial reciprocal borrowing privileges
- Askaway – a free web service that enables customers to connect with a BC librarian through live chat based reference service
- Libraries TO GO – a free download service for audio books

Ms. Bonanno provided statistics as to the population served (417,227), the borrowers (217,927), the items borrowed (4,256,629) and the virtual visitors (595, 966).

Council discussed the Vancouver Island Regional Library issues and had the following concerns:

- open communication regarding budget
- uncollected fines
- new facility for Sooke

Councillor Beech reported that Sooke has a 2010 Literacy Project and Ms. Bonanno stated she would have the Literacy Coordinator for VIRL contact us.

4. **Public Input Meeting:**

**Bylaw No. 353, Fire Protection Services Amendment Bylaw (292-1)**

Fire Chief Bob Kelsey, provided a brief overview of Bylaw No. 292, which establishes regulations for open burning. Mr. Kelsey stated that the goal of the Bylaw is to reduce the amount of smoke, particulates and green house gases being released into the atmosphere.

Mr. Kelsey stated that the sections of the Bylaw dealing with open burning are sections 29 thru 43 and that the Bylaw tries to balance the wishes of those that advocate 24/7 burning, with the those who want a complete year round ban of all outdoor burning.

Mr. Kelsey explained that the proposed amendments to Bylaw No. 292 will prohibit all machine built Class "A" fires within the District, prohibit the use of incinerators or burning barrels within the District and increase the size of open air fires for yard maintenance purposes to 2metres(l) by 2metres(w) by 1meter(h) (6 feet x 6 feet x 1 foot).

Backyard Burning

Mr. Kelsey provided Council with the following options for consideration:

- Increase the number of burning days to 2 weekends a month for yard waste
- Issue permits for yard waste, outside of current identified burning days, to allow burning for an additional 2 consecutive days (sunrise to sunset)

Options for Class "A" Fires

1. (a) Class "A" fires could be prohibited west of the Sooke River to the Municipal boundary except by special permit imposing special restrictions such as:
  - must have a machine operator in attendance at all times to feed the fire gradually and extinguish if required.
  - compliance with the Waste Management Act
  - amend the current bylaw to allow unrestricted yard waste burning October through April
- (b) Class "A" fires could be allowed east of the Sooke River to the Municipal boundary when Environment Management Act and local bylaw requirements are met.
2. Another option for Class "A" fires would be to comply with the burning days as set out in the bylaw that being the first consecutive Friday, Saturday and Sunday of the permitted months.
3. Not proceeding with the amendments to Bylaw #292 and instruct the Fire Service to issue Class "A" permits, when requested and in compliance with senior legislation and local bylaw.

Warren McCormick, Air Quality Meteorologist, Ministry of Environment for the Vancouver Island Region provided a power point presentation.

Mr. McCormick stated that OBSCR (province wide) regulates the use of open burning for disposal of land clearing debris (not a function of pile size or method) with the following conditions:

- only vegetative material
- not transported outside of originating lot
- Distance requirements
- Start on day when Venting Index is GOOD and at least FAIR for next day
- In Cat A areas: 4 burns/year, 15 days between, each lasting no more than 72 hours
- In Cat B areas: each lasting no more than 96 hours

And that the Sooke Bylaw adds to above for large pile open burning and also covers Backyard burning and Burn Barrel burning.

Mr. McCormick suggested that the general facts to consider are:

- all open or piled burning is extremely inefficient combustion
- open burning generally occurs very close to where people live, play and work
- all pollutants, especially smoke, impose a cost to society (usually health impacts but also environmental)
- generally open burning of solid waste provides no benefit to society
- if the cost-benefit ratio is high, the producer of the waste should have to bear the cost of disposal of the waste, not society

Council questioned the location of the Southern Vancouver Island weather station and if it is a local station. Mr. McCormick stated that there could be an opportunity for a Custom Venting Index.

Council asked if there would be the ability for offsite burning and Mr. McCormick stated that an application would need to be assessed for a specific site.

### **Public Input**

Mayor Evans advised that the public input portion of this meeting was to allow the public an opportunity to make submissions to Council on the Proposed Bylaw No. 353, *Fire Protection Services Amendment Bylaw (292-1)*.

Phillip Ney, Connie Road, stated that the representative from the Ministry did not present scientific proof indicating particulate evidence and explained that if you eliminate burning the costs of clearing land and the cost of food will rise. Mr. Ney expressed opposition to the burning restrictions and supports back yard burning without restrictions. Mr. Ney submitted a graph in regards to the earth's climate.

Ralph Hull, Horne Road, stated that he was an avid environmentalist and asked Council to not say NO to burning, say HOW. Mr. Hull stated that education on what to burn, when to burn and how to compost should be encouraged. Mr. Hull expressed support towards burning.

Margaret Mack, Horne Road, expressed opposition to the ban of burning and asked Council to clarify the current restrictions. Ms. Mack stated that her property is sloped and that hauling debris would be impractical. Ms. Mack expressed support for backyard burning.

Don Smith, Kaltasin Road, expressed opposition to the Bylaw amendment in regards to prohibiting Class A fires.

Paul Steer, Demamial Drive, expressed support for the ban on Class A fires and stated that the public need education on residential burning. Mr. Steer stated that Sunriver is an urbanized development within Sooke.

Dave Mallett, Westview Terrace, read an excerpt from a British Columbia Lung Association on Health and Air Quality. Mr. Mallett stated that alternatives to burning could include; a composting program, wood chipping, curb side pick up, accessible municipal drop off site and a mulching program. Mr. Mallett expressed support for the ban on Class A fires and incinerator burning.

Carol Mallett, Westview Terrace, expressed support for backyard burning and stated that chipping is an option to consider. Ms. Mallett reminded Council of their commitment to sustainability.

Donna Ebert, Wright Road, owner of a landscaping company, thanked Council for the drop off site that was provided after the windstorm and stated the burning Bylaw is too restrictive for backyard burning. Ms. Ebert suggested that Class A fires could be managed better and restricted to outside the core area.

Loretta Boerkamp, Sunriver resident, expressed support to ban all burning within the District of Sooke and stated that the effects of smoke are a health hazard. Ms. Boerkamp gave examples of neighbouring municipalities and their success in banning burning.

Ellen Lewers, Sooke Road, stated that the Sunriver Class A fires had extenuating circumstances; unsupervised permit issuance and panicking of contractors. Ms. Lewers stated that the burning regulations are too restrictive and submitted reasons why it is essential to burn on farmland.

Randy Welters, Ayum Road, asked Council to consider repealing Bylaw 292 and educate the public on burning practices and enforce Class A Fire restrictions.

Dave Nelson, Westcoast Road, stated that the burning regulations are too restrictive and asked Council how can the Fire Department manage the safety of the residents when one weekend a month fire are from one end of Sooke to the other.

Matt Krppmanns, Sooke River Road, expressed support of back yard burning and stated that large property owners require less restrictive burning.

Sherida Fox, Sunriver Way, stated that the particulate matter from smoke is a health issue and that the residents should be protected against carcinogens in residential areas.

Bob Saul, McMillan Road, expressed support for backyard burning.

Ron Mack, Horne Road, asked the Fire Chief to indicate the problems with respect to small backyard fires.

Mr. Kelsey explained that the discretionary powers and the subjectivity of trying to balance the wishes of residents who support burning and those who do not.

Dave McClimon, Kirby Road, expressed support for burning and stated that he was a large property owner.

Chris Rumsby, Westcoast Road, submitted a petition to the Corporate Services Manager and expressed support for burning in the District of Sooke.

Tom White, Sooke Road, expressed support for burning in the District of Sooke.

Clive Kitchener, Maple Avenue South, expressed support for backyard burning and suggested that the Fire Department have direct involvement in the construction and the education of the public for Class A fires and recommended that the venting index be used properly.

Sherry Vanbeek, Woodlands Road, stated she is an owner of large property and expressed support for backyard burning.

Ralph Hull, Horne Road, expressed frustration in keeping with his environmental principles when having to burn on the designated days when the venting index is poor.

Paul Steer, Demamiel Drive, explained that urbanization is progress and the resident's expectation for a liveable community should be considered.

Dick Thut, Woodlands Road, expressed support for burning in the District of Sooke.

The meeting was adjourned at 9:20 p.m.

**Certified Correct:**

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**Janet Evans**  
**Mayor**

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**Evan Parliament**  
**Chief Administrative Officer**

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held February 5, 2008 at 7:00 p.m.  
Council Chambers, 2225 Otter Point Road

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Mayor Janet Evans  
Councillor Rick Armour  
Councillor Sheila Beech  
Councillor Ron Dumont  
Councillor Jen Smith  
Councillor Brenda Parkinson

Evan Parliament, Chief Administrative Officer  
Marlaina Elliott, Director of Planning  
Bob Kelsey, Fire Chief  
Bonnie Sprinkling, Corporate Services  
Manager/Deputy Clerk  
Dave Devana, Director of Finance  
Darcey Kohuch, Director of Engineering  
Lisa Urlacher, Council Clerk

**ABSENT:**

Councillor Rick Kasper

1. **Call to Order**

The meeting was called to order at 7:02 p.m.

2. **Approval of Agenda**

**MOVED** by Councillor Parkinson to approve the agenda as circulated.  
**CARRIED UNANIMOUSLY**

3. **2008-2012 Financial Plan**

Mr. Devana reviewed the budget development process for the 2008-2012 Capital Plan and Operating Budget and stated that the 2008-2012 Financial Plan as recommended by the Finance and Administration Committee is estimating an increase in the municipal portion of property taxes by 12.43 percent in 2008.

Council discussed the public works yard rental opportunities.

**MOVED** by Councillor Dumont to recommend that Council to add \$5,000 in revenue to the Lease and Rentals (account # 10-15320-000-1) in 2008.  
**CARRIED UNANIMOUSLY**

Council discussed the East Sooke Fire Protection services.

Mr. Devana provided the committee members with an amended 2007 Forecast and 2008 – 2012 Budget for the Sewer Operating Fund, and explained under the wastewater operating agreement that EPCOR is entitled to a retroactive contract adjustment for cost increases.

Council discussed the both the revenues and expenditures for the Sewer Operating Fund and the Sewer Replacement Reserve.

**MOVED** by Councillor Dumont to recommend to Council the acceptance of the replacement sheet as amended for the Sewer Operating Fund and the Sewer Replacement Reserve.

**CARRIED UNANIMOUSLY**

Mr. Devana pointed out the District of Sooke Reserves are incorporated into the budget on page 19 and show all the reserve funding available to Council.

Council discussed the need for more beach access points and Mr. Devana noted that these should be identified and prioritized during the development of the Parks and Trails Master Plan.

**MOVED** by Councillor Armour to recommend that Council increase the Transfer from General Operating Fund Surplus (account # 10-19110-000-1) by an additional \$80, 000 (\$175,000 to \$255,000) to reduce the increase in the municipal portion of property taxes to 10.34 percent.

**CARRIED**

Councillor Smith opposed the motion

As a result of a question from Clive Kitchener, Maple Avenue South, the committee discussed the relationship between the growth in property taxes and the growth in assessed improvements and growth in land values for assessment purposes.

Dave Bennet, Rhodonite Road, referred to Protective Services on page 4 of the 2008-2012 Financial Plan. Council explained that there is a proposed increase from ten to eleven officers included in the 2008 Budget.

Dave Bennet, Rhodonite Road, referred to the High School Cadet Program on page 5 of the 2008-2012 Financial Plan. Fire Chief Bob Kelsey explained that the program will enable High School students to participate in a one week program.

Dave Bennet, Rhodonite Road, referred to the Sooke Residence in Need line item on page 11 of the 2008-2012 Financial Plan. Council advised that the budget was added in 2007 and was appreciated by the organization.

**MOVED** by Councillor Dumont to recommend that Council to introduce and give first and second reading to Bylaw No. 357, *Five year Financial Plan Bylaw, 2008*.

**CARRIED**

Councillor Smith opposed the motion

The meeting was adjourned at 8:54 p.m.

**Certified Correct:**

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**Janet Evans**  
Mayor

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**Evan Parliament**  
Chief Administrative Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held March 3, 2008 at 7:00 p.m.  
Council Chamber, 2225 Otter Point Road

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Mayor Janet Evans  
Councillor Rick Armour  
Councillor Sheila Beech  
Councillor Ron Dumont  
Councillor Rick Kasper  
Councillor Brenda Parkinson  
Councillor Jen Smith

Dave Devana, Acting Chief Administrative Officer  
Marlaina Elliott, Director of Planning  
Darcey Kohuch, Director of Engineering  
Bob Kelsey, Fire Chief  
Ian Scott, Associate Planner  
Lisa Urlacher, Council Clerk

**ABSENT:**

1. **Call to Order**

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

2. **Approval of Agenda**

**MOVED** by Councillor Beech to approve the agenda as circulated.  
**CARRIED UNANIMOUSLY**

3. **New Sunriver School / Sports Fields Site**

Ian Scott provided an overview of the issues and misconceptions of the existing school site and the proposed new location. Mr. Scott stated that the new site is preferable by identifying the following:

1. The new school site will be accessed off of Phillips Road, the principal road through Sunriver Estates, thus avoiding vehicle and bus traffic travel along residential collector roads in the Sunriver subdivision. The proposed new school site is centrally located within the Sun River subdivision.
2. The new school site has less variation in topography, which will allow for a design that makes efficient and effective use of the land.
3. The new school site will be larger, allowing adult sized slow-pitch and soccer fields to be built on the same site as the elementary school.

Mr. Scott explained that the Agricultural Land Commission have indicated that any application to exclude any land from the Agriculture Land Reserve with the Sunriver Estates subdivision must maintain or improve the overall potential for agricultural use. Mr Scott stated that after further evaluating the various options the following proposal will accomplish those Agriculture Land Commission requirements:

1. Exclude approximately 5 – 6 hectares of the Sunriver Estates Lot A Agricultural Land Reserve (ALR) lands to accommodate the new school site and sports fields (exact size to be determined by a more detailed site design).
2. Include approximately 7.7 hectares of the Sunriver Estates Phase 2 lands in the ALR
3. Modify the zoning for the park adjacent to the Sooke River (already included in the ALR) to allow for agricultural production on the Class 1 lands (limited to the area historically used for agriculture).
4. Sunriver Estates will construct a road access to the Class 1 agriculture lands, instead of paying for the reclamation of the portion of Lot A that would include the new school site.

Mr. Scott identified the following limitations of the existing school site / sports field:

1. The size and topography of the existing school site (3.08 hectares) will make it exceedingly difficult to accommodate all the required program elements: elementary school, playground, bus drop-off, parking, soccer field and slo-pitch field.
2. The location of the existing school site will require bus traffic and sports users to travel through a large area of the subdivision, which will create a significant impact, particularly when community sports events are held.

Mr. Scott explained that the proposed new school site overcomes the challenges while remaining centrally located within the Sunriver subdivision.

Council discussed the proposed new Sunriver School / Sports field site and had the following concerns:

- Sunriver's existing requirement to provide a School site with a sports field
- Applicant should meet the Municipal standards
- Creating walkable communities for residents
- ALR lands and Sustainability – providing food sources
- School District 62 requirement for planning and capital applications
- The closure of Sooke Schools
- Cancelled meeting with School Board Trustees
- Maintenance of Community Fields

**MOVED** by Councillor Smith to recommend that Council direct staff to work with the applicant to explore other options to meet the requirements in the covenant.

**CARRIED** Mayor Evans and Councillor Beech opposed the motion

**MOVED** by Councillor Parkinson to recommend that Council direct staff to schedule a meeting with School District No. 62 Board of Trustees to discuss the School District No. 62 Matrix plan.

**CARRIED UNANIMOUSLY**

Dave Mallet, Westview Terrace, stated that Sunriver residents support the proposed new school site and asked Council to visit the site to have a better understanding of the access point.

Brenda Ryan, Charters Road, expressed concerns with the new school in Sunriver and reminded Council that the School Districts intention is to use the sale of the two existing school sites to fund the construction of the new Sunriver school. Ms. Ryan expressed support for playing fields and asked if an all weather field could be considered.

Dawn Hamer, Golledge Avenue, stated that she disagrees with the point that future location of the Sunriver school has no relation to School District 62 decisions about how to most effectively serve Sooke students and reminded Council that they do have a voice in community decision making.

David Parsons, Phillips Road, commended Council for not making a decision and gave an opinion of the Agriculture Land potential. Mr. Parsons stated that there is no legal access to the Phase 2 Lands and that study reports vary in detail.

4. **Closure of excess road right-of-way along Grant Road West**

Ian Scott gave an overview of the application for 6838 Grant Road West and 6826 Grant Road to remove surplus road right-of-way. Mr. Scott explained that there is excess road right-of-way at this location.

Dallas Julien, owner of 6838 Grant Road West explained that the surplus road right of way would be used for entrance gardens and sidewalks not for extra building area. Mr. Julien provided the history of the subdivision road dedication for 6826 Grant Road West.

**MOVED** by Councillor Dumont to recommend that Council direct staff to draft a Policy for Grant Road West closure options.

**CARRIED UNANIMOUSLY**

Randy Clarkston, Glenidle Road, expressed monetary and staffing concerns for surveying and aligning Grant Road West and stated that the Subdivision and Development Servicing Bylaw is a tool that can be used effectively.

5. **Rezoning Application – 6911 Larkspur Road**

Marlaina Elliott provided an overview of the proposed rezoning of the property located at 6911 Larkspur Road from Town Centre Residential Zone - RS-1 to Mixed Small Lot Residential Zone – RS-2.

Council discussed the proposed application and asked for clarification on the proposed creation of three new single family dwellings and noted the following concerns:

- Maintaining the existing character in the neighbourhood
- Parking requirements
- CRD water line upgrade requirement

**MOVED** by Councillor Armour to recommend that Council give first reading to Bylaw No.350, *Zoning Amendment Bylaw (270-36)*.

**CARRIED**

Randy Clarkston calculated that the lot size would permit two additional dwelling unit and verified that he has a conceptual plan.

Neil Gertsma, Sooke Road, stated that parking has not been an issue for the current duplex and calculated that status quo zoning allows for six units.

6. **Rezoning Application – 2066 Maple Avenue South**

A discussion was held on the history of the property and potential problems of the in fill site.

**MOVED** by Councillor Dumont to recommend that Council require a Geo-Tech study prior to proceeding with the rezoning application.

**CARRIED**

Clive Kitchener, Maple Avenue South, expressed concerns for storm water drainage for the area and invited Council to visit [sookesoapbox.com](http://sookesoapbox.com); stirring the waters from Sooke to Port Renfrew.

Barry Whiting, Grant Road West, expressed concerns of drainage problems.

The meeting was adjourned at 8:57 p.m.

**Certified Correct:**

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**Janet Evans**  
Mayor

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**Dave Devana**  
Acting Chief Administrative Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held April 7, 2008 at 7:00 p.m.  
Council Chamber, 2225 Otter Point Road

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**COUNCIL PRESENT:**

Mayor Janet Evans  
Councillor Jen Smith  
Councillor Sheila Beech  
Councillor Ron Dumont  
Councillor Rick Kasper  
Councillor Brenda Parkinson

**ABSENT:**

Councillor Rick Armour

**STAFF PRESENT:**

Evan Parliament, Chief Administrative Officer  
Marlaina Elliott, Director of Planning  
Dave Devana, Director of Finance  
Bonnie Sprinkling, Corporate Services  
Manager/Deputy Clerk  
Bob Kelsey, Fire Chief  
Darcey Kohuch, Director of Engineering  
Lisa Urlacher, Council Clerk  
Staff Sergeant, Roger Plamondon

**1. Call to Order**

The meeting was called to order at 7:03 p.m.

**2. Approval of Agenda**

**MOVED** by Councillor Beech to approve the agenda as circulated.  
**CARRIED UNANIMOUSLY**

**3. Amendment to the Animal Control Bylaw – Spay Neuter Cats**

Don Brown, Capital Regional District Chief Bylaw Officer, asked Council to consider amending Bylaw No. 1465, *Animal Control Bylaw* for cat owners to identify their cat by tattoo, tag or microchip. Mr. Brown explained that the CRD are offering identification tags free of charge and veterinarians offer a service of tattooing and microchips. Mr. Brown explained that by introducing cat identification Animal Control can ensue that impounded cats be returned to the owner.

Mr. Brown discussed with Council the mandatory spay/neuter to reduce the stray cat population and that it would be a tool to reduce the problem.

**MOVED** by Councillor Smith to recommend that Council direct staff to amend Bylaw No. 1465, *Animal Control Bylaw* to include a mandatory identification program for cats.  
**DEFEATED**

**MOVED** by Councillor Dumont to recommend that Council accept the report and express that Council supports a volunteer identification program.  
**CARRIED UNANIMOUSLY**

**4. Rezoning Application – 2067 Church Road**

Marlaina Elliott overviewed that staff report explaining that the purpose of the application is to rezone the property from Village Residential 1 Zone (R-1) to Town Centre Residential Zone (RS-1), which will allow the lot to be further subdivided. Ms. Elliott noted that the request is inconsistent with the Official Community Plan designation of Town Centre Mixed Use. Ms. Elliott stated that staff does not support this rezone request.

Randy Clarkston, agent, explained that the applicants intention is to keep the existing house and create a single lot subdivision to accommodate a single family dwelling with a suite.

Council discussed the rezoning and expressed concerns of onerous requirements.

Fire Chief, Bob Kelsey clarified the requirements for adequate fire flow and / or adequate sprinkling system and that there is no charge for the flow test.

John Nicholson, Solent Street, commented on the comprehensive executive summary in the staff report and expressed support for creating development using zoning as a tool. Mr. Nicholson stated that downstream retention does not accommodate heavy downpours.

**MOVED** by Councillor Kasper to recommend that Council proceed with the rezoning application and amend the requirements on Schedule "A" of the Section 219 Covenant by deleting number six: The owner shall, in advance of the issuance of any building permit on the land, service new development with underground utilities, to the standards acceptable to the Municipality.

**CARRIED**

**5. Rezoning Application – 6357, 6355, 6359, 6353 Belvista Place and 6309 Sooke Road**

Marlaina Elliott overviewed the staff report explaining that the purpose of this application is to rezone the properties to allow the lots to be developed for a comprehensive mixed-use commercial, tourist, retail, hotel, multi-family residential development.

George Klumper, Holland Developments Ltd., explained the conceptual plan for the development to incorporate the cultural heritage features and the natural area of the site. Mr. Klumper explained that the development is designed to enhance the gateway into Sooke with a mixed-use hotel. Mr. Klumper, Holland Developments Ltd., explained the archaeological significance of the T'Sou-ke Nation burial ground and the proposed conservation area.

Phillip Scott, Holland Development Ltd., provided a visual presentation highlighting the objectives, concept, process and details of the development. Mr. Scott explained that the location is key; walking distance from the Town Core, fifteen plus acres, waterfront, road access and topography. Mr. Scott explained that the development incorporates Smart Growth and Sustainable Development Principles. Mr. Scott presented the conceptual plan:

- Open space and natural features on site
- Mixed-use residential with commercial components
- New hotel and associated facilities
- Wide variety of residential dwellings
- Public access and pedestrian environment
- Community amenities

Council discussed the proposed development and clarified that the development has a 35% footprint with 500-800 units. Council expressed the following concerns:

- T'Sou-ke Nation Traditional territory
- Developers limited timeframe
- Clarification of new comprehensive zoning

Jackie Claringbull, Belvista Place, expressed opposition and concerns towards the development. Ms. Claringbull stated that the developer has not contacted her regarding the proposal and commented that the development would create disruption during construction and after completion.

Ed Helgeson, Belvista Place, expressed support for the proposed development, which includes a hotel.

Rita Bellivan, Belvista Place, expressed traffic concerns and the impact the development will have on Sooke Road.

Bruce McMillan, Deerlepe Road, expressed support for the proposed development.

Bernard Bing, Belvista Place, provided the history of his property and expressed support for the development.

**MOVED** by Councillor Kasper to recommend that Council direct staff to work with the Developer to bring forward several comprehensive development zones.

**CARRIED**

**MOVED** by Councillor Kasper to recommend that Council direct the Mayor to schedule a joint meeting with the T'Sou-ke Nation, the District of Sooke Council and the Developer for the proposed mixed use Belvista Place / Sooke Road development.

**CARRIED**

Under Item No. 4:

2. **MOVED** by Councillor Parkinson to recommend that Council direct staff to investigate the cost of underground wiring and invite a BC Hydro representative to present to Council.

**CARRIED**

The meeting was adjourned at 8:41 p.m.

**Certified Correct:**

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**Janet Evans**  
Mayor

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**Evan Parliament**  
Chief Administrative Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held April 21, 2008 at 7:00 p.m.  
Council Chamber, 2225 Otter Point Road

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Mayor Janet Evans  
Councillor Rick Armour  
Councillor Sheila Beech  
Councillor Ron Dumont  
Councillor Rick Kasper  
Councillor Brenda Parkinson  
Councillor Jen Smith

Evan Parliament, Chief Administrative Officer  
Marlaina Elliott, Director of Planning  
Bob Kelsey, Fire Chief  
Dave Devana, Director of Finance  
Darcey Kohuch, Director of Engineering  
Lisa Urlacher, Council Clerk  
Staff Sergeant, Roger Plamondon

**ABSENT:**

1. **Call to Order**

The meeting was called to order at 7:02 p.m.

2. **Approval of Agenda**

Mayor Evans reported that the Official Community Plan Review Committee Update has been rescheduled to May 5, 2008 Committee of the Whole Meeting

**MOVED** by Councillor Parkinson to approve the agenda with the deletion of Item No. 6, Official Community Plan Review Committee Update.

**CARRIED UNANIMOUSLY**

3. **Rezoning Application – 6826 Grant Road West**

Marlaina Elliott provided an overview of the staff report for the proposed rezoning for the property located at 6826 Grant Road West from Village Residential 1 Zone (R-1) to High Density Multi Family Residential Zone (RM-4) to allow for multi-family residential development.

Dave Gardiner, applicant, described the affordable housing proposal of thirteen single story townhouses and a three story-nine unit apartment building with an elevator.

A discussion ensued involving questions and comments from members of Council, staff and the applicant regarding the application.

These discussions included the following concerns and other issues:

- High density outside the revitalization centre of town
- Affordable housing component (apartment building) completed first
- Affordable housing formula relative to real estate market
- Legal assurance of affordable housing
- 5% cash in lieu of parkland

- Joint venture with neighbouring property
- Traffic Impact study or cash in lieu
- Need for rental homes in Sooke
- Walk ability to town core

Dallas Julien, adjacent property owner, identified that the project could be built starting at the rear of the property and clarified the affordable housing unit maximum price of \$220,000.

Randy Clarkston, agent, reminded Council that parkland dedication is acquired during the subdivision stage and clarified that the conceptual drawing is preliminary. Mr. Clarkston gave examples of high density in a CTC zone compared to the RM4 zone.

John Nicholson, Solent Street, expressed the importance of zoning relating to the Official Community Plan. Mr Nicholson recommended that Council consider creating a Rental Zone with DCC and Tax exemptions. Mr. Nicholson expressed that he does not support a Traffic Study. Mr. Nicholson stated that the District of Sooke needs an affordable Housing Policy and Bylaw and that the cost of purchasing land increases in value when there is rezoning potential.

David Mallett, Westview Terrace, expressed support for nine-unit apartment with an elevator located at 6826 Grant Road West and stated that affordability comes from density.

Dana Lajeunesse, Grant Road West, stated that the Gatewood / Grant area is a walk able corridor.

The discussions resulted in the following resolutions:

**MOVED** by Councillor Smith to recommend that Council **not** accept High Density Multi Family Residential Zone (RM-4) for the property located a 6826 Grant Road West.

**CARRIED**

**MOVED** by Councillor Armour to recommend that Council accept Medium Density Multi Family Residential Zone (RM-3) for the property located a 6826 Grant Road West.

**CARRIED**

**MOVED** by Councillor Smith to direct staff to include in the section 219 covenant a specified amount for affordable housing, clearly define parkland dedication and provide a formula for cash in lieu of a traffic study.

**CARRIED**

Resulting from the discussion Council asked staff to create a median price formula for affordable housing relating to market value.

4. **Tax Rate Policy Discussion**

Dave Devana asked Council to provide guidance on the Tax Rate Policy for the 2008 tax Rate Bylaw.

A discussion took place on the ratio of taxes distributed among the property classes; the following three recommendations resulted from the discussion:

**MOVED** by Councillor Smith to recommend that Council maintain the same distribution of municipal property taxes among the property classes;

**AND THAT** the Committee of the Whole refer the development of revenue and tax objectives and policies to the Finance and Administration Committee and the Official Community Plan Review Committee.

**DEFEATED**

**MOVED** by Councillor Dumont to recommend that Council receive the report.

**CARRIED**

**MOVED** by Councillor Beech to recommend that Council refer the development of revenue and tax objectives and policies to the Finance and Administration Committee.

**CARRIED**

Councillor Smith noted that written submissions from the public would be accepted and included in the minutes for the Finance and Administration Committee meetings.

David Mallett, Westview Terrace, asked Council when the date for the next Finance and Administrative Committee meeting.

Mayor Evans responded that the meeting would need to be schedule and proper public notice would apply.

5. **CRD Water Disinfection Plant – Municipal Fees**

There was a brief discussion regarding the history and past relations with the Capital Regional District.

**MOVED** by Councillor Beech to recommend that Council direct staff to bring forward a report to Council upon receiving a written request for waiving the municipal building fees for the CRD water disinfection plant to be located in Sooke.

The meeting was adjourned at 9:02 p.m.

**Certified Correct:**

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**Janet Evans**  
Mayor

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**Evan Parliament**  
Chief Administrative Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held May 5, 2008 at 7:00 p.m.  
Council Chamber, 2225 Otter Point Road

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Mayor Janet Evans  
Councillor Rick Armour  
Councillor Sheila Beech  
Councillor Ron Dumont  
Councillor Brenda Parkinson

Evan Parliament, Chief Administrative Officer  
Marlaina Elliott, Director of Planning  
Bob Kelsey, Fire Chief  
Ian Scott, Associate Planner  
Lisa Urlacher, Council Clerk  
Staff Sergeant, Roger Plamondon

**ABSENT**

Councillor Jen Smith  
Councillor Rick Kasper

1. **Call to Order**

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

2. **Approval of Agenda**

**MOVED** by Councillor Beech to approve the agenda as circulated.  
**CARRIED UNANIMOUSLY**

3. **Official Community Plan Review Committee Update**

Ian Scott introduced Felice Mazzoni, Mazzoni and Associates. Mr Mazzoni updated Council on the results from the public process and surveys. Mr. Mazzoni highlighted the following issues from the Community Survey results:

- Environmental concerns
- Water Quality
- Housing for seniors
- Growth Management
- Improving road corridor
- Downtown Revitalization
- Food Security
- Transportation for pedestrian and cycling
- Design Guidelines

Mr. Mazonni highlighted the Youth Survey results:

- Preserve the small town character of community
- Create a sense of place
- Drug and alcohol rated by youth as the biggest problem
- Road conditions – unsafe streets

A discussion ensued involving questions and comments from Council and consensus was to find a balance between the inevitable growth of Sooke and preserving Sooke's small town feel and spirit.

Mr. Mazzoni explained that Mazzoni and Associates would now create the policies from the information received in the public process for the Official Community Plan. Mr. Mazonni stated a report would come forward to Council with three or four options for each policy statement and then the formal Public Hearing would follow.

The meeting was adjourned at 7:32 p.m.

**Certified Correct:**

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**Janet Evans**  
**Mayor**

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**Evan Parliament**  
**Chief Administrative Officer**

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held June 16, 2008 at 7:00 p.m.  
Council Chamber, 2225 Otter Point Road

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Mayor Janet Evans  
Councillor Rick Armour  
Councillor Sheila Beech  
Councillor Ron Dumont  
Councillor Rick Kasper  
Councillor Brenda Parkinson  
Councillor Jen Smith

Evan Parliament, Chief Administrative Officer  
Marlaina Elliott, Director of Planning  
Bob Kelsey, Fire Chief  
Bonnie Sprinkling, Corporate Services  
Manager/Deputy Clerk  
Dave Devana, Director of Finance  
Al Fontes, Engineering Technician  
Lisa Urlacher, Council Clerk

**ABSENT:**

1. **Call to Order**

The meeting was called to order at 7:02 p.m.

2. **Approval of Agenda**

**MOVED** by Councillor Beech to approve the agenda as circulated.  
**CARRIED UNANIMOUSLY**

Staff notified Council that the Downtown Design Consultants would be arriving late and asked that item 3 be postponed till they arrive.

3. **2008 Municipal Annual Report**

Ms. Sprinkling provided an overview of the legislative requirements for the annual municipal report and asked Council for comments:

Council commented on the 2008 / 2009 Municipal Objectives, the 2007 Municipal Objectives Progress Report and inquired when the Audited Financial Statement would be received. Ms. Sprinkling stated that the statement was received late this afternoon and would be available for the June 23<sup>rd</sup>, 2008 Regular Council meeting.

**MOVED** by Councillor Kasper to recommend that Council authorize staff to release the Annual Report for public inspection at the June 23<sup>rd</sup>, 2008 Regular Council meeting with applicable amendments; subject to the receipt and review by Council of the 2007 Audited Financial Statements;

**AND THAT** Council schedule the annual meeting for July 7<sup>th</sup>, 2008 (6:00 p.m.) subject to the approval by Council of the 2007 Audited Financial Statements.

**CARRIED**

#### 4. **Downtown Plan Progress Report**

Denis Carlson, Dennis Carlsen Consulting, provided an overview of the progress of the work on the plan for the Sooke town centre. Mr. Carlsen indicated that the plan would include Downtown Development Standards for infrastructure and amenities and that it would define land use within the Town Centre. Mr. Carlsen recognized the work previously done by the Downtown Revitalization Committee and the Sooke Economic Development Commission. Mr Carlsen highlighted Sooke's Town Centre strengths, weaknesses, opportunities and threats and submitted in his report dated June 9, 2008.

Frank D'Ambrosio, Consultant, provided visual images of the town centre transformations. Mr. D'Ambrosio stated that town planning comes from the community and that the tools that take control of the future of Sooke need to be established. Council will be better able to control developments size shape and character and developers will have certainty when the plans are established for the Town Centre. Mr. D'Ambrosio outline how urban design can create streets and building to go together in a safe environment.

A discussion ensued involving questions and comments from members of Council. During the discussion Mr. Carlsen indicated that the time line for more public input in June, then bringing forward the plan in September and another open house n the fall.

**MOVED** by Councillor Kasper to accept the Sooke Town Centre Plan Update for information.

**CARRIED UNANIMOUSLY**

#### 5. **Draft Revised District of Sooke Sewer Specified Area Boundary Policy**

Mr. Fontes provided an overview of the revised Sooke Core Sewer Specified Area Boundary Policy 11.5 and highlighted the changes and revision recommendations. A discussion ensued with questions and comments from members of Council and Staff concerning:

- Term for latecomers agreement in section 5
- Petition process for areas not at 100% support in section 2
- The amounts for application fees in section 3
- Process for developers who have already bought into the SSA
- Concern for protecting the rights of existing SSA residents
- Newcomers could have a higher annual rate
- Mechanism for new development to charge DCC
- Sewer modelling in place to re-coop fees
- Minimum assist factor 1%
- New addition increase of 20% for expansion
- Legalities of latecomers agreement
- Priority consideration to failing onsite sewage systems

**MOVED** by Councillor Beech to receive the Sooke Sewer Specified Area Boundary Policy for information

**CARRIED**

Thomas Bligh, West Coast Road stated that not only developers benefit from being included in the sewer serviced area but resident as well. Mr Blye asked if the connection fee was comparable to other municipalities.

Council responded that the Sooke sewer levy was considerably lower than comparable municipalities.

6. **Amendment to Bylaw No. 365 – 2260 Maple Avenue North**

Ms. Elliott provided an overview of the intent of the amendments to Bylaw No. 365, *Zoning Amendment Bylaw (270-44)*. A discussion ensued with questions and comments from members of Council and Staff. These discussions resulted in the following recommendation

**MOVED** by Councillor Kasper to recommend that Council amend Bylaw No. 365, Zoning Amendment Bylaw (270-44).

**CARRIED**

Councillor Smith opposed the motion

7. **Composting Service as a support Mechanism to Reduce Burning in Sooke**

Mary Brooke discussed with Council a proposal to provide local services and education for the composting of garden and forest waste (as one alternative to burning); and public education to foster local food production (i.e. increases residential crop gardening). Ms. Brooke submitted a new discussion report, which replaced the previous proposal included in the agenda package.

A discussion ensued with questions and comments from members of Council, Staff and Ms. Brooke. Council had the following concerns and comments:

- to date – no municipally owned equipment
- Municipal capital for start up costs
- Municipal works yard as possible site location
- Existing waste hauler and disposal businesses
- Purchasing policy – open bid

Council stated that this would be a great service for Sooke and made the following recommendation:

**MOVED** by Councillor Dumont to receive the report and refer the composting, gardening, burning, and air quality discussion to the Sooke Economic Development Commission.

**CARRIED UNANIMOUSLY**

Clive Kitchener, Maple Avenue South, expressed opposition to the proposal and read and submitted his statement. Mr. Kitchener stated that the proposal would cost the

District of Sooke, which would therefore increase the taxes. Mr. Kitchener expressed concerns with the requirement to purchase necessary equipment, use of the public works yard, being able to provide the District of Sooke with 10% of net revenues in the first year of business and that this is not a remedy for the ban on burning.

8. **Amendment to Bylaw No. 292, *Fire Protection Services Bylaw, 2007***

Mr Kelsey provided maps for Council to delineate the burn ban areas. Council discussed the mapping exercise and made the following recommendation:

**MOVED** to direct staff to draft an amendment to Bylaw No. 292, *Fire Protection Services Bylaw, 2007* as follows:

- prohibit land clearing fires entirely
- prohibit open burning west of the Sooke River
- allow open burning east of the Sooke River when air indexing allows – during the months of October through April.
- Waive the permit fee and allow open burning for residents with farm status property

**CARRIED**

Council acknowledge support for designated areas for land clearing debris to be deposited and burned with air blowers.

**MOVED** by Councillor Parkinson to extend the meeting past 10:00 p.m.

**CARRIED UNANIMOUSLY**

Ellen Lewers, Sooke Road, expressed the need for residents with larger lots and resident who produce their own food to be able to burn. Ms. Lewers asked that Council encourage a rural atmosphere and stated facts on CO2 and particulates.

David Nelson, West Coast Road, expressed concern that he would no longer be able to burn. Mr. Nelson stated that he was in a rural area.

Council responded that he was across from an elementary school and prior to the ban he was unable to burn during school hours as he is located within 500 m of a public school.

Thomas Bligh, West Coast Road, expressed opposition to the ban and asked Council to reconsider and go back to the way it was so residents could burn throughout the months of October through April.

9. **Extension of Fire and Suppression Service and Emergency Response Agreement – Silverspray Local Service Area**

Mr. Devana provided an overview of the agreement and Council made the following recommendation:

**MOVED** by Councillor Parkinson to recommend to Council that the District of Sooke extend the Fire and Suppression Service and Emergency Response Agreement for Silverspray local service area to include 2009 and 2010.  
**CARRIED UNANIMOUSLY**

The meeting was adjourned at 10:21 p.m.

**Certified Correct:**

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**Janet Evans**  
Mayor

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**Evan Parliament**  
Chief Administrative Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held June 26, 2008 at 7:00 p.m.  
Council Chamber, 2225 Otter Point Road

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Acting Mayor Sheila Beech  
Councillor Rick Armour  
Councillor Rick Kasper  
Councillor Brenda Parkinson  
Councillor Jen Smith

Evan Parliament, Chief Administrative Officer  
Marlaina Elliott, Director of Planning  
Bonnie Sprinkling, Corporate Services  
Manager/Deputy Clerk  
Katherine Lesyshen, Planner

**ABSENT:** Mayor Janet Evans, Councillor Ron Dumont

1. **Call to Order**

The meeting was called to order at 7:04 p.m.

2. **Approval of Agenda**

**MOVED** by Councillor Parkinson to approve the agenda as circulated.

**CARRIED UNANIMOUSLY**

3. **Presentation of Draft Sooke Sustainable Development Strategy Report**

Acting Mayor Beech introduced Mark Holland and Mr. Holland gave a powerpoint presentation of the draft Sustainable Development Strategy for the District of Sooke. The eight key strategies identified:

1. Create neighbourhood centres and a downtown waterfront that are compact and complete.
2. Develop a transportation system that provides viable opportunities for non-automobile and transit use.
3. Support low-impact, energy-efficient, healthy buildings in which to live, work and play.
4. Celebrate cultural and ecological assets through the management of open spaces and the public realm.
5. Develop low-impact, efficient, green infrastructure.
6. Foster a healthy, resilient and supportive community.
7. Promote jobs and businesses that contribute to a locally-oriented, green economy.
8. Promote a healthy, sustainable, local food system.

**MOVED** by Councillor Parkinson to recommend Council accept the draft Sooke Sustainable Development Strategy Report.

**CARRIED UNANIMOUSLY**

The meeting was adjourned at 8:35 p.m.

**Certified Correct:**

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**Janet Evans**  
Mayor

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**Evan Parliament**  
Chief Administrative Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held July 7, 2008 at 7:00 p.m.  
Council Chamber, 2225 Otter Point Road

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Mayor Janet Evans  
Councillor Rick Armour  
Councillor Sheila Beech  
Councillor Ron Dumont  
Councillor Rick Kasper  
Councillor Brenda Parkinson  
Councillor Jen Smith

Evan Parliament, Chief Administrative Officer  
Marlaina Elliott, Director of Planning  
Bob Kelsey, Fire Chief  
Bonnie Sprinkling, Corporate Services  
Manager/Deputy Clerk  
Dave Devana, Director of Finance  
Darcey Kohuch, Director of Engineering  
Lisa Urlacher, Council Clerk

**ABSENT:**

1. **Call to Order**

The meeting was called to order at 7:04 p.m.

2. **Approval of Agenda**

**MOVED** by Councillor Beech to approve the agenda with the addition of the letter from Seaparc dated February 07, 2008 and the petition for Local Area Service at 2168 Phillips Road as supplemental information.

**CARRIED UNANIMOUSLY**

3. **Silver Spray Development Update**

Michael Thornton presented to Council an update on the latest proposal regarding the Silver Spray development plans and explained the reason behind the re-zone application adjusting internal boundaries.

A discussion ensued with members of Council and Mr. Thornton regarding the proposed re-zoning.

Victor Wehmann, Andover Road, expressed support for the proposed rezoning.

Clive Kitchener, Maple Avenue South, commented on the tent houses and stated that he does not have a problem with commercial development and referred to the Painters Lodge and the amenity of a water taxi. Mr. Kitchener commented on the annexation of Silverspray and Mr. Kitchener expressed concern of the noise created from large construction equipment.

**MOVED** by Councillor Parkinson to recommend that Council proceed with a rezoning application removing 6 ha. In the CD3-B and re-allocate the 6 ha. to the CD3-A.

**CARRIED**

4. **Rezoning Application – 1928 and 1930 Maple Avenue South**

Marlaina Elliott provided an overview of the staff report. A discussion ensued involving questions and comments from members of Council, staff and the applicant. These discussions resulted in the following concerns:

- Buffer around ALR lands
- Covenant on townhouses for moratorium on complaints regarding farming noise, smells and other inconveniences.
- Latecomers fees for road improvements
- Left turn lane access on Westcoast Road to Tomminy
- Continuation of Tomminy Road

Randy Clarkston, Glenidle Road stated that the answer to getting roads built and a proper road network is to infill the community.

Clive Kitchener, Maple Avenue South, expressed support for the zoning change and asked the status of the Maple Avenue South drainage. Mr. Kitchener stated that he is not in favour for sidewalks or additional light on Maple Avenue South.

John Brohman, adjacent property owner, expressed support for the application and stated that a traffic light would be more appropriate at the Maple Avenue and Westcoast intersection rather than Tomminy Road.

John Patterson, Maple Avenue South, expressed frustration towards the rezoning process.

**MOVED** by Councillor Parkinson to recommend that Council give first reading of Bylaw No. 366, *Zoning Amendment Bylaw (270-45)*.

**CARRIED**

**MOVED** by Councillor Armour to recommend that Council give second reading of Bylaw No. 366, *Zoning Amendment Bylaw (270-45)*.

**CARRIED**

**MOVED** by Councillor Dumont to recommend that Council schedule a public Hearing for Bylaw No. 366, *Zoning Amendment Bylaw (270-45)* for August 18<sup>th</sup>, 2008.

**CARRIED UNANIMOUSLY**

5. **Rezoning Application – 1940 Maple Avenue South**

Marlaina Elliott provided an overview of the staff report. A discussion ensued involving questions and comments from members of Council.

Clive Kitchener, Maple Avenue South, expressed opposition to providing sidewalks on Maple Avenue South and suggested cash in lieu to revitalize the Downtown Area with sidewalks.

Kevin Pearson. Maple Avenue South, expressed support for the proposed application.

These discussions resulted in the following recommendations:

**MOVED** by Councillor Parkinson to recommend that Council give first reading of Bylaw No. 367, *Zoning Amendment Bylaw (270-46)*.

**CARRIED**

**MOVED** by Councillor Parkinson to recommend that Council give second reading of Bylaw No. 367, *Zoning Amendment Bylaw (270-46)*.

**CARRIED**

**MOVED** by Councillor Parkinson to recommend that Council schedule a public Hearing for Bylaw No. 367, *Zoning Amendment Bylaw (270-46)* for August 18<sup>th</sup>, 2008.

**CARRIED UNANIMOUSLY**

6. **Sewer Local Service Area Inclusion Request - SEAPARC**

Darcey Kohuch provided an overview of the staff report.

Council discussed the flow generation volume and fees and had the following concerns:

- Title of ownership where pump station is located
- How many SFE's would be used by SEPARC
- Maintaining actual cost of running the facility by charging the SFE
- Cost to taxpayer

**MOVED** by Councillor Kasper to recommend that Council give first reading of Bylaw No. 370, *Sooke Core Specified Area Amendment Bylaw (150-6)*.

**CARRIED UNANIMOUSLY**

**MOVED** by Councillor Armour to recommend that Council give second reading of Bylaw No. 370, *Sooke Core Specified Area Amendment Bylaw (150-6)*.

**CARRIED UNANIMOUSLY**

**MOVED** by Councillor Armour to recommend that Council give third reading of Bylaw No. 370, *Sooke Core Specified Area Amendment Bylaw (150-6)*.

**CARRIED UNANIMOUSLY**

7. **Road Closure and Sale Policy**

Darcey Kohuch provided an overview of the staff report.

A discussion ensued involving questions and comments from members of Council and staff, these discussions resulted in the following recommendation:

**MOVED** by Councillor Parkinson to recommend that Council adopt Policy No. 2.2, *Road Closure and Sale Policy* as amended:

Item 3 include Public Input Meeting and adjust to (a) and (b)

Item 5 replace may with must

Item 8 remove "Council will consider the legitimacy of any comments received"

Item 10 should be 4c

Item 11 be adjust to (a) and (b) to include Public Input in Item 3

Item 15 becomes obsolete

**CARRIED**

The meeting was adjourned at 9:10 p.m.

**Certified Correct:**

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**Janet Evans**  
Mayor

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**Evan Parliament**  
Chief Administrative Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held July 21, 2008 at 7:00 p.m.  
Council Chamber, 2225 Otter Point Road

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Mayor Janet Evans  
Councillor Rick Armour  
Councillor Sheila Beech  
Councillor Ron Dumont  
Councillor Rick Kasper  
Councillor Brenda Parkinson  
Councillor Jen Smith

Evan Parliament, Chief Administrative Officer  
Marlaina Elliott, Director of Planning  
Bob Kelsey, Fire Chief  
Bonnie Sprinkling, Corporate Services  
Manager/Deputy Clerk  
Dave Devana, Director of Finance  
Darcey Kohuch, Director of Engineering  
Lisa Urlacher, Council Clerk

**ABSENT:**

1. **Call to Order**

The meeting was called to order at 7:02 p.m.

2. **Approval of Agenda**

**MOVED** by Councillor Beech to approve the agenda as circulated.  
**CARRIED UNANIMOUSLY**

3. **Road Closure and Exchange – 6838 Grant Road West**

Marlaina Elliott provided an overview of the staff report. Dave Gardener, applicant, spoke to the provision of infrastructure and boulevard amenities with landscaping.

A discussion ensued involving questions and comments from members of Council, staff and the applicant including:

- Staff to bring plans for Grant Road West alignment forward
- Policy No. 2.2, *Road Closure and Sale Policy* not yet adopted
- Opportunity for an area for a BC transit Stop
- Fee bylaw amendment for application
- what will the right of way be zoned when amalgamated with the property

Staff noted the concerns regarding road alignment and commented on the infrastructure opportunities; the exchange of the 3 ½m extra width, bike lane of 1 ½m and parking, curb and gutter storm drain with an open swail, developing a trail way and potential parking could which could alternately provide a sale Bus Stop.

**MOVED** by Councillor Armour to recommend that Council direct staff to proceed with the road closure and exchange of the 432m<sup>2</sup> portion of the road located at 6838 Grant Road West.  
**CARRIED**

#### 4. **Sooke Family Resource Society**

Chris Holt, Program Manager Counselling Services explained the Sooke Navigator Program, as a responsive service to help clients and community needs with mental health issues and addictions.

Sandi Brumovsky, Youth Navigator explained that the navigator service model is developed with a steering committee of service providers and helps eliminate gaps and is an opportunity to network with other service agencies. Ms. Brumovsky stated that her clientele is between the ages of 0-18 years.

Pamela Shaw, adult navigator that the framework model identifies gaps in the service for mental health and addiction. The program assists people with accessing the services available and helps create a trust with the system.

Ms. Brumovsky stated that working with the youth interesting, unique and challenging. During their teen years they have limited life skills and the need to be an avenue for them to access the services available to them.

Ms. Shaw explained the typical adult case seeking help during their crisis and the navigational steps that are provided.

Chris Holt explained the pilot project funding for one year. School District #62, Ministry of Child and Family Development and Vancouver Island Health Authority fund the Youth Navigator program; United Way funds the Adult Navigator. Mr. Holt informed Council that there has been in excess of 85 referrals this year. Mr. Holt stated that he is involved with the Community Health Initiative and the Integrated Health. Council inquired as to issues related to the lack of housing.

#### 5. **Geo Tility Geothermal Installations Corp. TerraSource Geothermal Utility Services**

Barry Milner provided a power point presentation on geoexchange (geotherma heating and cooling) technology and highlighted the following:

- General mechanics and functions of a ground source heat pump system
- Variation on the design and installation of water to air and eater to water heat pump configurations
- Mechanical system and design features and applications
- Economic Analysis; payback, return on investment, and value added attachment
- Residential and commercial case studies
- Environmental impact analysis
- Utility service model applications – Terrasource, Corix and Terasen

6. **Rezoning Application – 2066 Maple Avenue South**

Marlaina Elliott provided an overview of the staff report. Ron McNeil, applicant spoke to the proposed townhouse development and commented on the geotechnical report.

A discussion ensued involving questions and comments from members of Council, staff and the applicant including:

- drainage concerns regarding low area across the road
- ensuring a stormwater drainage plan is complete
- Could RM-3 zone meet the applicants proposal
- RM-4 zone may allow the applicant to change their proposal

**MOVED** by Councillor Parkinson to recommend that Council to introduce and give first reading to Bylaw No. 356, *Zoning Amendment Bylaw (270-39)*.

**CARRIED**

**MOVED** by Councillor Parkinson to recommend that Council to give second reading to Bylaw No. 356, *Zoning Amendment Bylaw (270-39)*.

**CARRIED**

**MOVED** by Councillor Parkinson to recommend that Council to schedule a Public Hearing for Bylaw No.356, *Zoning Amendment Bylaw (270-39)* for August 18, 2008.

**CARRIED UNANIMOUSLEY**

7. **Rezoning Application – Lot A Grant Road West**

Marlaina Elliott provided an overview of the staff report.

Chris Packard, applicant, presented conceptual drawings of the proposed development, highlighting neighbourhood commercial (live / work) units and a parking structure.

A discussion ensued involving questions, concerns and comments from members of Council, staff and the applicant including:

- definition of townhouse – must enter from street level
- riparian area left natural – no maintenance permitted or disturbance
- dedicating riparian area as DOS park - lot coverage reduced if dedicated to the DOS
- OCP amendment required
- referral comments and concerns from staff

Gail Hall, Sooke River Road, stated that an OCP amendment would be required as it is just outside the Town Centre. Ms. Hall expressed opposition to dedicating the Riparian Area as park as it would impact the taxpayers and stated that the development should be responsible for the upkeep. Ms. Hall suggested an inside common area for the strata Council to meet and games room for residents would be a nice amenity to the multi family developments.

**MOVED** by Councillor Smith to direct staff to investigate the requirement of an Official Community Plan amendment for Lot A Grant Road West and the referral issues prior to bringing the proposal forward.

**CARRIED**

8. **Development Permit Application – 6527 & Lot A Sooke Road**

Marlaina Elliott provided an overview of the staff report.

Peter Hardcastle, architect, provided a visual presentation of conceptual drawing of elevation form and character.

A discussion ensued involving questions, concerns and comments from members of Council, staff and the applicant. These discussions resulted in the following concerns and questions:

- CTC-1 zone requires commercial component
- private sidewalk on south end of property
- construction works not to impose on park or Kennedy Road right of way
- does parking on first floor meet the requirements for commercial use
- liability issues approving DP when does not meet zoning permitted uses
- affordable housing component – starting at \$199,000
- retrofitting commercial / residential units on the ground floor
- home based business not a permitted use
- creation of one commercial unit on first floor

Neil Gertsma, Sooke Road, expressed support for the Development Permit.

Gail Hall, Sooke River Road, stated that allowing residential use only does not fit within the zone and cautioned Council when issuing Development Permits when they contradict the Bylaw.

These discussions resulted in the following recommendations:

**MOVED** by Councillor Dumont, seconded to extend the meeting past 10:00 p.m.

**CARRIED UNANIMOUSLY**

**MOVED** by Councillor Smith to recommend that Council **not** authorize issuance of a Development Permit to construct thirty-two dwelling units with concealed parking on the ground level.

**DEFEATED**

**MOVED** by Councillor Beech to recommend that Council to authorize issuance of a Development Permit to construct thirty-two dwelling units with concealed parking on the ground level.

**DEFEATED**

**MOVED** by Councillor Kasper to direct staff to obtain a legal opinion as to the Development Permit for 6527 & Lot A Sooke Road.

**CARRIED**

Councillor Smith opposed

9. **Sewer Options for Proposed 3031 Phillips Road Development**

**MOVED** by Councillor Armour to postpone consideration of Item No. 9 the Sewer Options for Proposed 3031 Phillips Road Development, as the applicant is not present

**CARRIED UNANIMOUSLY**

The meeting was adjourned at 10:29 p.m.

**Certified Correct:**

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**Janet Evans**  
Mayor

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**Evan Parliament**  
Chief Administrative Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held August 18, 2008 at 7:00 p.m.  
Council Chamber, 2225 Otter Point Road

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Mayor Janet Evans  
Councillor Brenda Parkinson  
Councillor Sheila Beech  
Councillor Ron Dumont  
Councillor Rick Kasper

Evan Parliament, Chief Administrative Officer  
Bob Kelsey, Fire Chief  
Bonnie Sprinkling, Corporate Services  
Manager/Deputy Clerk  
Darcey Kohuch, Director of Engineering  
Gerald Christi, Senior Planner  
Katherine Lesyshen, Planner  
Lisa Urlacher, Council Clerk

**ABSENT:**

Councillor Jen Smith  
Councillor Rick Armour

1. **Call to Order**

The meeting was called to order at 7:02 p.m.

2. **Approval of Agenda**

**MOVED** by Councillor Parkinson to approve the agenda as circulated.  
**CARRIED UNANIMOUSLY**

3. **Fire Protection Services Amendment Bylaw – Open Air Fires**

Evan Parliament provided background information in regards to the proposed amendment to Bylaw No. 292, *Fire Protection Services Bylaw 2007* and reviewed the options provided in the staff report.

A discussion ensued involving questions and comments from members of Council and staff. The following concerns were raised:

- Health issues related to open burning
- Compromise satisfactory to all
- Staffing for enforcement on ventilation indexing
- Air indexing provided for Sooke area, not Nanaimo
- Education campaign
- Provision of Class A fires
- Increase of violation fines - incremental
- Possible increase in complaints after adoption of Bylaw No. 292

John Patterson, Maple Avenue South, expressed the importance of an air indexing station in Sooke.

Brain Butler, Ella Road, expressed the need for a compromise between rural and urban properties and suggested a rural area be set aside to provide an opportunity for people to burn their yard waste.

Tom Blygh, West Coast Road, expressed support for option number four, to allow burning during good ventilation and suggested that the question be put forward as a ballot question in November.

Ralph Hull, Horne Road, read and submitted his statement.

**MOVED** by Councillor Dumont to recommend that Council restrict backyard burning for the entire District of Sooke to dry residential yard waste only during “good” ventilation indexing for a period of six months starting in October 2008 through to April 2009.  
**CARRIED UNANIMOUSLY**

A discussion ensued involving questions and comments from members of Council and staff regarding increasing the offence fines.

**MOVED** by Councillor Parkinson to recommend that Council increase the offence fines to incremental fines for different day offences \$100, second \$250 and third \$500  
**CARRIED UNANIMOUSLY**

4. **Applicant Delegation**– 1919 and 1923 1927 Maple Avenue South and 6881 Galaxie Road Covenant Amendment

Paul Ghinis spoke to Council regarding a covenant to design and construct an extension of Galaxie Drive.

Evan Parliament provided a visual map of the ownership of the four properties and explained that the owner of 1927 Maple Avenue South did not sign the covenant to extend Galaxie Drive along the frontage of his land.

Council discussed options with the applicant and staff to phase the development through a 219 covenant.

**MOVED** by Councillor Dumont to direct staff to work with the applicant and bring forward a covenant amendment for Council consideration.  
**CARRIED UNANIMOUSLY**

**MOVED** by Councillor Dumont to direct staff to bring forward a report to rescind the zoning for 1927 Maple Avenue South.  
**CARRIED UNANIMOUSLY**

5. **Sewer Policy 11.5 Amendment and Supporting Bylaws**

Darcey Kohuch provided an overview of the staff report.

Council and staff discussed the policy and bylaw amendments and asked that under section 3 the requirement to install the service connection be increased from 12 weeks to six months.

Gail Hall, Sooke River Road, expressed concern for the capital expense charge and asked what section of the Community Charter allows the District of Sooke to levy fees for service. Ms. Hall reminded Council that if requested, information regarding fees is to be provided to the public. Ms. Hall asked if the mandatory hook-up is a requirement and whether it is covered by the parcel tax expansion.

Clive Kitchener, Maple Avenue South, expressed his concern that there seems to be an ability to collect money for future expansions of the sewer in other areas but not for sidewalks. Mr. Kitchener commented on the Capital Expansion Charges.

Councillor Dumont thanked Darcey Kohuch for the excellent report.

**MOVED** by Councillor Dumont to recommend that Council adopt the proposed amendments to Policy No. 11.5, *Sooke Core Sewer Specified Area Boundary Policy* **AND THAT** Council introduce and give first, second, and third readings to supporting Bylaw No. 373, *Subdivision and Development Standards Amendment Bylaw (65-7)* and Bylaw No. 374, *Sooke Core Sewer Specified Area Mandatory Connection Amendment Bylaw, 2008 (281-2)*.

**CARRIED UNANIMOUSLY**

Council recessed the meeting at 8:53 p.m. and resumed the meeting at 8:55 p.m.

6. **Canada-British Columbia Building Canada Fund - Local Roads Grant Application**

Darcey Kohuch provided an overview of the staff report.

Council asked if a letter of support has been received from the Ministry of Transportation. Staff advised that we should receive an endorsement by the end of the week.

A discussion with members of Council and staff regarding property acquisition and phasing the projects dependent on grant monies received.

Clive Kitchener, Maple Avenue South, expressed the importance of the environmentally sensitive storm water management infrastructure.

Gail Hall, Sooke River Road, asked what was the public portion of Development Cost Charges and what was the Municipal portion.

Darcey Kohuch advised that the Gas Tax, Property Tax/Surplus, Casino and the Capital Works Reserve is the municipal portion.

Council asked if adjacent property owners have been notified and staff responded that Council approval was needed prior to the letters being sent.

Councillor Parkinson asked for the list of community groups that have received correspondence.

**MOVED** by Councillor Beech to recommend that Council endorse the application for the Canada-BC Building Canada Fund to secure funding for the Highway 14 and Collector Road Upgrade Project;

**AND THAT** subject to receipt of grant funding, Council authorizes staff to proceed with the project design, tendering and construction in accordance with District of Sooke policies and bylaws;

**AND THAT** upon successful completion of the project, Council supports the operation and maintenance of the infrastructure improvements identified as the responsibility of the District of Sooke.

**CARRIED UNANIMOUSLY**

The meeting was adjourned at 9:20 p.m.

**Certified Correct:**

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**Janet Evans**  
Mayor

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**Evan Parliament**  
Chief Administrative Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held September 15, 2008 at 7:00 p.m.  
Council Chamber, 2225 Otter Point Road

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Mayor Janet Evans  
Councillor Rick Armour  
Councillor Sheila Beech  
Councillor Ron Dumont  
Councillor Rick Kasper  
Councillor Brenda Parkinson  
Councillor Jen Smith

Evan Parliament, Chief Administrative Officer  
Dave Devana, Director of Finance  
Bob Kelsey, Fire Chief  
Bonnie Sprinkling, Corporate Services  
Manager/Deputy Clerk  
Gerald Christie, Senior Planner  
Lisa Urlacher, Council Clerk

**ABSENT:**

1. **Call to Order**

The meeting was called to order at 7:02 p.m.

2. **Approval of Agenda**

**MOVED** by Councillor Parkinson to approve the agenda as circulated with the addition of the supplemental information; letter received from Annette MacLean and Randy Dunn.

**CARRIED UNANIMOUSLY**

3. **Mobile Home Park Bylaw**

Linda Brown read and submitted her presentation to Council regarding the implementation of a Manufacture Home Park Redevelopment Policy for the District of Sooke. Ms. Brown overviewed the following:

- Why People Live in Mobile Homes
- Roles of Park Owner, Developers, Home Owner and Renter
- Difficulties moving Manufacture Homes
- Redevelopment of Mobile Home Parks – Where are residents and mobile home owners going to go
- City of Langford's Manufactured Home Park Redevelopment Policy
- Sooke's Affordable Housing Policy

Ms. Brown submitted a recommendation to Council for their consideration.

A discussion ensued involving questions and concerns from members of Council, staff and Ms. Brown:

- 2006 resolution to bring forward a model of Coquitlam policy
- Setting aside land for manufactured home parks
- Register covenant to ensure 246 manufactured home spaces in the District of Sooke

Randy Dunn, Langford, expressed concerns of resale and redevelopment of manufactured home parks and the need to protect the residents' security and investments of their homes.

Mr. Edwards, resident, stated that mobile homes are affordable housing and expressed concerns of uncertainty.

Bob McKay, Sooke River Road, stated that he had not been aware of the intention of the mobile home park owner to sell redevelopment the park when he purchased his home recently. Mr. Edward expressed the need to provide security to the mobile home owners.

**MOVED** by Councillor Parkinson to receive the Mobile Home Park Bylaw report for information;  
**AND THAT** Council refer the *Mobile home Park Bylaw* to the Official Community Plan Review Committee for comments to be brought forward to Council by the end of October  
**CARRIED**

**MOVED** by Councillor Smith to direct staff to bring forward a draft policy/bylaw for Manufactured Home Park Redevelopment to the October 6, 2008 Committee of the Whole or a Special Council meeting if scheduled.  
**CARRIED UNANIMOUSLY**

4. **Community Planning Public Open House – October 4, 2008**

**MOVED** by Councillor Parkinson to receive the Community Planning Public Open House report as information.  
**CARRIED UNANIMOUSLY**

The meeting was adjourned at 7:56 p.m.

**Certified Correct:**

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**Janet Evans**  
**Mayor**

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**Evan Parliament**  
**Chief Administrative Officer**

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held October 6, 2008 at 7:00 p.m.  
Council Chamber, 2225 Otter Point Road

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**COUNCIL PRESENT**

Mayor Janet Evans  
Councillor Rick Armour  
Councillor Sheila Beech  
Councillor Ron Dumont  
Councillor Rick Kasper  
Councillor Brenda Parkinson  
Councillor Jen Smith

**STAFF PRESENT**

Evan Parliament, Chief Administrative Officer  
Dave Devana, Director of Finance  
Bob Kelsey, Fire Chief  
Bonnie Sprinkling, Corporate Services  
Manager/Deputy Clerk  
Al Fontes, Acting Director of Engineering  
Gerald Christie, Acting Director of Planning  
Laura Byrne, Engineering Technician  
Lisa Urlacher, Council Clerk  
Staff Sergeant Roger Plamondon

1. **Call to Order**

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

2. **Approval of Agenda**

**MOVED** by Councillor Beech to approve the agenda with the addition of the following supplemental information:

Item No. 4 EPCOR, Outfall Report

- Water Quality Update Report

Item No. 5 Manufactured Home Park Policy

- Letter received October 3, 2008 - Debby Strong
- Letter received October 2, 2008 – Ludmyla Millar
- Letter received October 6, 2008 – Ada Christianson
- Letter received October 6, 2008 – Jill Sowden
- Letter received – Jeff Zigay

Item No. 6 Communication Tower Installation

- Letter received October 5, 2008 – Jim Coates

**CARRIED UNANIMOUSLY**

3. **Presentation – CRD Stormwater, Harbour and Watersheds Program**

Laura Byrne welcomed and introduced Dale Green, Supervisor, Stormwater, Harbours and Watershed Program and Barri-Lynn Rudolph, Environment Science Officer, Stormwater, Harbour and Watersheds Program.

Mr. Green provided a PowerPoint presentation reviewing the District of Sooke program components:

- Stormwater discharge surveys
- Upstream investigations
- Nearshore marine investigations
- Watercourse monitoring
- Special projects

A discussion ensued involving questions from Council as to discharge ratings of fecal coliform levels.

Gail Hall, Sooke River Road asked for the location of Alder Brook watercourse. It was clarified that the watercourse runs past the park and ride on Sooke River Road and alongside Fred Milne Park.

**MOVED** by Councillor Smith to recommend that Council receive the Stormwater Quality Annual Report, District of Sooke 2007 executive summary report;

**AND THAT** Council endorse the recommendations included in the report and discuss the continuation of the CRD stormwater quality contract with the 2008 budget.

**CARRIED UNANIMOUSLY**

#### **4. Presentation – EPCOR, Outfall Report**

Tammi Wetmore, EPCOR and Terrie Moore, EPCOR provided a Powerpoint presentation to Council with an environmental update on:

- Improved water quality key goal of system installation
- Monitor success four ways:
  - Sooke Harbour Water Quality
  - WWTP Performance
  - Outfall Water Quality Monitoring
  - Outfall Habitat Assessment

Also presented was a short DVD showing the marine life alongside the outfall pipe line.

Council discussed the environmental monitoring report and recommended the following:

**MOVED** to accept the Worley Parsons Komex report.

**CARRIED UNANIMOUSLY**

#### **5. Manufactured Home Park Redevelopment Policy**

Gerald Christie provided an executive summary of the Manufactured Home Park Redevelopment Policy outlining communication, compensation, relocation assistance, and a housing agreements.

Council discussed the Manufactured Home Park Redevelopment Policy and had the following concerns:

- Item 3 – define term “region”

- policy function and requirements when not redeveloping the park
- retroactive time period for redevelopment
- ensuring replacement of lost pad rental spaces within the CRD area
- lobby for provincial regulations protecting Manufacture Home owners
- Item 2.a.v. mutual agreement between parties
- Closure policy could be a deterrent or provide a loop hole

**MOVED** by Councillor Smith to recommend that Council direct staff to amend the Manufactured Home Park Policy to require a 3 or 5 year retroactive time period after park closure for Manufactured Home Park owners to comply with the policy.

After the discussion, the motion was amended to add the replacement of item 2.a.v. with the intent to attain mutual agreement between the land owner and the Manufacture Home owner of a certified appraiser for the current assessed values of each home onsite.

**DEFEATED** Councillor Smith supported the motion

**MOVED** by Councillor Parkinson to recommend that Council receive the report for information and direct staff to bring back a report incorporating the comments on the contents of the proposed Manufactured Home Park Policy;  
**AND** direct staff to forward the draft policy to the municipal solicitor for review prior to Councils' consideration for approval of the final copy.

**CARRIED**

**MOVED** by Councillor Armour to recommend that Council direct staff to research a closure policy with municipal solicitor input as required.

**CARRIED UNANIMOUSLY**

It was noted that Council will be advised of the correspondence to and from the solicitor regarding Manufactured Home Park Closure regulations.

Linda Brown, Sooke River Road, thanked Council and staff for the proposed policy and asked that the assessed value be considered prior to notification of redevelopment.

Barry Turner, representing the Old Age Pensioners' Organization (OAPO) asked Council not to encompass the affordable housing policy within the Manufacture Home Park Policy and informed Council that the OAPO Province Wide has asked the civic leaders to request each municipality to adopt a Manufacture Home Park Policy.

Carol Green, Sooke River Road, asked if the Policy would be in place prior to any rezoning of a Mobile Home Park within the District of Sooke.

Jeff Zigay, Sassenos Road, expressed concerns regarding the Manufactured Home Park Policy in regards to Seaview Mobile Park. Mr. Zigay stated that the tenant have signed into agreement fully aware that the park may be developed in the future.

**6. Communication Tower Installation – Sooke River Road**

Trent Tantom, Capital Regional District, Senior Engineer, presented a visual of the communication antenna and explained the system.

Council asked for assurance that the communicator would not create interference with other systems in the area.

Mr. Tantom expressed that the CRD is responsible for and will stand behind their system.

Council asked for the height and structure, Mr. Tantom explained that it is a tripod design with no stays.

Council asked if notification was sent to the 100 m radius and the answer was affirmative.

**MOVED** by Councillor Beech to recommend that Council direct staff to forward referral comments to the CRD Water and Industry Canada.

**CARRIED**

Peter, Sooke River Road, asked about power outages and Mr. Trent provided his email contact for direct correspondence with the resident.

Donna Ebert, Wright Road, inquired about tree clearing for the radius of the tower and was informed that the area is already cleared.

The meeting was adjourned at 8:40 p.m.

**Certified Correct:**

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**Janet Evans**  
**Mayor**

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**Evan Parliament**  
**Chief Administrative Officer**

DISTRICT OF SOOKE  
Committee of the Whole Minutes  
Meeting held October 20, 2008 at 7:00 p.m.  
Council Chamber, 2225 Otter Point Road

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**COUNCIL PRESENT**

Mayor Janet Evans  
Councillor Rick Armour  
Councillor Sheila Beech  
Councillor Ron Dumont  
Councillor Rick Kasper  
Councillor Brenda Parkinson  
Councillor Jen Smith

**STAFF PRESENT**

Dave Devana, Director of Finance  
Gerald Christie, Acting Director of Planning  
Bob Kelsey, Fire Chief  
Bonnie Sprinkling, Corporate Services  
Manager/Deputy Clerk  
Katherine Lesyshen, Planner  
Al Fontes, Acting Director of Planning  
Lisa Urlacher, Council Clerk

1. **Call to Order**

The meeting was called to order at 7:20 p.m.

2. **Approval of Agenda**

**MOVED** by Councillor Parkinson to approve the agenda with the removal of Item 6 – Development Permit Application, 2260 Maple North.

**CARRIED UNANIMOUSLY**

3. **Rezoning application – 6519 Country Road**

Katherine Lesyshen provided an overview of the staff report.

A discussion ensued as to keeping with the character of the neighbourhood and infill in the area.

**MOVED** by Councillor Smith to recommend that Council introduce and give first and second reading to Bylaw No.380, Zoning Amendment Bylaw (270-49);

**CARRIED**

**MOVED** by Councillor Parkinson to recommend that Council schedule a Public Hearing for Bylaw No.380, Zoning Amendment Bylaw (270-49) for November 10, 2008.

**CARRIED UNANIMOUSLY**

4. **Rezoning Application – 7010 Wright Road**

Katherine Lesyshen provided an overview of the staff report.

Firoz Karim, applicant detailed the development proposing a ½ acre park, eco-friendly project, certified LEEDS standard, tree retention, and no additional costs to residents for sewer hook-up.

A discussion ensued involving questions from members of Council, the applicant and staff. The following concerns were raised:

- Concern of height within RM-3 zoning
- Development phases
- The need for rental stock in Sooke
- Affordable Housing
- Maintenance of Park
- LEED certification
- Lower density zoning
- Sidewalks to carry to the end of Wright Road

During the discussion Council suggested that the following be included in a 219 covenant:

- 10% Affordable Housing
- Riparian Area setback
- Height restriction of 20m
- Sidewalks to carry to the end of Wright Road
- LEED certification
- % of tree retention

**MOVED** by Councillor Armour to table discussion regarding the rezoning of 7010 Wright Road.

**DEFEATED**

**MOVED** by Councillor Beech to recommend that Council introduce and give first and second reading to Bylaw No. 351, Zoning Amendment Bylaw (270-37);

**AND TO** schedule a Public Hearing for Bylaw No.351, Zoning Amendment Bylaw (270-37) for November 10, 2008.

**DEFEATED**

Councillor Parkinson opposed the motion

Gail Hall, Sooke River Road, expressed concerns regarding Development Cost Charges (DCC) not covering the expansion of the treatment Plant and commented on the sewer expansion charges.

It was explained that the DCC Bylaw needs to be revisited as the capital projects are no longer current and require updating.

Steve Coplin, Wright Road expressed support for the proposed development.

Ally Dewji, adjacent developer, expressed that the proposed development does not keep with the form and character of the neighbouring project.

5. **Petition for Sewer Service** – 7010 Wright Road

**MOVED** by Councillor Dumont to table the discussion as to the petition for sewer service at 7010 Wright Road

**CARRIED**

The meeting was adjourned at 8:30 p.m.

**Certified Correct:**

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**Janet Evans**  
**Mayor**

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**Evan Parliament**  
**Chief Administrative Officer**

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held December 15, 2008 at 7:00 p.m.  
Council Chamber, 2225 Otter Point Road

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**COUNCIL PRESENT**

Mayor Janet Evans  
Councillor Sheila Beech  
Councillor David Bennett  
Councillor Bev Berger  
Councillor Ron Dumont  
Councillor Herb Haldane  
Councillor Maja Tait

**STAFF PRESENT**

Evan Parliament, Chief Administrative Officer  
Dave Devana, Director of Finance  
Sue-Lin Tarnowski, Deputy Dir. of Finance  
Gerald Christie, Acting Director of Planning  
Bonnie Sprinkling, Corporate Services  
Manager/Deputy Clerk  
Lisa Urlacher, Council Clerk  
Al Fontes, Acting Director of Engineering

**1. Call to Order**

The meeting was called to order at 6:59 p.m.

**2. Approval of Agenda**

**MOVED** and seconded to approve the agenda with the addition of supplemental information for item no. 4;

**AND THAT** item no 6, Sunriver School Site be discussed last and item no 7, 2009-2013 Budget Presentation be discussed immediately following item no. 5.

**CARRIED**

**3. Rezoning Application and OCP Amendment – 2554 Sooke River Road**

Gerald Christie provided an overview of the staff report explaining the purpose of the application to rezone from Rural Zone (RU-2) to Rural Residential (RR-1A) to allow for further subdivision of the 3.2 hectare (7.8acre) property.

Council inquired as to the variance and staff explained a significant variance setback would be required unless the existing house is demolished prior to subdivision.

Council asked if adjacent neighbours were notified and staff explained, notification is required prior to third reading.

Clive Kitchener, Maple Avenue South, addressed insurance issues resulting from the requirement of sprinkler systems and stated that it should be part of building requirements in general. It was clarified that insurance increases when sprinkler systems are installed because of water damage.

Gail Hall, Sooke River Road, expressed concerns as to Committee of the Whole meetings acting as an Advisory Planning Commission and stated that the immediate neighbours should be notified. Ms. Hall referred to the map and identified Sooke River

Road in another location and stated that the front lot setback variance cannot be on another lot. Ms. Hall expressed concerns that the zoning could allow duplex, secondary suites which could result in higher density.

Gerrit Van Ek, Sooke River Road, expressed concern as to the proposed Lot A variance and asked for clarification. Mr. Van Ek inquired as to the construction standards of the road. Staff explained that the standards are 10m and the referral asks for an additional 4m width.

John Martin, Sooke River Road, expressed concern that he was not notified that this application was being discussed and asked to meet with the Town Planner prior to the Public Hearing. Mr. Martin asked if the obstruction in the right-of-way would be removed.

Randy Clarkston, registered applicant, stated that he was not notified of the application coming forward to Council and would like notification for preparation purposes. Mr. Clarkston reminded Council that the drawings are conceptual and would like the opportunity to present the drawings at the appropriate time.

It was clarified that under the BC Building code secondary suites are not allowed in duplexes.

Council asked if a sign has been posted visibly on the property. Staff advised that the rezoning sign has been posted.

Council asked for clarification of the differences between RR1A and RR1B zoning, staff explained that the minimum is two hectre for RR1B and one hectre for RR1A. Council asked staff to compare densities in future reports.

Council asked for clarification of the acreage. Staff clarified that the 7.8 acre is the size excluding the existing Lot A.

**MOVED** to recommend that Council introduce and give first and second reading to Bylaw No. 384, *Official Community Plan Amendment Bylaw (86-30)*;

**AND TO** recommend to Council to introduce and give first and second reading to Bylaw No. 385, *Zoning Amendment Bylaw (270-51)*;

**AND TO** schedule a Public Hearing for Bylaw No. 384, *Official Community Plan Amendment Bylaw (86-30)* and Bylaw No. 385, *Zoning Amendment Bylaw (270-51)* for January 26<sup>th</sup>, 2009.

**CARRIED**

#### **4. Petition for Sewer Services – 7186 Grant Road**

Al Fontes provided an overview of the staff report as to the urgent matter concerning the failing septic system located at 7186 Grant Road.

Council inquired as to a latecomers agreement and the cost of the estimate being less than \$15,000. Staff advised that the connection would be tied directly into the Erinan pipe.

Mayor Evans informed Council that this item would be addressed at the Special Council meeting immediately following the Committee of the Whole

**5. Sooke Zoning Bylaw, 2006 -Tent Lot Discussion**

Mayor Evans advised that this was brought forward for discussion and suggested that it would be appropriate to wait for the Official Community Plan Review to be completed and then address Bylaw 270, *Zoning Bylaw, 2006* and the CD-4 zones identified within. Council asked that duplexes in general be addressed at the same time.

John Brohman, Tomminy Road, expressed support for the zoning bylaw to be refreshed and fine tuned addressing the tent lots and duplexes. Mr. Brohman stated that smaller lot sizes and higher densities in the core area would generate more taxes and double the sewer generation fees.

Kevin Pearson, Maple Avenue South, expressed the need to expedite the process and timeline for development in Sooke.

**6. 2009-2013 Budget Presentation**

Dave Devana provided a Power Point presentation with handouts outlining the budget process for 2009-2013.

**7. Sunriver School Site**

Councillor Dumont left the meeting at 7:57 p.m. stating that he has a business relationship with Sunriver.

Gerald Christie provided an overview of the staff report advising that the developer has been notified by the ALC to reclaim the agricultural lands and that staff feel that these lands would be a more suitable location for the school site. Mr. Christie summarized the benefits for moving the school site: parking, topography, two adult size sports fields, better proximity, and no net loss on agriculture lands.

Evan Parliament explained that the Agriculture Land Commission reviews the application and is the decision maker. Mr. Parliament advised that the School District has asked for title to apply for capital funding. A discussion ensued involving questions from Council as to the agriculture lands and future development in Sunriver.

Gail Hall, Sooke River Road, expressed concerns regarding public process and questioned the District of Sooke as the applicant. Ms. Hall quoted Section 29 (2) (b) of the Agriculture Land Commission (ALC) Act advising that Local Government must hold a public hearing prior to making an application for exclusion to the ALC. Ms. Hall stated that if the riverside property is leased it no longer is a public park and must have an alternate approval process.

Mr. Parliament advised Council that he would confirm and clarify the application process regarding the public Hearing with Roger Cheetham, Regional Planner, Ministry of Agriculture and Lands.

David Mallett, Westview Terrace, expressed support of the proposed Sunriver school site and on behalf of the Sooke CHI Food Society expressed support for the Riverside farm inclusion to the ALR.

Marlaina Elliott, Focus Corporation representative, explained that the owners intent is not to have the existing school site included in the ALR. Mayor Evans reminded Council that they decide the zoning of the property.

**MOVED** to recommend that Council authorize staff to proceed with an application to the Agriculture Land Commission to move the Sunriver school site from Sunriver Way to Phillips Road.

**CARRIED**

The meeting was adjourned at 8:37 p.m.

**Certified Correct:**

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**Janet Evans**  
Mayor

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**Evan Parliament**  
Chief Administrative Officer

