

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held January 9, 2012  
immediately following the Regular Council meeting  
Council Chamber, 2225 Otter Point Road

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**COUNCIL PRESENT**

Mayor Wendal Milne  
Councillor Bev Berger  
Councillor Herb Haldane  
Councillor Kevin Pearson  
Councillor Rick Kasper  
Councillor Kerrie Reay

**STAFF PRESENT**

Evan Parliament, Chief Administrative Officer  
Bonnie Sprinkling, Corporate Officer (Recorder)  
Sue-Lin Tarnowski, Director of Finance  
Gerard LeBlanc, Municipal Planner  
Elisabeth Nelson, Municipal Engineer  
Staff Sgt. Steve Wright

**ABSENT:** Councillor Maja Tait

1. **Call to Order**

The meeting was called to order at 8:03 p.m.

2. **Approval of Agenda**

The agenda as circulated was approved by consensus.

3. **Current Issues**

Members of Council and public participated in an open discussion as follows:

Gail Hall, Sooke Resident, inquired as to:

- Connector Road first phase to Charters Road
- Town Centre design guidelines – referenced 2009 Town Centre Plan (Carlson)
- Crosswalk safety at Townsend Road

Karen Mason, Sooke Resident, inquired as to the Delegation Bylaw:

- How the amount of \$7,500 was arrived at; Council decision

Dick Thut, Sooke Resident, stated that the town centre traffic circle is needed to keep traffic moving; we need to improve functionality not appearance. Mr. Thut advised that Highway 14 needs cleaning for safety.

Gail Hall, Sooke Resident, inquired as to the cost for decals on new fire truck.

Ellen Lewers, Sooke Resident, stated that she is unhappy with the new traffic pattern at Townsend Road and that Throup Road lines need painting.

Councillor Kerrie Reay reported that she will be attending the upcoming meetings of the Victoria Family Court Committee & Youth Justice Committee and CREST.

Gail Hall, Sooke Resident, stated that there was considerable garbage on the boat launch access road; the District contractors will clean up the garbage.

**MOVED** that the Committee of the Whole direct staff to bring back a report identifying the municipal contracts in place for garbage pick up at the transit stops and on District properties.

**CARRIED UNANIMOUSLY**

4. **Adjournment**

The meeting was adjourned at 8:25 p.m.

**Certified Correct:**

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**Wendal Milne**  
Mayor

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**Bonnie Sprinkling**  
Corporate Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held January 16, 2012 at 7:00 p.m.  
Council Chamber, 2225 Otter Point Road

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**COUNCIL PRESENT**

Mayor Wendal Milne  
Councillor Bev Berger  
Councillor Herb Haldane  
Councillor Rick Kasper  
Councillor Kerrie Reay  
Councillor Maja Tait

**STAFF PRESENT**

Evan Parliament, Chief Administrative Officer  
Sue-Lin Tarnowski, Director of Finance  
Elisabeth Nelson, Municipal Engineer  
Gerard LeBlanc, Municipal Planner  
Steve Sorensen, Fire Chief  
Lisa Urlacher, Corporate Assistant

**ABSENT:** Councillor Kevin Pearson

1. **Call to Order**

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

2. **Approval of Agenda**

**MOVED** to approve the agenda with the deletion of Item 6, Sun River Development – Report on Covenants.

**CARRIED**

3. **2012 Development Cost Charges (DCC) Review**

Elisabeth Nelson provided an overview of the staff report. Fraser Smith, Urban Systems, provided a power point presentation overviewing the following:

- Overview of Development Cost Charges
- DCC Process – Draft Rates
- Basic Calculation
- DCC Recoverable Costs
- Growth Forecasts
- DCC Capital Program – Roads and Waste Water
- Benefit Factor and Municipal Assist Factor
- DCC Recoverable Costs and District Responsibility
- Proposed vs. Existing DCC Rates
- Single Family Comparison of Communities
- Commercial Comparison of Communities
- Bill 27 – ability to waive DCC charges
- Sooke Revitalization Bylaw #408
- When will the new rates apply? Setting a grace period
- Public Open House
- LGA in-stream Building Permit and Subdivision - one year grace period
- Next Steps – Public Open House and Bylaw process

The Committee discussed:

- Current DCC Bylaw –projected growth targets since 2004 and capital projects carried forward – Mr. Smith noted that there is a list and stated that a figure on the projects would be provided
- Downtown revitalization – more emphasis on Road DCC
- DDC Best Practice Guide - background report available to the public
- Legislative requirement of a 2010 yearly report
- Bill 27 - reporting restructure
- Waste Water Treatment DCC – modeling provided by EPCOR to generate the need.
- Clarity on sewer expansions - capital project are approved by Council
- Development should not be overcharged as it forces people away
- Stakeholders should be involved - Public Hearing or Input session

The Committee asked that staff bring back further information as to the comparison of work completed with target measures, projects being carried forward, and a proposed public process.

**Public Input:**

Adrian Cowden, property owner, expressed concern as to the 40% deficit in term of growth and future growth projections. Mr. Cowden stated that developers pay additional DCC's for water and also park dedication.

Ellen Lewers, resident, inquired as to recorded documentation of charges and deferrals for Development Cost Charges.

**MOVED** to send back to staff for further information more information as to the comparison of work completed with target measures, projects being carried forward, and a proposed public process.

**CARRIED**

4. **Road Maintenance Contract**

Sue-Lin Tarnowski, provided an overview of the report and asked for Council direction.

**MOVED** and seconded to refer the discussion to the Finance and Administration Committee;

**AND** that a hard copy of the Road Maintenance Contract be provided to the Committee members.

**CARRIED**

The Committee noted that information regarding performance also be provide to the Finance and Administration Committee for review.

## 5. **Minimum Lot Size Required for Secondary Suites**

The Committee discussed:

- Small lot subdivisions offering affordability
- Creation of a new zone to allow public Input
- Tent lot zoning amendment
- Existing neighbouring community policies and reports
- Existing Provincial legislative requirements for fire and safety
- Municipality may require more regulations and parking
- Parking provision concern
- Dialogue with the community
- Not everyone will chose to have a suite
- Rules to address illegal suites
- Suites constructed as per BC Building Code
- District of Sooke liability
- Public process with proposed set of rules

### **Public Input:**

Randy Clarkston, resident, expressed that zoning is not the issue and stated that rules and regulations need to be established.

Shane Fedesenko, resident, explained that vacant suites are a result of tenants not willing to move into an illegal suite and expressed support for suites to be allowed in all zones. Mr. Fedesenko provided an explanation of how clumping of illegal suites happen which results in higher density and parking congestion and suggested that legalizing suites will disperse the units evenly throughout the developments solving the concentrated complaints.

Derek Parkinson, the Mortgage Centre, provided an explanation of CHMC regulations and explained that suites are imperative for mortgage qualification.

Andy Leimanis, Pemberton Holmes and member of the Sooke Development Group expressed support for the legalization of suites legal on lots less than 500 square metres. Mr. Leimanis stated that the separate address for suites is important for emergency services.

Kory Gronnestad, Langford resident, explained that he is currently working on a development in the Whiffin Spit area and stated that the issue is not complicated; Sooke is the Langford of 10 years ago. Mr. Gronnestad expressed that suites need to be legalized as Westhills is the competition.

Brad Fife, resident and suite owner, expressed support for the legalization of suites and explained that having a suite allows flexibility and income for young families.

Larry Dunn, resident, identified his property photographed in the agenda as parking issues due to suites and clarified that no suite exists and that he had company over which resulted in cars parked on the road.

Adrian Cowden, resident and developer, stated that the photographs provided to exhibit parking issues are not well-founded and expressed support for legalizing suites. Mr. Cownden stated that parking is not an issue in the developments that he built and noted that fire protection and safety need to be addressed when creating suites. Mr. Cownden asked that Council make it easy for people to live – make it work.

The Committee inquired if Mr. Clarkston and Mr. Parkinson would provide information to staff regarding rules and regulations for secondary suites.

Mr. LeBlanc provided information as to the existing Secondary Suite Policy which addresses the issue of legalizing suites.

The Committee expressed that there are other ancillary issues such as the impact on financing and social needs. The committee inquired as to moving forward towards smart growth and sustainability and noted that the legislative requirements are in place. Council needs to consider the location of secondary suites in order to manage access and fire protection.

After discussion the Committee resolved the following:

**MOVED** to direct staff to prepare a bylaw amendment to allow suites in lot sizes under 500 square metres;

**AND** to bring forward an amended secondary suite policy with additional regulations for Council consideration.

**CARRIED**

Mr. Leblanc advised that the policy will need to be created prior to the zoning amendment.

Laurie Wallace, stated that the Builders Association will bring forward information to staff.

## 6. **Sooke Fire Regulation Bylaw**

The Committee discussed:

- Flexibility for large lot
- Clarification of Indexing location
- Provincial legislation for Class A fires
- Statistics of venting days
- Agricultural land owner needs – right to farm
- SSA boundary – higher density

## **Public Input:**

Ellen Lewers, resident, provided information to the Committee and asked that a Fire Bylaw Review Committee be established to make recommendations to Council on regulations that will work for the whole community. Ms. Lewers expressed concern as to the current process.

Dave McClimon, resident, stated that the Class A Fires, which is Provincial is working well. Mr. McClimon expressed concern as to hand built fires on large acreages and stated that it is difficult to keep the properties cleared and reduce fire hazards when indexing is limited.

Chris Rumsby, resident, expressed that Class A fires are too small. Fire Cheif Sorensen noted that the Class A Fire size is not regulated.

Sherri Vanbeek, resident, explained that her property is 12 acres and it is difficult to follow the allowable indexed days.

Mayor Milne reviewed the purpose of the Committee:

- Urban Properties
- Large Lot Properties
- Farmland
- Venting Index
- Appointment of Councillor Haldane to the Committee

**MOVED** to direct staff to establish terms of reference for a select Committee to review the Sooke Fire Bylaw.

**CARRIED**

## **7. Mayor Verbal Report**

Mayor Milne advised that appointments will be made later this week to the Finance and Administration Committee and the Land Use and Environment Committee. It was noted that further consideration regarding the Protective services Committee, the Sooke Program of the Arts Committee and the Sooke Economic Development Commission is required prior to appointing members.

Mayor Milne announced that the Vancouver Island Regional Library is looking at building a new Library in Sooke for 2012.

Councillor Tait reported on attending the Sooke Region Tourism Association meeting.

Councillor Berger advised that a meeting has been arranged with EPCOR regarding the current contract.

Councillor Haldane reported on the review of the Boat Launch and Prestige Partnership agreement.

8. **Current Issues**

**Public Input:**

Ellen Lewers, resident, provided copies of the Town Centre Plan and Design Guidelines to Mayor Milne.

**Adjournment**

The meeting was adjourned at 9:49 p.m.

**Certified Correct:**

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**Wendal Milne**  
Mayor

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**Bonnie Sprinkling**  
Corporate Officer



**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held January 19, 2012  
immediately following the Special Council Meeting  
Council Chamber, 2225 Otter Point Road

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**COUNCIL PRESENT**

Mayor Wendal Milne  
Councillor Bev Berger  
Councillor Herb Haldane  
Councillor Rick Kasper  
Councillor Kerrie Reay  
Councillor Maja Tait

**STAFF PRESENT**

Lisa Urlacher, Corporate Assistant

**ABSENT:** Councillor Kevin Pearson

1. **Call to Order**

The meeting was called to order at 6:00 p.m.

2. **Approval of Agenda**

**MOVED** to approve the agenda as circulated.  
**CARRIED**

3. **Strategic Planning Session**

Rob Roycroft provided an introduction to the Strategic Planning Session and explained that the purpose of setting priorities is to provide staff with direction as to presenting the budget and aligning projects to achieve Council's policies and priorities.

Members of the Committee participated in a discussion group session identifying issues heard during campaigning:

- Dog Park
- High Taxes
- Spend Wise
- Transparency
- Accountability
- Not following rules
- Sidewalk in Town Centre/Church Road
- Finish what you stated
- Results/Tangible outcomes (Town Centre)
- Pedestrian Friendly Down Town
- Ugly Downtown
- Flawed zoning Bylaw

- Maintain small town charm
- Youth Centre/Senior Centre
- Alternative Energy
- SMART metres
- Hotel is ugly - no parking
- All weather soccer field
- Park improvements
- Traffic congestion
- Salmon at Sooke Potholes
- Support from the arts community
- Council fighting amongst themselves
- Notification limit on rezoning
- Concern about small business
- Supporting big business with tax dollars
- Waterfront property assessment
- Business tax rate increases
- Open bidding process
- Youth focus – sports
- Social Housing
- Moral in Fire Department
- Cost of Fire Department equipment
- Farmers market location
- Tourism promotion
- Connect trails and pathways
- Bring Galloping Goose to town
- Climate Action Target
- Where is Tm Horton's
- Composting Recycling
- Annual Charge for wastewater
- Bike Lanes
- Sooke Competitive Advantage
- Sooke image

The Committee discussed the communication with residents, businesses and landowners in the community and identified the various types of tools used:

#### External Communications

- Website
- Twitter emails
- Local media
- Articles to press
- Face to face discussions
- Corporate message through mail outs (Newsletter)
- Open mike sessions

It was noted that there is still room for improvement, Mayor Milne stated that the Sooke News Mirror is providing a column for a Mayors Message and webcasting is currently being investigated.

### Internal Communications

- Email , memos, phone calls, verbal updates by council, small scale meetings
- Get answers to questions
- Talk to staff about providing info, open forthright
- Volunteering of info
- Get together with staff

It was noted that communication with staff has improved and that establishing a venue to resolve the impasse with be an action item.

The Committee overviewed the 2011 Municipal Objectives:

1. Sidewalks
  - some projects completed, but still an on-going activity
2. Downtown Beautification
  - some projects completed, but still an on-going activity
3. Improved Public Transit
  - BC Transit examining options
4. Seniors/Youth Centre
  - temporary seniors centre operational
5. Agricultural Plan
  - in preparation
6. Attainable Housing/Homelessness Policy
  - one housing unit made available
7. Galloping Goose Crossing
  - study completed
8. Downtown Parking Plan
  - not started
9. Zoning Bylaw Review
  - complete
10. Land Development Procedure Review
  - not started
11. Solid Waste Management Plan
  - not started as waiting on CRD initiative
12. Development Cost Charges By law Review
  - in progress

The Committee discussed long range interests and identified the following:

### Future (High level direction)

- Define Sooke' identity – Sooke's competitive advantage
- Sustainable infrastructure
- Financial Sustainability
- Well planned working Down Town Long term employment
- Revitalized Down Town – pedestrian friendly
- Affordable infrastructure improvements
- Financial Accountability
- Transportation accessibility driveable and walkable
- User friendly

- Maintain / Focus on local assets
- Fiscal Prudence
- Infill Downtown Core
  - Employment creation
  - Green space connections
  - Land acquisition
  - Deal with connector
  - Connect Down Town to waterfront (Goodmere)

Committee members identified opportunities for 2012. It was explained that staff would bring forward information on the following for Council consideration:

**Capital Priorities:**

- Grant Road Connector - Church Road/Throup intersection and associated sidewalks
- Highway 14 Roundabout /Down Town streetscape improvements
- Other necessary infrastructure upgrades (Sewer)

**Planning/other:**

- Update Parks and Trail Master Plan
- Building Permit Process online (2013)
- Templates and Checklists – legal (Provided by Lawyer)
- Expanded role and accountability - Economic Development Expanding Partnership, economic Development, Tourism, Museum (2012)
- Quality of assurance of external grants and line items (Finance and Administration to review)
- Design guidelines enforced through bylaw (2012)
- Down Town Parking Plan
- DCC Bylaw Review (2012)
- Agricultural Plan (2012)
- Affordable Housing Policy

**Operation Services**

- Review of current wastewater contract (Public Works – long term options)
- Review of Road Maintenance
- Reviewing Partnership Agreement with Prestige
- Service delivery review (2006 organizational Report)

It was noted that Recycling / composting is a service that will be provided by the private sector.

**Public Input:**

Ellen Lewers, resident, provided information as to the Sooke Economic Development Commission (SEDC) report submitted to the OCP Review Committee and the Youth Survey. Ms. Lewers expressed support for the volunteers under one umbrella and noted her involvement with the Community Health Initiative, and Healthy Choices for Youth.

Ms. Lewers suggested that the SEDC hold a Charrette and stated that the seniors and the Youth could work together at the Community Hall as some sort of partnership. Ms. Lewers expressed support for the Arts being a component of the SEDC. Ms. Hall stated that the Agricultural Plan has had no Community involvement to date. Ms. Lewers inquired as to the reporting of grants received by the community. Ms. Lewers commented that housing rental is a form of Affordable Housing. Ms. Lewers commented on a Water Management Plan, Solid Waste Composting and provided information of innovative pig composting.

Mayor Milne noted that the Finance and Administration Committee will be reviewing the final reporting for community grants, that there is consideration to invite agriculture owners to have a round table discussion.

4. **Adjournment**

The meeting was adjourned at 9:25 p.m.

**Certified Correct:**

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**Wendal Milne**  
**Mayor**

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**Bonnie Sprinkling**  
**Corporate Officer**

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held January 23, 2012  
immediately following the Regular Council meeting  
Council Chamber, 2225 Otter Point Road

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**COUNCIL PRESENT**

Mayor Wendal Milne  
Councillor Bev Berger  
Councillor Herb Haldane  
Councillor Maja Tait  
Councillor Rick Kasper  
Councillor Kerrie Reay

**STAFF PRESENT**

Evan Parliament, Chief Administrative Officer  
Sue-Lin Tarnowski, Director of Finance  
Gerard LeBlanc, Municipal Planner  
Elisabeth Nelson, Municipal Engineer  
Lisa Urlacher, Corporate Assistant  
Staff Sgt. Steve Wright

**ABSENT:** Councillor Kevin Pearson

1. **Call to Order**

The meeting was called to order at 8:18 p.m.

2. **Approval of Agenda**

The agenda as circulated was approved by consensus.

3. **Current Issues**

Members of Council and public participated in an open discussion as follows:

Terrance Martin, resident, explained that he will be participating in several upcoming Boat Shows and invited the District of Sooke to provide material for display. It was noted that the District of Sooke would provide DVD commercials showcasing Sooke.

John Brohman, resident, expressed concern as to the down zoning of his family property located on Grant Road West. Mayor Milne noted that there has been dialogue with staff in regards to the issue.

Martin Swift, resident, expressed concern as to the down zoning of his property located on Grant Road West.

Dick Thut, resident, stated that as a result of no burning, stumps being hauled away by the developer create debris on the roads and should be the responsibility of the developer to clean up.

Steve Arnett, resident, expressed concern as to the down zoning of his property located on Grant Road West.

Ellen Lewers, resident, commented that the OCP states that there will be no down zoning and thanked Mr. Thut for clearing leaves off the bridge.

Resident, stated that a family member slipped and fell due to lack of snow removal at the Bus Stops.

Ellen Lewers, resident, expressed concern as to the visibility of the Town Centre crosswalks.

4. **Adjournment**

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

**Certified Correct:**

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**Wendal Milne**  
**Mayor**

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**Bonnie Sprinkling**  
**Corporate Officer**

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held February 13, 2012 at 6:00 p.m.  
Council Chamber, 2225 Otter Point Road

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**COUNCIL PRESENT**

Mayor Wendal Milne  
Councillor Bev Berger  
Councillor Herb Haldane  
Councillor Maja Tait  
Councillor Rick Kasper  
Councillor Kerrie Reay  
Councillor Kevin Pearson

**STAFF PRESENT**

Evan Parliament, Chief Administrative Officer  
Bonnie Sprinkling, Corporate Officer  
Steve Sorensen, Fire Chief  
Lisa Urlacher, Corporate Assistant  
Staff Sgt. Steve Wright  
Sue-Lin Tarnowski, Director of Finance (9:20 p.m.)  
Elisabeth Nelson, Municipal Engineer (9:20 p.m.)  
Gerard LeBlanc, Municipal Planner (9:20 p.m.)

**1. Call to Order**

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

**2. Approval of Agenda**

The agenda was approved with the additional item of Sooke Economic Development Commission.

**3. RCMP Priorities**

Staff Sergeant Steve Wright held an informal session to establish policing priorities for 2012-2013. It was explained that the consultation process includes the Electoral Area Regional Director and the T'Sou-ke First Nations. Staff Sergeant Wright reported that last year policing concentrated on expanding patrol to include the entire jurisdiction. Staff Sergeant Wright provided other policing priorities such as; traffic violations, property damage, communication, youth, drugs, crime reduction, cultural, personal safety and homelessness. It was explained that Drugs and Youth are a priority mandated by the R.C.M.P. as well as crime reduction of prolific offenders.

Staff Sergeant Wright asked Council to provide policing priorities to be included in 2012-2013. The following is a summary of Council's submission:

- Pro-active, public awareness and education
- Visible within the community
- Presence and connection with youth
- Senior community outreach
- Traffic violations
- Speed zone enforcement
- Success of youth involvement and public education within the schools
- Bike Helmets – public education (eg. bike rodeo)
- Integrated Police check concerns mitigated



It was noted that there will be a Protective Services Open House on March 7, 2012.

Public Input: There was no public participation.

5. **Motion to Recess Meeting**

**Moved** and seconded to recess the Committee of the Whole meeting at 6:41 p.m. to call to order the Regular Council meeting.

**CARRIED UNANIMOUSLY**

6. **Motion to Reconvene Meeting**

**MOVED** and seconded to reconvene the Committee of the Whole meeting at 9:23 p.m.

**CARRIED UNANIMOUSLY**

7. **Current issues**

Members of Council and public participated in an open discussion as follows:

Ellen Lewers commented on the height of Mariner's Village and the shadowing effects on neighbouring properties as well as the view corridor.

Richard Thut commented on the Mariner's Village construction signage and expressed concern as to the visual appearance.

7. **Adjournment**

The meeting was adjourned at 9:25 p.m.

**Certified Correct:**

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Wendal Milne  
Mayor

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Bonnie Sprinkling  
Corporate Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held February 27, 2012  
immediately following the Regular Council meeting  
Council Chamber, 2225 Otter Point Road

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**COUNCIL PRESENT**

Mayor Wendal Milne  
Councillor Bev Berger  
Councillor Herb Haldane  
Councillor Kevin Pearson  
Councillor Rick Kasper  
Councillor Kerrie Reay  
Councillor Maja Tait

**STAFF PRESENT**

Evan Parliament, Chief Administrative Officer  
Bonnie Sprinkling, Corporate Officer (Recorder)  
Sue-Lin Tarnowski, Director of Finance  
Gerard LeBlanc, Municipal Planner  
Steve Sorensen, Fire Chief  
Lisa Urlacher, Corporate Assistant

1. **Call to Order**

The meeting was called to order at 9:40 p.m.

2. **Approval of Agenda**

The agenda as circulated was approved by consensus.

3. **Current Issues**

Members of Council and public participated in an open discussion as follows:

Loretta Boerkamp, expressed concerns regarding the roads being cleaned and stated that the gravel debris was pushed up onto the sidewalks in the Sunriver area.

4. **Adjournment**

The meeting was adjourned at 9:43 p.m.

**Certified Correct:**

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**Wendal Milne**  
Mayor

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**Bonnie Sprinkling**  
Corporate Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held March 12, 2012  
Immediately following the Regular Council meeting  
Council Chamber, 2225 Otter Point Road

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**COUNCIL PRESENT**

Mayor Wendal Milne  
Councillor Bev Berger  
Councillor Herb Haldane  
Councillor Maja Tait  
Councillor Rick Kasper  
Councillor Kerrie Reay  
Councillor Kevin Pearson

**STAFF PRESENT**

Evan Parliament, Chief Administrative Officer  
Bonnie Sprinkling, Corporate Officer  
Sue-Lin Tarnowski, Director of Finance  
Steve Sorensen, Fire Chief  
Gerard LeBlanc, Municipal Planner  
Elisabeth Nelson, Municipal Engineer  
Lisa Urlacher, Corporate Assistant

1. **Call to Order**

The meeting was called to order at 8:58 p.m.

2. **Approval of Agenda**

The agenda was approved as circulated.

3. **Current issues**

Ellen Lewers commented on the proposed new Sooke Economic Development Commission structure.

Adrian Cownden commented on the sidewalk proposal for Church Road and asked that Council consider the safety sight zone of the RCMP Station crosswalk and indicated that the roadside narrows past the Farm.

Gail Hall questioned the 52% DCC and 48% taxes and asked for clarification on the 60/40 assist factor. Ms. Hall commented on the traffic circle and the requirement for public participation for allowing a special interest groups to occupy public land.

Sheila Bane, member of Sooke Bike Club, expressed support for a Bike Skills Park at the John Phillips location and that the volunteerism for the project has immense support with no cost to the tax payer.

4. **Adjournment**

The meeting was adjourned at 9:13 p.m.

**Certified Correct:**

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Wendal Milne  
Mayor

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Bonnie Sprinkling  
Corporate Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held March 26, 2012  
Immediately following the Regular Council meeting  
Council Chamber, 2225 Otter Point Road

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**COUNCIL PRESENT**

Mayor Wendal Milne  
Councillor Bev Berger  
Councillor Herb Haldane  
Councillor Maja Tait  
Councillor Rick Kasper  
Councillor Kerrie Reay  
Councillor Kevin Pearson

**STAFF PRESENT**

Evan Parliament, Chief Administrative Officer  
Bonnie Sprinkling, Corporate Officer  
Gerard LeBlanc, Municipal Planner  
Elisabeth Nelson, Municipal Engineer  
Steve Sorensen, Fire Chief  
Lisa Urlacher, Corporate Assistant

1. **Call to Order**

The meeting was called to order at 9:07 p.m.

2. **Approval of Agenda**

The agenda was approved as circulated.

3. **Current issues**

Members of Council and public participated in an open discussion as follows:

Daniel Cammiade asked if he could be included in the discussions regarding Sooke Mountain Park as he is a representative of the Sooke Bike Club.

Tom Myrick asked about the Throup Road connector trail grant.

Lee Hindrichs commented on incorporating cycling lanes within the Grant Road Connector.

Adrian Cownden commented on cycling through the downtown corridor.

Loretta Boerkamp asked about the Sunriver gardening contract.

4. **Adjournment**

The meeting was adjourned at 9:17 p.m.

**Certified Correct:**

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Wendal Milne  
Mayor

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Bonnie Sprinkling  
Corporate Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held March 28, 2012  
immediately following the  
Regular Council meeting  
at 8:00 pm  
Council Chamber, 2225 Otter Point Road

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**COUNCIL PRESENT**

Mayor Wendal Milne  
Councillor Bev Berger  
Councillor Herb Haldane  
Councillor Kevin Pearson  
Councillor Rick Kasper  
Councillor Kerrie Reay  
Councillor Maja Tait

**STAFF PRESENT**

Evan Parliament, Chief Administrative Officer

1. **Call to Order**

The meeting was called to order at 8:20 p.m.

2. **Motion to Waive Notice of Meeting**

**MOVED**, seconded to waive the requirement of meeting notice under section 127(4) of the *Community Charter*.

**CARRIED UNANIMOUSLY**

3. **Current Issues**

Members of Council and public participated in an open discussion as follows:

Ellen Lewers, resident, stated that it was wonderful to go to the Finance and Administration Committee meetings and to have an opportunity be heard.

4. **Adjournment**

The meeting was adjourned at 8:22 p.m.

**Certified Correct:**

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**Wendal Milne**  
Mayor

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**Bonnie Sprinkling**  
Corporate Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held April 10, 2012  
Immediately following the Regular Council meeting  
Council Chamber, 2225 Otter Point Road

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**COUNCIL PRESENT**

Mayor Wendal Milne  
Councillor Kevin Pearson  
Councillor Herb Haldane  
Councillor Maja Tait  
Councillor Rick Kasper  
Councillor Kerrie Reay

**STAFF PRESENT**

Evan Parliament, Chief Administrative Officer  
Bonnie Sprinkling, Corporate Officer  
Gerard LeBlanc, Municipal Planner  
Elisabeth Nelson, Municipal Engineer  
Steve Sorensen, Fire Chief  
Lisa Urlacher, Corporate Assistant

**ABSENT**

Councillor Bev Berger

1. **Call to Order**

The meeting was called to order at 9:06 p.m.

2. **Approval of Agenda**

The agenda was approved as circulated.

3. **Current issues**

Members of Council and a resident discussed the round-about location.

4. **Adjournment**

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

**Certified Correct:**

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Wendal Milne  
Mayor

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Bonnie Sprinkling  
Corporate Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held April 23, 2012  
immediately following the Regular Council meeting  
Council Chamber, 2225 Otter Point Road

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**COUNCIL PRESENT**

Mayor Wendal Milne  
Councillor Herb Haldane  
Councillor Kevin Pearson  
Councillor Rick Kasper  
Councillor Kerrie Reay  
Councillor Maja Tait

**STAFF PRESENT**

Evan Parliament, Chief Administrative Office  
Bonnie Sprinkling, Corporate Officer  
Gerard LeBlanc, Municipal Planner  
Steve Sorensen, Fire Chief  
Lisa Urlacher, Corporate Assistant

**ABSENT:**

Councillor Bev Berger

1. **Call to Order**

The meeting was called to order at 9:19 p.m.

2. **Approval of Agenda**

**MOVED** to approve the agenda as circulated.  
**CARRIED**

3. **Current Issues**

Members of Council staff and the public participated in an open discussion with regard to a District of Sooke vehicle use policy for staff.

4. **Adjournment**

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

**Certified Correct:**

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**Wendal Milne**  
Mayor

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**Bonnie Sprinkling**  
Corporate Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held May 1, 2012 at 6:30 p.m.  
Council Chamber, 2225 Otter Point Road

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**COUNCIL PRESENT**

Mayor Wendal Milne  
Councillor Bev Berger  
Councillor Herb Haldane  
Councillor Kevin Pearson  
Councillor Rick Kasper  
Councillor Kerrie Reay  
Councillor Maja Tait

**STAFF PRESENT**

Evan Parliament, Chief Administrative Office  
Bonnie Sprinkling, Corporate Officer  
David Gawley, Acting Director of Finance  
Steve Sorensen, Fire Chief  
Tina Hansen, Corporate Assistant

1. **Call to Order**

The meeting was called to order at 6:32 p.m.

2. **Approval of Agenda**

**MOVED** to approve the agenda as circulated.  
**CARRIED**

3. **Tax Ratio Options for 2012**

Evan Parliament, Chief Administrative Officer, reported that in anticipation of next week's Finance and Administration Committee meeting and Special Council meeting to wrap up both the Financial Plan and Tax Rate Bylaws, the purpose of tonight's meeting was to provide Council with information on the recommended options for tax ratios and tax rates as we move toward the adoption of the five year financial plan.

David Gawley, Acting Director of Finance, provided information to Council regarding the tax ratio and tax rate options for 2012 explaining that each year, after receiving the final revised assessment roll, Council must determine the tax ratios and tax rates for each class of property for general municipal purposes.

Mr. Gawley further explained Assessment Information between the 2011 final assessments and the 2012 revised assessments including non-market growth showing that residential assessment is 93.33% of total assessment in Sooke and its market growth is actually a decline of 2.58%. All other assessment properties have a positive growth.

Mr. Gawley provided an overview to Council of "Option 1 – No change to Tax Ratios", which shows no change to the tax ratios and that an average residential property will have a tax decrease of \$18 or 1.76%. All other properties will have tax increases. Business has the second highest volume of property and second highest percentage of



assessment and a property with an average business assessment increase will have a tax increase of \$123 or 3.4%.

Mr. Gawley went on to explain "Option 2 – Change Tax Ratios" to equalize tax decrease which shows that by changing the tax ratios, Council can equalize the tax decrease so that almost all classes of property will have a small tax decrease in dollars (residential \$8 and business \$30) and the percentage decreases for these classes would be .8%. The advantage of Option 2 is that it equalizes the percentage change and moves towards the previously established target tax ratios.

Mr. Gawley stated that Council has the capability of adjusting tax ratios and that typically most municipalities go with Option 2.

Committee discussion:

- Council support for a 0% tax increase
- Ensuring some form of contingency in order to have the ability to deal with unexpected shortfalls that may arise – may also cushion next year's taxes

Mr. Gawley explained that a zero percent increase to each property class could raise approximately \$35,000 for Council contingency.

Mayor Milne stated that the Finance and Administration Committee has more than met Council's target of a zero percent tax increase.

Committee further discussed:

- Non-growth assessment charges – driven by new construction partial vs. completed assessments
- Option to give business a tax decrease to send a positive message to the business sector
- Keeping residential at zero percent means business could have a 0.8 percent decrease
- Commercial sector taxes have increased over last 7 to 10 years
- Residential taxes going into improvements in town centre
- Residents want improvements to the town centre
- Support for business community to help businesses
- Recreational and non-profit – tax rates same as residential – these are churches and halls that are exempt

Dave Gawley reported on the tax ratios for other municipalities in the Capital Regional District stating that Sooke was in the lower end for tax increases.

### Public Input

There was no input from the public

The Committee requested that staff provide a chart for the Rotary Auction on May 5th, 2012 that shows the tax ratio as amended on page 5 and includes verbiage that the information is based on the average assessment.

**MOVED** to recommend that Council direct staff to incorporate into the 2012 Property Tax Rate Bylaw a tax ratio option showing a zero per cent increase to residential class and a minus one per cent for business class.  
**CARRIED UNANIMOUSLY**

4. **Adjournment**

The meeting was adjourned at 7:07 p.m.

**Certified Correct:**

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**Wendal Milne**  
**Mayor**

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**Bonnie Sprinkling**  
**Corporate Officer**

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held May 14, 2012 at 7:00 p.m.  
Council Chamber, 2225 Otter Point Road

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**COUNCIL PRESENT**

Mayor Wendal Milne  
Councillor Bev Berger  
Councillor Herb Haldane  
Councillor Kevin Pearson  
Councillor Rick Kasper  
Councillor Kerrie Reay  
Councillor Maja Tait

**STAFF PRESENT**

Evan Parliament, Chief Administrative Office  
Bonnie Sprinkling, Corporate Officer  
Gerard LeBlanc, Municipal Planner  
Elisabeth Nelson, Municipal Engineer  
Steve Sorensen, Fire Chief  
Tina Hansen, Corporate Assistant

1. **Call to Order**

The meeting was called to order at 10:15 p.m.

2. **Approval of Agenda**

**MOVED** to approve the agenda as circulated.  
**CARRIED**

3. **Current Issues**

Members of Council and public participated in an open discussion as follows:

Ellen Lewers, Sooke resident, stated that she does not agree with video surveillance in the municipal office as she feels it is an invasion of privacy.

4. **Adjournment**

The meeting was adjourned at 10:16 p.m.

**Certified Correct:**

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**Wendal Milne**  
Mayor

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**Bonnie Sprinkling**  
Corporate Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held May 28, 2012  
immediately following the Regular Council meeting  
Council Chamber, 2225 Otter Point Road

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**COUNCIL PRESENT**

Mayor Wendal Milne  
Councillor Bev Berger  
Councillor Herb Haldane  
Councillor Kevin Pearson  
Councillor Rick Kasper  
Councillor Kerrie Reay  
Councillor Maja Tait

**STAFF PRESENT**

Bonnie Sprinkling, Corporate Officer  
Gerard LeBlanc, Municipal Planner  
Elisabeth Nelson, Municipal Engineer  
Steve Sorensen, Fire Chief  
Tina Hansen, Corporate Assistant

1. **Call to Order**

The meeting was called to order at 9:00 p.m.

2. **Approval of Agenda**

**MOVED** to approve the agenda as circulated.  
**CARRIED**

3. **Current Issues**

Elida Peers, Sooke resident thanked Council for their support on behalf of the Sooke Region Museum.

Ralph Hull, Sooke resident informed Council and members of the public of an upcoming Summer Solstice event taking place on June 21<sup>st</sup>.

Moonfist, Sooke resident stated that he feels that LEED certification is important especially for people who are looking to purchase homes in Sooke.

4. **Adjournment**

The meeting was adjourned at 9:04 p.m.

**Certified Correct:**

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**Wendal Milne**  
Mayor

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**Bonnie Sprinkling**  
Corporate Officer



## **DISTRICT OF SOOKE**

Committee of the Whole Minutes

Meeting held June 11, 2012

(immediately following the Regular Council Meeting) at 7:00 pm  
Council Chamber, 2225 Otter Point Road

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### **COUNCIL PRESENT**

Mayor Wendal Milne  
Councillor Bev Berger  
Councillor Herb Haldane  
Councillor Kevin Pearson  
Councillor Rick Kasper  
Councillor Kerrie Reay

### **STAFF PRESENT**

Evan Parliament, Chief Administrative Office  
Bonnie Sprinkling, Corporate Officer  
Dave Gawley, Acting Director of Finance  
Gerard LeBlanc, Municipal Planner  
Elisabeth Nelson, Municipal Engineer  
Al Fontes, Manager of Operations  
Michael Dillabaugh, Manager of Finance  
Tina Hansen, Corporate Assistant

**Absent:** Councillor Tait

#### **1. Call to Order**

The Committee of the Whole meeting did not occur due to extension of the Regular Council meeting past 11:00 p.m.

The next Committee of the Whole meeting is scheduled for June 25, 2012.

Certified Correct:

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Wendal Milne  
Mayor

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Bonnie Sprinkling  
Corporate Officer



## DISTRICT OF SOOKE

Committee of the Whole Minutes

Meeting held June 25, 2012

(immediately following the Regular Council Meeting) at 7:00 pm  
Council Chamber, 2225 Otter Point Road

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### COUNCIL PRESENT

Mayor Wendal Milne  
Councillor Bev Berger  
Councillor Rick Kasper  
Councillor Kerrie Reay  
Councillor Maja Tait

### STAFF PRESENT

Dave Gawley, Acting Director of Finance  
Bonnie Sprinkling, Corporate Officer  
Gerard LeBlanc, Municipal Planner  
Elisabeth Nelson, Municipal Engineer  
Steve Sorensen, Fire Chief  
Tina Hansen, Corporate Assistant

**Absent:** Councillor Herb Haldane  
Councillor Kevin Pearson

#### 1. Call to Order

The meeting was called to order at 8:50 p.m.

#### 2. Approval of Agenda

**MOVED** to approve the agenda as circulated.  
**CARRIED**

#### 3. Current Issues

Terrance Martin, representing Silver Streak Boats reported on attending the Vancouver International Boat Show in February. The District ozone display was used as a backdrop at the show and Mr. Martin stated that their attendance to the show was a very successful initiative as Sooke received great exposure with the 40,000 plus in attendance Sooke and ended up being featured on the BC Jobs website. Mr. Martin inquired as to an invoice that was sent to the District for the expense of transporting the ozone display to the boat show.

Mayor Milne advised that he will have the invoice forwarded to the Finance and Administration Committee for review.

Mr. Martin reported on marketing arrangements between Silver Streak Boats and SG Power in Victoria to display one another's products (boats, quads). Mr. Martin inquired as to off road recreation vehicle access and section 4.12.4 (x) of the OCP which provides the direction for staff to work with local motorized recreation groups and the CRD to determine appropriate recreation areas for the activity. Mr. Martin advised that the CRD is going through an OCP review and that this would be a good opportunity for the District to work with the CRD on integrating their OCP's for the provision of access to crown lands.

Mr. Martin also provided information as to a more suitable location for the Alcatel-Lucent Tower proposal to ensure it is out of the town centre.

A discussion ensued between Mr. Martin Council and Staff with regard to the legal requirements and referral process during an OCP review.

Sylvia Hallgren, Sooke resident, reiterated her concerns as to the Alcatel-Lucent Tower proposal and inquired as to the timeline to respond to the applicant. Ms. Hallgren suggested looking into what steps the City of Colwood did with a tower on Triangle Mountain as they were able to create bylaws and policies.

A discussion ensued between Ms. Hallgren, Council and Staff as to the notification period to respond to the applicant and the importance of looking into the steps Colwood took to assist in dealing with the installation of telecommunication towers.

Susan Bexson, Sooke resident referred to the correspondence between Ian MacBean and Mr. Osselton and suggested that we ask Alcatel-Lucent to cohabitate with the tower in Otter Point.

**MOVED** to direct staff to look into the bylaws and policies the City of Colwood have in order to assist the District in dealing with the installation of Telecommunication Towers in the future.

**CARRIED**

5. **Adjournment**

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

Certified Correct:

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Wendal Milne  
Mayor

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Bonnie Sprinkling  
Corporate Officer



## DISTRICT OF SOOKE

Committee of the Whole Minutes

Meeting held July 9, 2012

immediately following the Regular Council Meeting at 7:00 pm  
Council Chamber, 2225 Otter Point Road

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### COUNCIL PRESENT

Mayor Wendal Milne  
Councillor Bev Berger  
Councillor Herb Haldane  
Councillor Kevin Pearson  
Councillor Rick Kasper  
Councillor Kerrie Reay  
Councillor Maja Tait

### STAFF PRESENT

Dave Gawley, Acting Director of Finance  
Bonnie Sprinkling, Corporate Officer  
Michael Dillabaugh, Manager of Finance  
Gerard LeBlanc, Municipal Planner  
Elisabeth Nelson, Municipal Engineer  
Steve Sorensen, Fire Chief  
Tina Hansen, Corporate Assistant

#### 1. Call to Order

The meeting was called to order at 8:04 p.m.

#### 2. Approval of Agenda

**MOVED** to approve the agenda as circulated.  
**CARRIED**

#### 3. Current Issues

Lee Hindrichs, requested a letter of support from Council for the Sooke Bike Skills Park at John Phillips Memorial Park. Ms. Hindrichs also inquired as to whether the park use fees, highway use fees and sign permit fees could be waived for the Sooke Slow Food Cycle event September 23, 2012.

Staff clarified that there are no fees for park use for not for profit groups as long as the park is not being used for commercial purposes (i.e. vendors). The group must make application for park use and if it is for a commercial event, request in writing a waiver the park use fee.

**MOVED** and seconded to provide a letter of support for the Sooke Bike Skills Park at John Phillips Memorial Park.  
**CARRIED**

Margarita Dominguez, Sooke Animal and Food Rescue Society, asked for clarification as to the Community Grant Committee's recommendation to Council requesting the Society provide additional information.

Councillor Tait clarified that the purpose of the recommendation was to ensure that the District is not liable for the activities of the Society and explained that the District requires



something in writing advising that the operations of the Society's are legal. The District's *Animal Control Bylaw* is enforced through CRD Animal Control. This recommendation is also to protect the Society from risks in the event that a person is injured. The District requires confirmation that the Society conforms to the bylaws.

Ms. Dominguez stated that the Society has the support of Regional Director Mike Hicks and advised Council of her concerns over the issue of feral cats stating that now is an important time to start dealing with the situation as kittens are born this time of year. Ms. Dominguez also has concerns with people taking on too many feral cats on their own property and the associated health risks to the animals. The Society needs assistance with this.

Brenda Parkinson, Sooke resident, stated that on behalf of the Sooke Legion Housing Society, she would like to take the opportunity to thank Councillor Tait, the Community Grant Review Committee and Council for their support.

Phoebe Dunbar, Sooke Region Food CHI Society, also thanked Councillor Tait, the Community Grant Review Committee and Council for their generosity with the community grants. Ms. Dunbar also announced that an invitation will be going out soon for the Community Gardens Harvest Supper.

Lee Hindrichs, Sooke Transition Town Society, also thanked the Committee and Council for the community grant.

4. **Adjournment**

The meeting was adjourned at 8:16 p.m.

Certified Correct:

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Wendal Milne  
Mayor

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Bonnie Sprinkling  
Corporate Officer



## DISTRICT OF SOOKE

Committee of the Whole Minutes

Meeting held July 23, 2012

(immediately following the Regular Council Meeting) at 7:00 pm  
Council Chamber, 2225 Otter Point Road

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### COUNCIL PRESENT

Mayor Wendal Milne  
Councillor Herb Haldane  
Councillor Kevin Pearson  
Councillor Rick Kasper  
Councillor Kerrie Reay  
Councillor Maja Tait

### STAFF PRESENT

Bonnie Sprinkling, Corporate Officer  
Gerard LeBlanc, Municipal Planner  
Elisabeth Nelson, Municipal Engineer  
Tina Hansen, Corporate Assistant

**Absent:** Councillor Bev Berger

1. **Call to Order**

The meeting was called to order at 9:39 p.m.

2. **Approval of Agenda**

**MOVED** to approve the agenda as circulated.

**CARRIED**

3. **Current Issues**

Gail Hall, Sooke resident, stated that she agreed with Councillor Kasper with regard to having an analysis of the changes to the Sunriver development agreement and advised that the location of the playing fields and school site should be considered as services will be required (sewer, water and electricity) including the road which the District will be responsible for providing. The changing of the agreement will take away responsibility from Sunriver and put in onto the District. These sections of the agreement have to be looked at as it is a complete change of responsibility; there could be huge costs hidden in the agreement.

Ellen Lewers, Sooke resident inquired as to the DCC's for roads and wastewater for single family residential and manufactured homes on Schedule A and Schedule B of Bylaw No. 542.

Mayor Milne explained that the bylaw is for both roads and wastewater and applies to specific roads and potential projects that will be looked at over the next 10 years

Councillor Kasper further explained that capital costs from the bylaw in 2004 was just over nine million dollars where capital costs for roads in this fee schedule is just over 13 million; an approximate 7 per cent increase which is not bad as the original fees were established in 2004.

Ellen Lewers, Sooke resident, asked whether any of the funds from DCC's were used to cover police and fire costs and at the time a development comes forward, could we ask for funds to cover these services.

Mayor Milne advised that it would be difficult to arrive at a formula to cover these costs as there are a lot of variables to take into account.

Councillor Kasper added that the provincial government over the years have refused to allow for DCC's to pay into police and fire equipment services; the province has not moved into that direction.

Frederique Philip, Sooke resident, inquired as to the Service Agreements with the Chamber and SERTA and Council's concerns to taxpayers stating that she is also concerned with taxpayer's dollars. Ms. Philip advised that she is extremely familiar with how tourism, business and commerce work in Sooke. She has been promoting the Sooke Harbour House for over 33 years and while doing so, she has also promoted Sooke and the entire region. Ms Philip stated that promoting Sooke is the most important thing we have to do here; to promote businesses. Ms. Philip stated that she feels the Chamber of Commerce is doing a good job.

Councillor Kasper explained that Council has a responsibility to look after the Sooke tax payers. Sooke businesses contribute to about 9 per cent of our total tax bill; the rest is borne by residential property owners and the other classes of properties. When looking at partnerships that include properties Sooke to Port Renfrew, these partners also need to be at the table. The root of the problem is that the partnership has not been a true partnership. Council is taking monetary and fiscal responsibility. Council's job is not only to look after the business interests but everybody else's financial interest. Council has been elected on a mandate to pay closer attention to our tax dollars; everyone needs to be fiscally responsible on how dollars are spent to the District and to look at ways of reducing costs, not increasing costs.

Mayor Milne explained that the reason the EDC was restructured was because it was felt that business, tourism and the arts are fundamentally important to the success of the community over the long term; we need to promote Sooke but we also need to maintain the budget. We mainly have tourism and visitors to promote the community. Council is committed on moving the community forward; we need to have informative discussions and work together.

Councillor Tait advised that one of the things the EDC has been doing is having guest speakers which include Director Hicks and the First Nations. They have had discussions with Director Hicks on working together in a collaborative fashion. The EDC are trying to find ways to build upon, by looking at the challenges that we are facing. They continually hear from the construction industry in terms of attracting buyers for housing. The EDC have formed a real estate committee to look into the market challenges and have had Mariner's attend a Commission meeting. The EDC is working on these issues but it is difficult as they are just in the forming stage.

Ralph Hull, Sooke resident, stated that he was happy when there were no business licence fees. Mr. Hull feels that business licence fees should go to the Chamber and

SERTA through the EDC. Mr. Hull stated that he has been a member of the Chamber for 24 years and feels the Chamber of Commerce in Sooke is vibrant and should be honoured. Mr. Hall also stated that SERTA and Ms. Philip are doing a great job of promoting Sooke and that everything these organizations do is for the community as a whole.

Councillor Kasper advised as Chair of the Finance Committee that the District collects approximately \$50,000 in business licence revenue; the contract with the Chamber is just over \$28,000, the money that is contributed to the EDC puts it at approximately \$50,000 and there is also a line item in the budget to SERTA. More dollars are going into these functions than what is being collected from the business licence component. There are intermunicipal licence fees that are collected which help business.

Kari Osselton, Sooke resident asked for clarification as to whether it is tax payers or business licence revenue that is paying for the Chamber and SERTA fees.

Councillor Kasper clarified that some of the funds that are collected for business licence fees include a component of bylaw enforcement. The amount of revenue is approximately \$50,000 and a percentage of this is used to pay enforcement associated with licences and administrative costs. Taxpayers are putting money into these types of services; SERTA or the Chamber. All the funds go into one pot and the money that goes out to these organizations, far exceeds what is collected from businesses for business licences.

Councillor Tait clarified that business licence revenue in the budget is \$52,325. EDC would be underfunded if it requested the funds from business licences.

Jonathan Heerema took the opportunity to thank Council for this year's funding. Mr. Heerema also reported that the Canadian Tourism Commission has slashed funding in half which has dropped Canada from number 7 in terms of a global destination to number 18. Mr. Heerema advised that he is here to do something good for the community; create a good positive environment for the people in the town, more tax dollars and a greater presence in the international market.

Jason Dixon, president Sooke Fire Fighter's Association thanked Council for approval the community grant for the restoration of the fire truck. Mr. Dixon also clarified a comment that was made in the newspaper regarding funds for the Firefighter's 100<sup>th</sup> Anniversary.

#### 4. **Adjournment**

The meeting was adjourned at 10:07 p.m.

Certified Correct:

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Wendal Milne  
Mayor

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Bonnie Sprinkling  
Corporate Officer



## **DISTRICT OF SOOKE**

Committee of the Whole Minutes

Meeting held August 13, 2012

(immediately following the Regular Council Meeting) at 7:00 pm  
Council Chamber, 2225 Otter Point Road

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### **COUNCIL PRESENT**

Councillor Maja Tait (Acting Mayor)  
Councillor Bev Berger  
Councillor Herb Haldane  
Councillor Kevin Pearson  
Councillor Rick Kasper  
Councillor Kerrie Reay

### **STAFF PRESENT**

Dave Gawley, Acting Director of Finance  
Michael Dillabaugh, Director of Finance  
Gerard LeBlanc, Municipal Planner  
Elisabeth Nelson, Municipal Engineer  
Mark Downton, Systems Analyst  
Tina Hansen, Corporate Assistant

### **Absent:**

Mayor Wendal Milne

#### **1. Call to Order**

The meeting was called to order at 9:17 p.m.

#### **2. Approval of Agenda**

**MOVED** to approve the agenda as circulated.  
**CARRIED**

#### **3. Current Issues**

David Matland, Sooke resident and public member of the Finance and Administration Committee advised of the hard work and number of weeks the Finance and Administration Committee put into reviewing the budget. Mr. Matland stated his concerns as to the Community Grant Review Committee providing the boy scouts and firefighter's with more funding than the requested amount.

Councillor Tait reported that the issue has been discussed at Council and reported in the media over the past several weeks. The grant process will be looked at and revised in the fall.

Gail Hall, Sooke resident advised of her concerns with regard to the boat launch documents; the hotel parking agreement allows Prestige to use the parking spaces whenever they are not being used by the public. The other issue is the easement document; which gives Prestige easement over District property making the citizens of Sooke invitees onto the property. These issues need to be looked at further. Ms. Hall stated that she feels the easement is not a legal document and that it is not a shared easement. The District should be equal on the document; the document does not take into account that we paid for the property. We need to insist the parking spaces are ours and we should not have to be turned away. We need to follow through.

A discussion ensued between Committee members and Ms. Hall as to the easement and agreement documents; signage that should be on the building identifying parking for the boat launch and advising of the times that overflow hotel parking should not be permitted.

The Committee discussed ensuring that background information is provided to Council on the history of the boat launch property and the ownership and use of the property.

**MOVED** to recommend that Council direct staff to provide a report on the background and issues of the boat launch parking and ownership of the land and related issues to accommodate the needs of the boating.

**CARRIED**

Terrance Martin, Sooke resident stated that he is unsure of where the harm is to the operation next door considering what was paid for the property in the first place. Mr. Martin suggested reframing the fee for the boat launch as a fee for parking. If the parking on the road was shut down the boat launch operator next door could have an opportunity to recover any losses off the boat launch by charging for parking at leave the launch fee aside.

Jeff Bateman, Sooke resident, stated that he was also concerned with parking on West Coast Road as it is important for people to have access to the sidewalk; it needs to be accessible for people with mobility scooters; it is dangerous for cyclists. Mr. Bateman also stated as a public member on the Community Grant Review Committee that he feels fully confident that the committee proceeded in a solid way and had a clear good reason for providing additional funding to the boy scouts and the firefighters; the committee had a certain budget to distribute and the criteria was applied very carefully.

Moonfist, Sooke resident, stated that other communities provide community grants and he feels that Sooke has done a wonderful job with the grants. He feels the communities concerns over the grants is wonderful and supports additional funds being given to groups.

Councillor Tait advised that the Community Grant Terms of Reference needs to be improved upon and that the Committee is looking forward to reviewing.

#### 4. **Adjournment**

The meeting was adjourned at 9:37 p.m.

Certified Correct:

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Maja Tait  
Acting Mayor

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Bonnie Sprinkling  
Corporate Officer



## DISTRICT OF SOOKE

Committee of the Whole Minutes  
Meeting held September 10, 2012  
(immediately following the Regular Council Meeting) at 7:00 pm  
Council Chamber, 2225 Otter Point Road

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### COUNCIL PRESENT

Mayor Wendal Milne  
Councillor Bev Berger  
Councillor Herb Haldane  
Councillor Kevin Pearson  
Councillor Rick Kasper  
Councillor Kerrie Reay  
Councillor Maja Tait

### STAFF PRESENT

Dave Gawley, Acting Chief Administrative Office  
Michael Dillabaugh, Director of Finance  
Bonnie Sprinkling, Corporate Officer  
Gerard LeBlanc, Municipal Planner  
Elisabeth Nelson, Municipal Engineer  
Tina Hansen, Corporate Assistant

### Absent:

1. **Call to Order**

The meeting was called to order at 11:02 p.m.

2. **Approval of Agenda**

**MOVED** to approve the agenda as circulated.  
**CARRIED**

3. **Current Issues**

Moonfist, Sooke resident reported that he has done some research on building permits, DCC's and LEED certification and has received clarification on the number of levels for LEED certification.

Adrian Cownden, Sooke resident, inquired as to the time frame for the "cluster dwellings" bylaw to come forward to Council for a public hearing and third reading.

Staff advised the timeline would depend on the Development Services Department schedule.

4. **Adjournment**

The meeting was adjourned at 11:04 p.m.

Certified Correct:

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Wendal Milne  
Mayor

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Bonnie Sprinkling  
Corporate Officer



## DISTRICT OF SOOKE

Committee of the Whole Minutes  
Meeting held October 1, 2012 at 6:00 p.m.  
held in the Council Chamber , 2225 Otter Point Road

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### COUNCIL PRESENT

Mayor Wendal Milne  
Councillor Bev Berger  
Councillor Herb Haldane  
Councillor Kevin Pearson (arrived 6:03 pm)  
Councillor Rick Kasper  
Councillor Kerrie Reay  
Councillor Maja Tait

### STAFF PRESENT

Dave Gawley, Acting Chief Administrative Office  
Michael Dillabaugh, Director of Finance  
Bonnie Sprinkling, Corporate Officer  
Elisabeth Nelson, Municipal Engineer  
Steve Sorensen, Fire Chief  
Tina Hansen, Corporate Assistant

### Absent:

1. **Call to Order**

The meeting was called to order at 6:00 p.m.

2. **Approval of Agenda**

**MOVED** to approve the agenda as circulated.  
**CARRIED**

3. **Corporate Priorities for 2013-2017**

Mayor Milne advised that the purpose of this evening's Committee of the Whole meeting was to review and identify the Corporate Priorities for 2013 to 2017 prior to the 2013 budget process.

Councillor Kasper addressed the Committee on the 2012 Financial Plan going into the 2013 budget noting that there were a number of one time expenditures funded through taxes that will not be included in future budgets.

A discussion ensued between the Committee and staff as to a decrease in revenue for fees and charges for 2012, in particular, building permit revenue.

The Committee reviewed the District of Sooke 2012 Corporate Priorities established during the January 19<sup>th</sup>, 2012 Council Workshop with Roycroft Consulting Services.

### **LONG RANGE INTERESTS**

The Committee discussed Long Range Interests on page 5 of the 2012 Corporate Priorities and noted the following:

- Overall revenue decrease for building permits in 2012



- Look for associated savings somewhere else in the organization
- Ensuring expenditures match decrease in building permit revenue
- 48 hour building permits should be a priority – may be helpful with revenue, assist with carrying costs for builders and may help create momentum within the trades
- Consideration to the one time expenditures identified that will not be occurring next year
- Including “cycling” under Transportation of all forms
- Ensuring ease of access to services provided by the District
- Focusing efforts on the down town
- Improving/enhancing the District website

Future (High level direction)

The Committee agreed by general consensus to maintain the Future (High level direction) items and to include the following underlined additions:

- Define Sooke’s identity – Sooke’s competitive advantage
- Sustainable Infrastructure
- Financial Sustainability
- Well planned working Downtown with long term employment
- Revitalization Downtown – pedestrian friendly
- Affordable infrastructure improvements
- Financial Accountability
- Transportation of all forms (accessibility, driveable and walk able) - include “cycling”
- User Friendly include - “48 hour building permits, web casting and ongoing website improvements/enhancements”

The Committee requested that staff group the above Future High level direction according to topic (eg. Financial Sustainability, Financial Accountability, Fiscal Prudence) and ensure continuity throughout the 2012 Corporate Priorities document.

**FINANCIAL REALITIES**

The Committee agreed to adopt the existing “Financial Realities” clause.

**POTENTIAL SHORT TERM PROJECTS AND ACTIVITIES**

Capital Priorities

The Committee discussed Potential Short Term Project and Activities on page 6 of the document and agreed by general consensus that following be listed under Capital Priorities:

- Grant Road Connector – Church Road/Throup intersection and associated sidewalks
- Highway 14 Roundabout/Downtown Streetscape improvements
- Other necessary infrastructure upgrades (sewer)
- Sidewalks and multi-use trails

- Road resurfacing
- Implement traffic calming
- Senior/youth centre

### Program /Services

The Committee agreed to the following items listed under Program/Services:

- Update Parks and Trails Master Plan
- Building permit process online
- Templates and Checklist - legal
- Expanded role, accountability and enhancements – Economic Development, Tourism, Sooke Region Chamber of Commerce, Sooke Region Tourism Association, Visitor Centre
- Quality of assurance of external grants and line items
- Affordable Housing Policy
- Recycling and composting (moved from operational services)

### Operational Services

The Committee agreed the following priorities are to remain under Operational Services:

- Review of Road Maintenance
- Reviewing Partnership Agreement with Prestige
- Service delivery review (2006 operational Report)

Review of current wastewater contract should be moved to long term goals.

### **RECOMMENDED 2012 PRIORITIES**

The Committee reviewed the Recommended 2012 Priorities on page 7 of the document and agreed to the following:

#### Fiscal Responsibility

The following should be removed from Fiscal Responsibility as they are included under Operational Services:

- Review of current wastewater contract ( to go under long-term priorities)
- Review of Road Maintenance
- Reviewing Partnership Agreement with Prestige

The following should remain under Fiscal Responsibility:

- Undertake a Service Delivery Review to identify opportunities to improve efficiencies and staff assignments
- Examine ways and means to coordinate and perhaps link up current programs in areas of Economic Development, Tourism, Museum, and Marketing
- Develop framework to increase quality of assurance of external grants and line items

Improving the Downtown

The Committee agreed to the following priorities under Improving the Downtown:

- Grant Road Connector – Church Road/Thrup Intersection and associated sidewalks
- Highway 14 Roundabout/Down town street-scape improvements
- Staff to provide other necessary infrastructure upgrades for Council consideration (sewer)
- Town Centre Road Connectivity

Grant Road Connector - Church Road/Thrup Intersection and associated sidewalks is applicable to the DCC Bylaw and should be expanded in short term capital priorities.

Community Planning

The Committee reviewed the Community Planning priorities and agreed to the following:

- Review Design Guidelines and prepare implementing bylaw
- Complete the Development Cost Charge Bylaw Review – Sewer
- Introduce Checklists and Templates to streamline development approvals (with legal input)
- Solid Waste Management Plan for the District of Sooke

Public Input:

Terrance Martin, Sooke resident addressed the Committee on the issue of external grants and on a past proposal for a District of Sooke grant writer. Mr. Martin requested the Committee take the issue into consideration.

Michael Nyikes, Sooke resident, requested that Council take into consideration overhead infrastructure such as hydro lines during the design and construction of the roundabout. Mr. Nyikes also addressed the Committee on building permits, including the average timeline for issuing permits in other municipalities and opportunities to improve building permits using a two-step process; cribbing; framing.

**ACTION ITEM:** By general consensus, the Committee agreed that staff will update the District of Sooke 2012 Corporate Priorities with the Committee's recommendations for 2013 and bring the document back to a future meeting for Council approval.

**4. Adjournment**

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

Certified Correct:

\_\_\_\_\_  
Wendal Milne  
Mayor

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Bonnie Sprinkling  
Corporate Officer



## DISTRICT OF SOOKE

Committee of the Whole Minutes

Meeting held October 22, 2012

(immediately following the Regular Council Meeting) at 7:00 pm  
Council Chamber, 2225 Otter Point Road

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### COUNCIL PRESENT

Mayor Wendal Milne  
Councillor Bev Berger  
Councillor Herb Haldane  
Councillor Rick Kasper  
Councillor Kerrie Reay  
Councillor Maja Tait

### STAFF PRESENT

Dave Gawley, Acting Chief Administrative Office  
Michael Dillabaugh, Director of Finance  
Bonnie Sprinkling, Corporate Officer  
Gerard LeBlanc, Municipal Planner  
Elisabeth Nelson, Municipal Engineer  
Tina Hansen, Corporate Assistant

### Absent:

Councillor Kevin Pearson

#### 1. Call to Order

The meeting was called to order at 9:58 p.m.

#### 2. Approval of Agenda

**MOVED** to approve the agenda as circulated.  
**CARRIED**

#### 3. Current Issues

David Matland, Sooke resident, addressed Council as to changes to the zoning bylaw and the impact changes may have on his property. Mr. Matland inquired as to the timeline for the public process for the new zoning bylaw and expressed concern over the notification process with Bylaw No. 500.

Mayor Milne provided information to Mr. Matland and members of the public as to the timeline and public process for the new zoning bylaw.

Rick Gates, Sooke resident addressed Council on the zoning bylaw contradicting the Official Community Plan and advised of his concerns that major components in the OCP do not reflect community values or have community consent including vision, excessive growth and population, and maintaining small town character. Mr. Gates also reported on concerns as to discrepancies between the OCP, Town Centre Plan and the Agricultural Plan. Mr. Gates requested that Council look at these issues before proceeding with the new zoning bylaw.

Mayor Milne reported that Council will be dealing with the new zoning bylaw quickly in order to mitigate any implications that could arise with Bylaw No. 500 and acknowledged Mr. Gates concerns as to the OCP, Town Centre Plan, the Agricultural Plan and density.

Terrance Martin, Sooke resident, addressed Council as to issues of the section "Uses permitted in any zone" in Bylaw No. 500 and "Park" and advised of concerns that it removes the control of planning for the municipality and is a loss of tax base. Mr. Martin also addressed Council as to the new structure of the EDC and a business innovation centre at the Kaltasin Works Yard.

Mayor Milne clarified concerns Mr. Martin raised as to property for the Throup Road connector and advised Mr. Martin of an upcoming meeting with an EDC advisory panel.

Lorien Arnold, Sooke resident reported on an opportunity to integrate disc golf around the perimeter of the bike skills park and thanked Council for their support of the Sooke Bike Club.

4. **Adjournment**

The meeting was adjourned at 10:23 p.m.

Certified Correct:

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Wendal Milne  
Mayor

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Bonnie Sprinkling  
Corporate Officer



## DISTRICT OF SOOKE

Committee of the Whole Minutes  
Meeting held Tuesday, November 13, 2012  
(immediately following the Regular Council Meeting) at 7:00 pm  
Council Chamber, 2225 Otter Point Road

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### COUNCIL PRESENT

Mayor Wendal Milne  
Councillor Bev Berger  
Councillor Herb Haldane  
Councillor Kevin Pearson  
Councillor Kerrie Reay  
Councillor Maja Tait

### STAFF PRESENT

Dave Gawley, Acting Chief Administrative Office  
Michael Dillabaugh, Director of Finance  
Bonnie Sprinkling, Corporate Officer  
Gerard LeBlanc, Municipal Planner  
Elisabeth Nelson, Municipal Engineer  
Tracy Olsen, Planner II  
Steve Sorensen, Fire Chief  
Tina Hansen, Corporate Assistant

### Absent:

Councillor Rick Kasper

#### 1. Call to Order

The meeting was called to order at 10:35 p.m.

#### 2. Approval of Agenda

**MOVED** to approve the agenda as circulated.  
**CARRIED**

#### 3. Current Issues

There were no comments from members of the public.

#### 4. Adjournment

The meeting was adjourned at 10:35 p.m.

Certified Correct:

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Wendal Milne  
Mayor

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Bonnie Sprinkling  
Corporate Officer



## DISTRICT OF SOOKE

Committee of the Whole Minutes  
Meeting held November 19, 2012 at 6:00 pm  
in Council Chamber, 2225 Otter Point Road

### COUNCIL PRESENT

Councillor Rick Kasper, Chair  
Councillor Bev Berger  
Councillor Herb Haldane  
Councillor Kevin Pearson (6:02 pm)  
Councillor Kerrie Reay  
Councillor Maja Tait  
Mayor Wendal Milne

### STAFF PRESENT

Dave Gawley, Acting Chief Administrative Office  
Michael Dillabaugh, Director of Finance  
Bonnie Sprinkling, Corporate Officer  
Gerard LeBlanc, Municipal Planner  
Steve Sorensen, Fire Chief  
Tina Hansen, Corporate Assistant

1. **Call to Order**

The meeting was called to order at 6:00 p.m.

2. **Approval of Agenda**

**MOVED** to approve the agenda as circulated.

**CARRIED**

Mayor Milne introduced the new Chief Administrative Officer, Gordon Howie, to the Committee and members of the public. Mr. Howie will join the staff on February 1, 2013.

Mayor Milne advised that the purpose of this evening's meeting is to discuss the proposed 2013 to 2017 Financial Plan. Mayor Milne turned the Committee of the Whole meeting over to Councillor Kasper as Chair of the meeting.

3. **2013-2017 Five Year Financial Plan**

Councillor Kasper advised that the Committee has been provided the proposed 2013-2017 Five Year Financial Plan which staff will be providing a brief overview of what is included in the plan and also distributed is an outline of the budget approval process leading into 2013. It is hoped that the Committee will approve the schedule and refer the plan to the Finance and Administration Committee so they can begin their deliberations.

Michael Dillabaugh provided an overview of the proposed 2013 to 2017 Five Year Financial Plan noting that it shows a preliminary property tax increase of 10.93%. Mr. Dillabaugh advised that this is just a starting point for Council consideration and that from this initial proposed budget Council and the Finance and Administration Committee must consider priorities and policies for 2013 and future years. There are a number of areas that have room to decrease the tax increase to a much more manageable level. Mr. Dillabaugh noted the 2013-2017 Corporate Priorities - Top Three: Fiscal Responsibility, Town Centre Improvements and Community Planning, and how they are incorporated into the proposed 2013 to 2017 Five Year Financial Plan. Mr. Dillabaugh reviewed Council projects and plans in the proposed budget that will require Council

direction on what would be considered a priority. Mr. Dillabaugh advised that non-market change have not been considered in the proposed budget as such there may be funds from new construction that will positively impact the budget.

Dave Gawley provided an overview of the DRAFT 2013-2017 Financial Plan Development calendar including preliminary financial plan presentations, preparation of the DRAFT Financial Plan, and Council review and public consultation of the Financial Plan.

Mayor Milne inquired as to staff direction for areas of tax savings in the proposed Financial Plan.

Dave Gawley reported on opportunities that could be used to reduce the proposed 10.93 per cent tax increase including new construction from non-market growth, planning activities, capital expenditures, legal costs, and increasing revenues.

### **Public Input**

There was no input from members of the public.

**MOVED** and seconded to accept the proposed 2013-2017 Financial Plan Development Calendar for future deliberations on the proposed budget as submitted.

**CARRIED**

**MOVED** and seconded that the proposed 2013-2017 Five Year Financial Plan and calendar be forwarded to the Finance and Administration Committee.

**CARRIED**

The Committee had a general discussion on what a realistic target would be for the 2013 property tax increase and what Council would like to accomplish for the next year. The Committee agreed by general consensus on a tax increase of approximately 1½% to 2½%. The Committee discussed the following:

- Ensuring completion of some capital projects/infrastructure in the town core
- Setting priorities
- Support of staff training but reducing costs associated with staff conferences
- Checklists and templates to streamline development process
- Look at organization internally to ensure improved public service
- Ensure capital improvement items budgeted are started in early 2013 eg. streetlight repair
- Capital projects – going ahead with in January/February

The Committee inquired as to deadlines for BC Assessment Authority. Mr. Gawley provided information on the timeline for property assessment and notice to the property owners, advising that the District receives the final assessment numbers should be received by the end of March 2013.



4. **Adjournment**

The meeting was adjourned at 6:37 p.m.

Certified Correct:

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Wendal Milne  
Mayor

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Bonnie Sprinkling  
Corporate Officer



## DISTRICT OF SOOKE

Committee of the Whole Minutes  
Meeting held Tuesday, November 26, 2012  
(immediately following the Regular Council Meeting) at 7:00 pm  
Council Chamber, 2225 Otter Point Road

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### COUNCIL PRESENT

Mayor Wendal Milne  
Councillor Bev Berger  
Councillor Herb Haldane  
Councillor Rick Kasper  
Councillor Kevin Pearson  
Councillor Maja Tait

### STAFF PRESENT

Michael Dillabaugh, Director of Finance  
Bonnie Sprinkling, Corporate Officer  
Gerard LeBlanc, Municipal Planner  
Steve Sorensen, Fire Chief  
Tina Hansen, Corporate Assistant

### ABSENT:

Councillor Kerrie Reay

1. **Call to Order**

The meeting was called to order at 10:49 p.m.

2. **Approval of Agenda**

**MOVED** to approve the agenda as circulated.

**CARRIED**

3. **Current Issues**

Sifu Moonfist, Sooke resident addressed Council as to Bylaw 500, the ability to have a data base for assessment values and whether this would make a difference in the CTC1 and CTC2 zones.

Mayor Milne explained that each year assessments change and the District does not receive the information until the following April.

Mike Dillabaugh further explained that the BC Assessment Authority is an independent organization from the municipality and that the District does not have a say on what the assessments are. Each one of the property classes have the same tax rate.

4. **Adjournment**

The meeting was adjourned at 10:52 p.m.

Certified Correct:

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Wendal Milne  
Mayor

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Bonnie Sprinkling  
Corporate Officer



## DISTRICT OF SOOKE

Committee of the Whole Minutes  
Meeting held December 10, 2012  
(immediately following the Regular Council Meeting) at 7:00 pm  
Council Chamber, 2225 Otter Point Road

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### COUNCIL PRESENT

Mayor Wendal Milne  
Councillor Bev Berger  
Councillor Herb Haldane  
Councillor Kevin Pearson  
Councillor Rick Kasper  
Councillor Kerrie Reay

### STAFF PRESENT

Dave Gawley, Acting Chief Administrative Office  
Bonnie Sprinkling, Corporate Officer  
Gerard LeBlanc, Municipal Planner  
Tracy Olsen, Planner II  
Tina Hansen, Corporate Assistant

### ABSENT

Councillor Maja Tait

#### 1. Call to Order

The meeting was called to order at 10:03 p.m.

#### 2. Approval of Agenda

**MOVED** to approve the agenda as circulated.  
**CARRIED**

#### 3. Current Issues

There was no input from members of the public.

#### 4. Adjournment

The meeting was adjourned at 10:04 p.m.

Certified Correct:

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Wendal Milne  
Mayor

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Bonnie Sprinkling  
Corporate Officer