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## REGULAR COUNCIL MEETING AGENDA

**Open Portion at 7:00 p.m. in Council Chamber**

**Closed Portion immediately following the open portion**

**April 11, 2016**

**2225 Otter Point Road, Sooke, B.C.**

Please note: The Open Portion of this meeting may be webcast live at [www.sooke.ca](http://www.sooke.ca) Written and verbal submissions will become part of the public record and are subject to the Freedom of Information and Protection of Privacy Act.

**(Please turn off your cellphones in the Council Chambers during the meeting)**

<b>CALL TO ORDER</b>		
<b>INTRODUCTION OF NEW BUSINESS/SUPPLEMENTARY INFORMATION</b>		
<b>APPROVAL OF THE AGENDA</b>		
<b>ADOPTION OF COUNCIL AND COW MEETING MINUTES:</b>		
March 23, 2016	Special Council Meeting	1
March 29, 2016	Regular Council Meeting	5
<b>RECEIPT OF DRAFT COUNCIL COMMITTEE MINUTES FOR INFORMATION:</b>		
March 17, 2016	Sooke Community Centre Advisory Committee	11
March 22, 2016	Emergency Planning Committee	13
March 22, 2016	Sooke Fire Services Commission	17
March 23, 2016	Sooke Program for the Arts (SPA) Committee	19
<b>DELEGATIONS – REQUESTS TO ADDRESS COUNCIL (or Presentations - 5 minute time limit each)</b>		
D-1	Herb Haldane – Sooke Community Association, Sports Fields	--
D-2	Ellen Lewers – Sooke Fall Fair, Canada 150	--
<b>PUBLIC QUESTION AND COMMENT PERIOD (10 minutes – 2 minutes time limit per person)</b>		

<b>BYLAWS</b>		
<b>B-1</b>	<b>Bylaw No. 634, Council Procedure Amendment Bylaw (422-1)</b> <ul style="list-style-type: none"> <li>• Report to Council</li> <li>• Council to consider introduction, first, second and third reading of Bylaw No. 634</li> </ul>	23
<b>REPORTS Requiring Action:</b>		
<b>RA-1</b>	<b>Sooke Fire Services Commission Recommendations</b> <ul style="list-style-type: none"> <li>• Report to Council</li> <li>• Council to consider recommendation</li> </ul>	37
<b>RA-2</b>	<b>Sooke Program for the Arts (SPA) Committee Recommendations</b> <ul style="list-style-type: none"> <li>• Council to consider recommendation</li> </ul>	43
<b>RA-3</b>	<b>Category A Grant – Police Based Victim’s Services</b> <ul style="list-style-type: none"> <li>• Report to Council</li> <li>• Council to consider recommendation</li> </ul>	45
<b>RA-4</b>	<b>Western Canada Mountain Bike Tourism Association – 2015/2016 Annual Partner Fees</b> <ul style="list-style-type: none"> <li>• Report to Council</li> <li>• Council to consider recommendation</li> </ul>	51
<b>REPORTS For Information – Council, Committees, COW and Commissions and Staff (CAO, Development Services)</b>		
<b>RI-1</b>	<b>Mayor and Council Reports (Verbal)</b>	--
<b>R1-2</b>	<b>Alternate Housing Forum (Verbal)</b>	--
<b>R1-3</b>	<b>Capital Regional District Board – Director Appointment</b>	57
<b>NEW BUSINESS</b>		
<b>CORRESPONDENCE Requiring Action:</b>		
<b>C-1</b>	<b>Sponsorship Request – Sooke Saltwater Series 2016</b>	59
<b>C-2</b>	<b>Correspondence received March 22, 2016 from Rupert and Franny Yakelashek – Federal Bill of Environmental Rights</b>	61
<b>CORRESPONDENCE for Information:</b>		
<b>I-1</b>	<b>Symposium on Land-Based Spill Preparedness and Response in BC</b>	65

**MOTION TO CLOSE THE MEETING TO THE PUBLIC:**

Motion to close the meeting to the public under section 90(1) of the *Community Charter* to discuss:

- 90(1)(c) labour relations or other employee relations;
- 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- 90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

**ADJOURNMENT**

**DISTRICT OF SOOKE**

Minutes of the Special Meeting of Council  
held in the Council Chamber  
at 2225 Otter Point Road, Sooke, BC  
on March 23, 2016 at 7:00 p.m.

**COUNCIL PRESENT**

Acting Mayor R. Kasper  
E. Logins  
B. Parkinson  
K. Reay  
K. Pearson

**STAFF PRESENT**

Teresa Sullivan, Chief Administrative Officer  
Brent Blackhall, Director of Finance  
Rob Howat, Director of Development Services  
Gabryel Joseph, Director of Corporate Services  
Sarah Temple, Corporate Services Clerk

**ABSENT:** M. Tait, B. Berger

**CALL TO ORDER**

Acting Mayor Kasper called the meeting to order at 6:00 p.m.

**MOTION TO CLOSE THE MEETING TO THE PUBLIC**

**MOVED** and seconded to close the meeting to the public under section 90 of the *Community Charter*:

- 90(1)(c) labour relations or other employee relations;
- 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- 90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

**CARRIED UNANIMOUSLY**

**CALL TO ORDER – OPEN PORTION:**

Acting Mayor Kasper called the Open Portion of the Special Council meeting to order at 7:00 pm in the Council Chambers.

**APPROVAL OF AGENDA**

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

**CARRIED UNANIMOUSLY**

## **PUBLIC QUESTION AND COMMENT PERIOD**

There were no comments from members of the public.

## **REPORTS REQUIRING ACTION**

### **RA-1 Proposed 2016-2020 Five Year Financial Plan**

The Director of Financial Services provided an overview of amendments to the 2016 – 2020 Five Year Financial Plan.

Discussion:

- Clarification on new line item for sidewalk improvement.
- Clarification of Communities in Bloom funding for 2016.
- Council thanked staff for their work on the Five Year Financial Plan.
- Final approval of the 2016 – 2020 Five Year Financial Plan will take place after review of the Sooke Fire Commission recommendation.

## **ADJOURNMENT – OPEN PORTION**

**MOVED** and seconded to adjourn the open portion of the Special Council meeting at 7:13 p.m.

**CARRIED UNANIMOUSLY**

## **MOTION TO CLOSE THE MEETING TO THE PUBLIC**

**MOVED** and seconded to reconvene the closed meeting under section 90 of the *Community Charter*:

- 90(1)(c) labour relations or other employee relations;
- 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- 90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

**MOVED** and seconded to adjourn the meeting at 7:53 p.m.  
**CARRIED UNANIMOUSLY**

**Certified Correct:**

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**Rick Kasper**  
**Acting Mayor**

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**Gabryel Joseph**  
**Acting Corporate Officer**





## DISTRICT OF SOOKE

Minutes of the Regular Meeting of Council  
held in the Council Chamber  
at 2225 Otter Point Road, Sooke, BC  
on March 29, 2016  
6:30 p.m., In-Camera Portion, Meeting Room  
7:00 p.m., Public Portion, Council Chamber

### COUNCIL PRESENT

Acting Mayor R. Kasper  
B. Berger  
E. Logins  
B. Parkinson  
K. Pearson (left the meeting at 8:32 pm)  
K. Reay

### STAFF PRESENT (Open Portion)

Teresa Sullivan, Chief Administrative Officer  
Brent Blackhall, Director of Financial Services  
Gabryel Joseph, Director of Corporate Services  
Rob Howat, Director of Development Services  
Staff Sgt. Jeff McArthur  
Amanda Irving, Corporate Services Clerk

**ABSENT:** M. Tait

### CALL TO ORDER

Acting Mayor Kasper called the meeting to order at 6:30 pm.

### MOTION TO CLOSE THE MEETING TO THE PUBLIC

**MOVED** to close the meeting to the public under section 90(1) of the *Community Charter* to discuss:

- 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- 90(1)(g) litigation or potential litigation affected the municipality;
- 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**CARRIED UNANIMOUSLY**

### CALL TO ORDER - OPEN PORTION

Acting Mayor Kasper called the open portion of the Regular Council meeting to order at 7:01 p.m. in the Council Chambers.

### INTRODUCTION OF NEW BUSINESS/SUPPLEMENTARY INFORMATION

**MOVED** and seconded to introduce new business:

NB-1 EPCOR Service Agreement update

**CARRIED UNANIMOUSLY**



## **APPROVAL OF THE AGENDA**

**MOVED** and seconded to move agenda item RI-1: RCMP Quarterly Report to immediately follow receipt of draft council and committee minutes .

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to approve the agenda as amended.

**CARRIED UNANIMOUSLY**

## **ADOPTION OF MINUTES**

**MOVED** and seconded that the minutes of the Committee of the Whole meeting held on March 14, 2016, be adopted .

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Regular Council meeting held on March 14, 2016, be adopted, with a correction under item D-2, "Salmon Capital of Canada" to be replaced with "Smoked Salmon Capital of Canada".

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Special Council meeting held on March 21, 2016, be adopted .

**CARRIED UNANIMOUSLY**

## **MINUTES FOR INFORMATION**

**MOVED** and seconded that the following minutes be received for information:

- March 8, 2016 – Sooke Fire Services Commission
- March 9, 2016 – Sooke Fire Services Commission
- March 10, 2016 – Sooke Fire Services Commission
- March 15, 2016 – Sooke Fire Services Commission
- March 17, 2016 – Sooke Fire Services Commission
- March 17, 2016 – Climate Change Action Committee

**CARRIED UNANIMOUSLY**

## **REPORTS FOR INFORMATION**

### **RI-1 RCMP Quarterly Report**

- Staff Sgt. Jeff McArthur Provided an overview of the RCMP Quarterly Report, including annual statistics from 2015.

Discussion:

- Discussion of funding for additional RCMP officer, who will begin work in Sooke in the fall of 2016.

**MOVED** and seconded to receive the report for information.

**CARRIED UNANIMOUSLY**

## PUBLIC QUESTION AND COMMENT PERIOD

Council heard from the following speakers:

1. Ellen Lewers, Sooke resident
  - EPCOR Service Agreement update
  - Sooke Fire Commission's meeting agendas and minutes.

## BYLAWS

### **B-1 Bylaw No. 633, *Zoning Amendment Bylaw (600-23)* – 7105 Grant Road West**

The Planning Department gave a powerpoint presentation and summary of Bylaw No. 633, *Zoning Amendment Bylaw (600-23)* - 7105 Grant Road West.

**MOVED** and seconded that Bylaw No. 633, *Zoning Amendment Bylaw (600-23)* to rezone the property located at 7105 Grant Road from Rural Residential Zone (RU4) to Small Lot Residential Zone (R3) be introduced and read a first time.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that Bylaw No. 633, *Zoning Amendment Bylaw (600-23)* to rezone the property located at 7105 Grant Road from Rural Residential Zone (RU4) to Small Lot Residential Zone (R3) be read a second time;

**AND** to direct staff to schedule a Public Hearing for Bylaw No. 633 in accordance with the requirements of the *Community Charter* and the *Local Government Act*.

**CARRIED UNANIMOUSLY**

### **B-2 Bylaw No. 637, *Zoning Amendment Bylaw (600-25)* – 7109 Grant Road West**

The Planning Department gave a powerpoint presentation and summary of Bylaw No. 637, *Zoning Amendment Bylaw (600-25)* - 7109 Grant Road West.

**MOVED** and seconded that Bylaw No. 637, *Zoning Amendment Bylaw (600-25)* to rezone the property located at 7109 Grant Road from Rural Residential Zone (RU4) to Small Lot Residential Zone (R3) be introduced and read a first time.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that Bylaw No. 637, *Zoning Amendment Bylaw (600-25)* to rezone the property located at 7109 Grant Road from Rural Residential Zone (RU4) to Small Lot Residential Zone (R3) be read a second time;

**AND** to direct staff to schedule a Public Hearing for Bylaw No. 637 in accordance with the requirements of the *Community Charter* and the *Local Government Act*.

**CARRIED UNANIMOUSLY**

### **B-3 Bylaw No. 635, *Sooke Core Sewer Specified Area Amendment Bylaw (147-26)*- Sooke Core Sewer Specified Area Proposed Boundary Adjustment for 7105 and 7109 Grant Road West**

The Engineering Department gave a powerpoint presentation and summary of Bylaw No. 635, *Sooke Core Sewer Specified Area Amendment Bylaw (147-26)* - Sooke Core Sewer Specified Area Proposed Boundary Adjustment for 7105 and 7109 Grant Road West

**MOVED** and seconded that the Petition for Local Area Service for the property located at 7105 Grant Road West (legally described as Lot B, Section 1, Sooke District, Plan VIP58124) and 7109 Grant Road West (legally described as Lot A, Section 1, Sooke District, Plan VIP58124) be received.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that that Bylaw No. 635, *Sooke Core Sewer Specified Area Amendment Bylaw (147-26)* be introduced and read a first time.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that that Bylaw No. 635, *Sooke Core Sewer Specified Area Amendment Bylaw (147-26)* be read a second time.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that that Bylaw No. 635, *Sooke Core Sewer Specified Area Amendment Bylaw (147-26)* be read a third time.

**CARRIED UNANIMOUSLY**

#### **REPORTS REQUIRING ACTION**

##### **RA-1 Parkland Dedication Requirements for Proposed Subdivision at 6553/6561 Helgesen Road (Lot 27, Section 26, Sooke District, Plan EPP35168)**

The Engineering Department gave a powerpoint presentation and summary of Parkland Dedication Requirements for Proposed Subdivision at 6553/6561 Helgesen Road (Lot 27, Section 26, Sooke District, Plan EPP35168).

**MOVED** and seconded to direct staff to accept approximately 442 m<sup>2</sup> of park dedication and cash-in-lieu for the remainder of the required 5% parkland dedication requirement as per section 510 of the *Local Government Act* for the proposed subdivision of Lot 27, Section 26, Sooke District, Plan EPP35168 based on the 2016 BC Assessment land value of the parent property.

**CARRIED UNANIMOUSLY**

##### **RA-2 Covenant Amendment for ALR Buffer – 6978 West Coast Road**

The Director of Development Services gave an overview of the written staff report.

**MOVED** and seconded to direct staff to work with the applicant to modify Covenant CA1877305 for 6978 West Coast Road to eliminate the Agriculture Land Reserve buffer, in accordance with the requirements of the *Community Charter* and *Local Government Act*.

**CARRIED UNANIMOUSLY**

**RA-3 Non-Farm Use in the Agricultural Land Reserve – 6038 Sooke Road**

The Director of Development Services gave an overview of the written staff report.

**MOVED** and seconded to forward the request for non-farm use for a community care facility to the Agricultural Land Commission highlighting the need for childcare in Sooke and the recent growth in District schools.

**CARRIED UNANIMOUSLY**

**RA-4 Recommendations from Climate Change Action Committee March 17, 2016 meeting**

Councillor Logins reported on behalf of the Climate Change Action Committee regarding investigating opportunities for local yard waste composting facilities and/or programs.

**MOVED** and seconded to direct staff to investigate opportunities for local yard waste composting facilities and/or programs.

**CARRIED UNANIMOUSLY**

**REPORTS FOR INFORMATION**

**RI-2 Mayor and Council Reports (Verbal)**

Councillor Berger reported on the upcoming public information sessions regarding SEAPARC's proposed land purchase. There will be information sessions held April 11 to 18, 2016, in various locations throughout Sooke and the Juan de Fuca Electoral Area. The referendum will take place April 30, 2016.

Acting Mayor Kasper reported that the Five Year Financial Plan is nearing completion, pending a report from the Sooke Fire Services Commission. The projected tax increase in 2016 will be 0.8%. On March 30, the CRD will be looking at their annual budget, where a 2.7% increase for Sooke is projected.

**RI-3 CAO Update (Verbal)**

Chief Administrative Officer, Teresa Sullivan, reported that staff have been instructed to take a look at improving lighting in the municipal hall parking lot and will be investigating various options to make sure both the safety of staff and council are taken into consideration.

**NEW BUSINESS**

**NB-1 EPCOR Service Agreement Update**

Councillor Pearson declared a conflict of interest and left the meeting at 8:32 pm.

The Chief Administrative Officer gave an overview of the EPCOR Service Agreement, including contract timelines and background. A written report, outlining cost implications was presented.

**Discussion:**

- Discussion of Section 3 (g) and (i) which state that “there are no opportunities to tender a Request for Proposals as the District of Sooke must provide non-renewal notice to EPCOR six months in advance of the date (March 29, 2016)” and that “The District of Sooke cannot renew its current contractual arrangement with EPCOR unless we go gain voter approval” which would be costly to the District of Sooke. Clarification of costs to expand sewer in the future, should additional capacity be required.
- Discussion of current sewer capacity and projected future capacity requirements.
- Discussion of ongoing engineering expertise required.
- Clarification of potential cost savings, as presented in the written staff report.

**MOVED** and seconded to direct staff to:

1. Provide notice to EPCOR that the District of Sooke will not seek renewal of its operational contract for the wastewater system
2. Take the necessary steps to manage the wastewater handback from EPCOR, as outlined in the legal opinion received March 26, 2016
3. Provide monthly progress reports to Council on the handback process until completed.

**CARRIED UNANIMOUSLY**

**CORRESPONDENCE AND COUNCIL REPORTS FOR INFORMATION**

**I-1 Council Reader File – March 2016**

**MOVED** and seconded to file the correspondence.  
**CARRIED UNANIMOUSLY**

**I-2 Correspondence dated March 18, 2016 from Sooke Region Chamber of Commerce  
Re: Chamber Supports SEAPARC Land Purchase**

**MOVED** and seconded to file the correspondence.  
**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

**MOVED** and seconded to adjourn the meeting at 8:45pm  
**CARRIED UNANIMOUSLY**

**Certified Correct:**

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**Rick Kasper  
Acting Mayor**

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**Gabryel Joseph  
Acting Corporate Officer**



**DISTRICT OF SOOKE**  
**Sooke Community Centre Advisory Committee Minutes**  
Meeting held March 17, 2016  
at 10:00 am  
Council Chamber, 2225 Otter Point Road

**Committee Members Present:**

1. Lee Boyko, Sooke Region Museum, Chair
2. Councillor Ebony Logins
3. Peter Clark, Sooke Community Association
4. Nicky Logins, Sooke Region Community Health Initiative
5. Jeff Bateman, Sooke Transition Town Society, EMCS Society
6. Sandy Pedneault, Sooke Elderly Citizens Housing Society
7. Bob Phillips, Sooke School District
8. Ellen Lewers, Sooke Fall Fair
9. Shirley Lowe, Sooke Seniors Drop In Society

**Staff:** Gabryel Joseph, Director of Corporate Services (arrived at 11:12 am)  
Sarah Temple, Corporate Services Clerk

1. Lee Boyko called the meeting to order at 10:09 am.
2. **Approval of the Agenda:**  
**MOVED** to approve the agenda as circulated.  
**CARRIED**
3. **Approval of the Minutes:**  
**MOVED** to approve the minutes of February 18, 2016 as circulated.  
**CARRIED**
4. **Recommendations to Council:**
  - Discussion of various locations for community use, both indoor and outdoor.
    - The Sooke Community Hall is in a prime location in the Town Centre. Pedestrian traffic is high and many families use the area.
    - Parking in the Town Centre could be a challenge, but opportunities exist for partnerships with neighboring properties.
    - Discussion of possibility of land swaps to gain additional space in the Town Centre.
    - The Sooke Community Hall could be renovated to improve usage.
    - Potential for use of Kaltasin Works Yard as a location for storage, which would free up much of the basement of the Sooke Community Hall.
    - The Sooke Community Hall will celebrate its 80<sup>th</sup> anniversary in 2018.
    - Discussion of land acquisition on Wadams Way.
    - Discussion of potential for partnership with the Vancouver Island Regional Library.
    - Discussion of the improvement of outdoor spaces in conjunction with recommendations for indoor space. Families utilize local parks and with improvements to infrastructure such as shelter, washrooms etc. the use of these spaces would improve.

- Discussion of improving connectivity through the Town Centre and through to John Phillips Memorial Park.
- Discussion of funding options for a Community Centre, including money currently set aside in District of Sooke budget, HEROWORKS funding and grant possibilities.
- The Committee further discussed operational considerations which will need to be factored in to subsequent phases of planning. These include management of building(s) usage, contracting requirements, maintenance issues, leasing of space, partnerships and operational costs.

**Next Steps:**

- The Committee agreed by general consensus that the next step is to write a report outlining the Committee's proposed recommendations to Council in alignment with Phase 1 of the Sooke Community Centre Advisory Committee's (SCCAC) Terms of Reference.
- The written report will:
  - Outline the current needs of community groups (the "asks")
  - Outline where the "asks" are able to be accommodated
  - Outline that not all "asks" are able to be accommodated currently
  - Focus on connectivity and pedestrian accessibility
  - Make an assertive ask regarding the land acquisition on Wadams Way.

**ACTION:** A working group consisting of Lee Boyko, Nicky Logins, Jeff Bateman and Bob Phillips agreed to draft a report outlining the Committee's proposed recommendations. The report will be circulated among SCCAC members to ensure it meets the needs of families, youth, seniors and arts organizations and will be discussed at the SCCAC's April meeting.

**5 Public Input** - There was no input from members of the public.

**6. Next Scheduled Meeting:** April 21, 2016 at 10:00 am.

**7. Adjournment:**

**MOVED** and seconded to adjourn the meeting at 11:44 a.m.

Certified Correct:

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Lee Boyko  
Chair

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Gabryel Joseph  
Acting Corporate Officer



**DISTRICT OF SOOKE**  
**Emergency Planning Committee**  
Meeting held March 22, 2016  
at 10:02 am  
Council Chamber, 2225 Otter Point Road

**Committee Members Present:**

George OBriain, Chair  
Jeri Grant, JDF Emergency Program Coordinator  
Bryon Longeway, Sooke EMS Chief  
Staff Sgt. Jeff McArthur – Sooke RCMP 10:23  
Richard Nimmo, Sooke Amateur Radio

**Staff:**

Richard McLeod –Sooke Fire Rescue Service  
Councillor Brenda Parkinson  
Fire Chief Steve Sorensen  
Jan Stope, Recorder

**Regrets:**

Stephanie Dunlop, Metchosin Fire Chief  
Rachel Grigg, RCMSAR  
Krystal Hanson, VIHA  
Alison Makkinga, SD #62

1. **Call to Order**  
The meeting was called to order at 10:06 a.m. Chair, George OBriain thanked Fire Chief Sorensen for filling in for him during his absence.
2. **Approval of the Agenda**  
**MOVED** to approve the agenda as circulated.  
**CARRIED**
3. **Approval of Minutes:**  
**MOVED** to approve the minutes of January, 2016 as circulated.  
**CARRIED**
4. **Unfinished Business**

**a) Muster Points and Signage:**

**Connie Road Signage :**

**Discussion:**

- The Fire Chief has designed a series of fire and emergency preparedness related signs for the Connie Road location. They have been priced out and pending budget approval the interchangeable signs will be printed and rotated four times a year.
- Budget for the Emergency Planning Committee: \$10,000 is earmarked for the



Emergency Planning budget. Any signage for emergency preparedness would come from the emergency planning budget and if fire related, it would come from the fire department budget.

**Muster Points:**

Discussion:

- Locations for signage that would direct residents to emergency muster points as well as other emergency related signage issues.
- Prime locations discussed would be the Sooke Royal Canadian Legion, Sooke Ambulance Station, Sooke RCMP Station, Sooke Municipal Hall and the Sooke Community Hall

**ACTION:** Chair, George OBriain to contact the Sooke Community Association to revisit the matter of muster point signage at the Sooke Community Hall.

**b) Strategic Planning:**

**Work Plan for Implementation of Strategic Priorities:**

Discussion:

- It is proving difficult at this time to get staff and volunteers who are interested and have the time to invest in this plan.
- Waiting for direction from the Fire Commission re: the direction to take in regards to Strategic Planning

**c) Neighbourhood Emergency Preparedness Groups – Updates**

- The Committee discussed the forming of Neighborhood PODS, including legal and liability issues, information collection, privacy and storage, code of conduct, POD captains
- The ESS Coordinator announced that several new committees have been formed by some of Sooke ESS's twenty-seven members. The Committees are:
  - Pet Committee
  - POD Committee – has met several times in the last month
  - Public Education Committee
  - Recruitment and Retention Committee
  - Social Media Committee
  - Suppliers Committee
- The Committee discussed the advantages of supporting partnerships between the CRD and the District of Sooke to share knowledge and resources.

**Neighbourhood Emergency Prep Program Saanich**

- Terrance Berscheid attended to discuss his experience as the Saanich Neighborhood Emergency Program Coordinator from 2004-2015.
- The Saanich group has created a 90-minute presentation that offers the information required to prepare residents and families on how to survive on their own for up to seven days after a disaster.
- Topics in the presentation include the type of disaster, garbage can toilets, the structure of emergency response and emergency kits.
- Those participating in this free presentation also receive a workbook to help with their individual emergency planning.
- Mr. Berscheid stated that their presentation is offered to any group of ten or

more people.

5. **Upcoming Events**

**Rotary Auction Display – Saturday, April 30, 2016 - SEAPARC**

- Sooke ESS will be manning the table from 9:30 a.m. - 4:30 p.m. – The theme/focus will be “Shelter In Place”.

**Quake Cottage – Portable Earthquake Simulator – Sunday, May 22, 2016**

- The Quake Cottage will be at Fire Station #1 from 10:00 a.m. to 4:00 p.m.
- This will be the first time this simulator will be on Vancouver Island and will visit several locations on the Island.
- The Quake Cottage is a mobile living room that simulates an 8 or 9 magnitude earthquake.
- Organizers would like to make this a family event with bouncy houses, info booths, and hot dogs.

**JDF ESS Fair – Annual Event - Sunday, May 1<sup>st</sup>, 2016**

- The display theme/focus will be “Shelter In Place”.
- Several ESS members have volunteered to man the table.

6. **Training :**

- The Fire Chief provided an update regarding the comprehensive tabletop exercise that is planned for Thursday, May 12, 2016, that will bring together multiple emergency partners, staff, and Council.
- The scenario for this exercise will be based on a wildfire simulation.
- The Committee discussed other emergency preparedness training opportunities that Emergency Management BC offers. EOC Applied Training is a new course being offered this year.
- All Emergency Support Service members are required to complete specific courses, such as Reception Centre, Registration and Referrals, Group Lodging and other related training.

7. **Roundtable**

- No discussion

8. **Public Input:**

- Ron Bilinsky addressed the Committee and provided an update regarding the POD committee.

9. **Next Scheduled Meeting:**

- Tuesday, May 26, 2016 at 10:00 a.m.
- Meetings – Every two months on the fourth Tuesday of the month

10. **Adjournment:**

**MOVED** and seconded to adjourn the meeting at 11:13 a.m.  
**CARRIED**

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George OBriain  
Chair

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Gabryel Joseph  
Acting Corporate Officer





**DISTRICT OF SOOKE**  
**Sooke Fire Services Commission**  
Meeting held March 22, 2016  
at 6:30 p.m.  
Council Chambers, 2225 Otter Point Road

**Committee Members Present:**

1. Ken Ebbs-Canavan, Chair
2. Cam MacIntyre
3. Murray Lambert

**Staff:**

1. Steve Sorensen, Fire Chief
2. Gabryel Joseph, Director of Corporate Services

1. K. Ebbs-Canavan called the meeting to order at 6:30 pm
2. **Approval of the Agenda:**  
**MOVED** to move the Public Input section to occur before the Budget Discussions.  
**CARRIED**  
  
**MOVED** to approve the agenda as amended.  
**CARRIED**
3. **Public Input:**  
No members of the public came forward to speak.
4. **Budget Discussions:**
  - The Fire Services Commission asked the Fire Chief questions regarding the originally proposed Fire Department Budget and regular operations.
  - The Fire Chief responded to the Fire Services Commission questions.
5. **Adjournment:**  
**MOVED** and seconded to adjourn the meeting at 7:03 p.m..

Certified Correct:

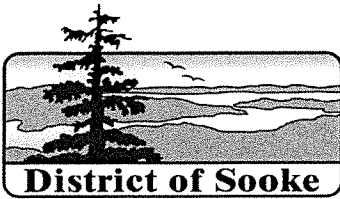
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Ken Ebbs-Canavan  
Chair

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Gabryel Joseph  
Acting Corporate Officer





# MEETING MINUTES

Phone: (250) 642-1634 Fax: (250) 642-0541 Email: [info@sooke.ca](mailto:info@sooke.ca) Website: [www.sooke.ca](http://www.sooke.ca)

<b>Committee:</b>	Sooke Program for the Arts (SPA)		
<b>Date:</b>	March 23, 2016	<b>Call to Order Time:</b>	9:30 am

**Attendees:**

Drew Johnston, Chair	P	Lorna Cosper	P
Councillor Brenda Parkinson	P	Linda Bristol	P
Bob Tully	P	Danica Rice, Staff	P
Brianna Shambrook	P		
Frederique Phillips	P		
John David Russell	P		
Linda Anderson	P		

P-Present, A-Absent, G-Guest

<b>Approval of the Agenda:</b>	As circulated Bob (m), Frederique (s)	<b>Moved</b>	✓	<b>Carried</b>	✓
Amendments	none				
<b>Approval of Minutes:</b>	February 24, 2016 as circulated Linda (m), Bob (s)	<b>Moved</b>	✓	<b>Carried</b>	✓
Amendments	none				

<b>Agenda Topic:</b>	Working Group Update – Communities in Bloom
<b>Presenter:</b>	Frederique & Brenda
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• Introductions of new members</li> <li>• Drew made mention of the motions from the past minutes/meeting</li> <li>• Frederique – Communities in Bloom (CIB) – vested in program as it is worldwide. Involves all citizens to become engaged in our town.</li> <li>• Pride for the community as a whole.</li> <li>• Involve the merchants</li> <li>• Need support from council by supplying funding and staffing</li> </ul>
<b>Motion:</b>	<p>Motion #1 – That the District of Sooke provide \$3,000 financial support to maintain the requirements of our 5 bloom community for the upcoming CIB 2016 Lorna (m) John (s) - <b>CARRIED</b></p> <p>Motion #2 – That the District of Sooke provide staff support to help coordinate events and reports required to meet the needs of the CIB program Lorna (m) Frederique (s) – <b>CARRIED</b></p>

<b>Agenda Topic:</b>	Working Group Update – Canada 150 Mosaic <ul style="list-style-type: none"> <li>• Work Plan Venue Priority</li> </ul>
<b>Presenter:</b>	John
<b>Discussion:</b> <ul style="list-style-type: none"> <li>• Information out – Mirror, Pocket News, Voice, District website</li> <li>• Canada 150 mosaic website has detail on plan</li> <li>• Submissions due April 14<sup>th</sup></li> <li>• Application forms to be handed out far and wide</li> <li>• Not restricted to just Sooke residents, open to everyone</li> <li>• Results to be tabulated by the Committee</li> <li>• 5 finalists to be submitted to Council for selection</li> <li>• Artist will be given recognition</li> <li>• Design goes back to Mosaic Committee to create the 400 tiles</li> <li>• Establish where and when the event can take place</li> <li>• Paint In – BC Family Day February 2017</li> <li>• Venue with 3 day window</li> </ul>	
<b>Motion:</b> No Motion	

<b>Agenda Topic:</b>	SPA Committee Terms of Reference Discussion
<b>Presenter:</b>	Drew
<b>Discussion:</b> <ul style="list-style-type: none"> <li>• Background to Terms of Reference</li> <li>• Try and expand and cross over to other committees terms of reference</li> <li>• Arts Program Policy is out of date</li> <li>• Committee to bring forward suggestion</li> <li>• Should we make a formal recommendation?</li> </ul>	
<b>Motion:</b> No Motion	

<b>Agenda Topic:</b>	Committee Visioning Workshop Park 2
<b>Presenter:</b>	Danica Rice
<b>Discussion:</b> <ul style="list-style-type: none"> <li>• What does Public Art mean?</li> <li>• What are we doing this and for whom?</li> <li>• What are we planning for children – do we have enough for them to do in Sooke?</li> <li>• Take forward what we have and celebrate it.</li> </ul> <ol style="list-style-type: none"> <li>1. Physical and structural ideas for art?</li> <li>2. Events that look at exhibits and music, etc</li> <li>3. Education, programming and lessons</li> <li>4. Landscape, mapping exercise – preserve, enhance</li> </ol> <p>Group Discussion To Be Continued</p>	
<b>Motion:</b> No Motion	

<b>Next Meeting:</b>	April 27, 2016				
<b>Adjournment Time:</b>	11:50 am	<b>Moved</b>	✓	<b>Carried</b>	✓

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Drew Johnson  
Chair

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Gabryel Joseph  
Acting Corporate Officer







File No. 0550-01

**REQUEST FOR DECISION**  
**REGULAR MEETING OF COUNCIL**  
Meeting Date: March 14, 2016

To: Teresa Sullivan, Chief Administrative Officer  
From: Corporate Services  
Re: **Council Procedure Bylaw – Proposed Amendments**

**RECOMMENDATION:**

**THAT COUNCIL introduce and give first, second, and third reading to Bylaw No. 634, *Council Procedure Amendment Bylaw (422-1)*.**

**1. Executive Summary:**

At the request of outgoing Acting Mayor Reay and current Acting Mayor Kasper, staff examined Bylaw No. 422, Council Procedure Bylaw, 2009, and have prepared a number of bylaw amendments for Council's consideration.

**2. Background:**

Under Section 124(1) of the *Community Charter*, "a council must, by bylaw, establish the general procedures to be followed by Council and Council Committees in conducting their business." While the District of Sooke does have a procedure bylaw in place, the current bylaw requires clarification with respect to public participation at Council and Committee meetings.

The proposed amendments outlined in this report are designed to increase opportunities for public participation at Council meetings, as well as provide greater clarity around how and when the public can address Council.

**3. Review of Proposed Amendments**

Section 17 (2,3)

Text amendments were added to increase time line clarity.

Section 18 (1)(a-v)

A new order of business is suggested, reflective of changes and new sections in the bylaw. Sections of the meeting agenda where the public can address Council are now sequential. By arranging the agenda with public-address items in order,

members of the public who wish to address Council will be able to do so early in the meeting.

#### Section 19

Section 19 has been augmented to provide greater clarity regarding how and when the public can address Council. Members of the public will be permitted to speak to current items on the agenda in the Public Hearings, Bylaws, Reports, and New Business sections of the agenda, with additional requirements as it pertains to speaking to bylaws. The restrictions on speaking to bylaws are a common requirement in local procedure bylaws.

The public will be allowed to speak to unlimited items in these agenda sections, and will be able to speak for three (3) minutes each time, as opposed to a total two (2) minutes, as exists under the current procedure bylaw. This change will facilitate substantially greater public input as the total time available to members of the public will be increased. Discussion of each agenda topic will also be improved, as all comments, from both Council and public members, will occur when the item comes up in the agenda. Currently, members of the public can make their comments near the start of the meeting, but an item on the agenda may not be dealt by Council until much later in the meeting.

#### Section 23

Section 23, Delegations, has been rewritten to provide role clarity, accountability, and transparency. This section has been renamed, as it is not a given that all members of the public will immediately understand the term, "delegation". In its place, the heading, "Public Presentations to Council" is more accessible and easily understood.

Subsection 1 requires that all presentation materials be submitted in advance so that they can be included with the public distribution of the agenda. By including the presentation materials with the agenda, members of Council can be more informed during presentations at meetings, by having sufficient time to prepare for the presentation, in the same way as other items on the agenda.

Subsections 2,3, and 4 outline how the Chief Administrative Officer and Corporate Officer will evaluate applications to present to Council, and outlines that an update of all applications will be submitted to Council at the meeting, ensuring the process is accountable and transparent.

Subsection 6 outlines that presentations will be increased to ten (10) minutes from five (5). This is another way that overall public participation is being increased through the current proposed amendments.

Subsection 9 highlights another addition to the bylaw. While the Corporate Officer will be providing a summary update of all applications to present to Council, if any member of the public disagrees with the original decision regarding their application,

they may appeal the decision to Council. The appeal process seeks to increase accountability and transparency in the public input process.

Section 42

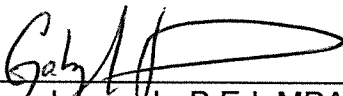
Section 42 aims to strike a balance between Council's need to efficiently address items of business of each agenda, with the public's need to raise issues of concern. In addition, Council can only be expected to make reliable decisions if they have been provided with some contextual information by their professional administration, to accompany the concerns voiced by the public. Section 42 is a new section to the procedure bylaw, and is meant to provide an avenue for members of the public, through Council, to get items of concern on a future agenda, while providing members of Council with the background information they require for decision making.

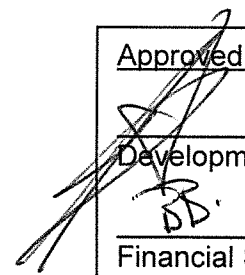



While no individual member of Council may direct municipal staff, a single member of Council may request information from administration that does not require a significant amount of work, i.e. information that staff have readily available. When a member of Council becomes aware that a constituent would like to address Council regarding an item not currently on an agenda, that member of Council may make a Request For Information regarding that topic or issue. Staff will then provide a short report to Council on that issue, as soon as possible, and when that staff report returns to Council, any member of the public may speak to it. The Councillor Requests For Information are meant to be simple reports that staff can return in relatively short order, usually by the next meeting, so that members of the public can voice their concerns. The new section 42 also increases public participation by providing a mechanism that does not currently exist for members of the public to speak to items not on a current agenda.

**3. Strategic Relevance:**

Improvements to the Council Procedure Bylaw will align with council's Strategic Plan to ensure "Excellence in Management and Governance" through ensuring public participation and input in council and committee meetings.

Respectfully,

  
\_\_\_\_\_  
Gabriel Joseph, B.Ed, MPA  
Director of Corporate Services

<u>Approved for Council Agenda</u>
 Development Services
 Financial Services
 Corporate Services
 CAO ( )





## DISTRICT OF SOOKE

### BYLAW No. 634

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A bylaw to amend Bylaw No. 422, *Council Procedure Bylaw, 2009* to provide increased opportunities for and clarity concerning public participation in Council proceedings.

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The Council of the District of Sooke, in open meeting assembled, enacts as follows:

1. This Bylaw is cited as *Council Procedure Amendment Bylaw (422-1)*.
2. Bylaw No. 422, *Council Procedure Bylaw, 2009* is amended:
  - a. By replacing “one week” with “of the week” in section 17(2)
  - b. By replacing “one week” with “of the week” in section 17(3)
3. Bylaw No. 422, *Council Procedure Bylaw, 2009* is further amended:
  - a. By deleting and replacing subsections (a) through (v) of section 18(1) with:

“

    - (a) Call to Order
    - (b) Adoption of Agenda
    - (c) Adoption of Minutes
    - (d) Public Presentations to Council
    - (e) Public Hearings
    - (f) Bylaws
    - (g) Reports
    - (h) New Business
    - (i) Mayor and Councillor Updates
    - (j) Correspondence and Updates
    - (k) Councillor Requests For Information
    - (l) Notices of Motion
    - (m) In-Camera
    - (n) Adjournment “

4. Bylaw No. 422, *Council Procedure Bylaw, 2009* is further amended:  
a. By deleting section 19, Public Question and Comment Period, in its entirety, and replacing it with:

**“Speaking to Council**

19. (1) A member of the public may address Council in regard to agenda items in the Public Hearings, Bylaws, Reports, or New Business sections of the agenda, except as outlined in Section 19(3,4).
- (2) A member of the public may have three (3) minutes per item to address Council for items on the agenda of the meeting as outlined in 19(1), unless the time period is extended by a majority vote of Council. Members of the public may speak to more than one item during the meeting.
- (3) Where a public hearing is required under an enactment as a prerequisite for the adoption of a bylaw, a member of the public is only permitted to address Council after second reading and before the completion of the public hearing for that bylaw.
- (4) Where a public hearing is not required as a prerequisite for the adoption of a bylaw, a member of the public may address Council after second reading, but before third reading has been passed.
- (5) A Council or Committee member may ask or answer questions of a member of the public who is addressing Council or Committee, but must not enter into debate.
- (6) The Mayor or Chair may refer members of the public to the appropriate department or committee for a response.”

5. Bylaw No. 422, *Council Procedure Bylaw, 2009* is further amended:

- a. By deleting section 23, Delegations, in its entirety, and replacing it with:

**“Public Presentations to Council**

23. (1) An individual or group may apply to make a presentation to Council, by providing to the Corporate Officer, by noon on the Tuesday the week prior to the meeting:
- a) a written application on a prescribed form
- b) all presentation materials

- (2) The Chief Administrative Officer and Corporate Officer will review all applications for presentations to Council, and either:
  - a) approve the application
  - b) deny the application
  - c) refer the application to the appropriate committee of Council, as per the subject matter of the presentation.
- (3) The Chief Administrative Officer and Corporate Officer may refuse to place a public presentation on a meeting agenda if the issue is not considered to fall within the jurisdiction of Council or if any public member has previously addressed Council on the same issue in the previous twelve (12) months, measured from the time of the last appearance of the matter. This includes the topic, any process, resolution or concerns regarding the topic or any review or assessment of the topic.
- (4) The Corporate Officer will provide a report at each regular meeting of Council that includes:
  - a) A list of all applications to present to Council that have been received since the last regular meeting
  - b) The outcome of each application (i.e. approved, denied, referred)
  - c) The date of the meeting the presentation was approved for, the reason any application was denied, or the committee to which the presentation was referred.
- (5) The Council may, by unanimous vote of members present, allow a presentation to Council at a meeting if the requirements in 23(1) have not been met for any reason.
- (6) Each Public Presentation to Council is limited to ten (10) minutes, unless a longer period is agreed to by a majority vote of Council.
- (7) The number of public presentations at any Council meeting will be limited to two (2), with the Corporate Officer scheduling presentations on a first-come basis. However, additional presentations may be allowed if approved by a majority vote of Council.



- (8) Council must not permit a public presentation to Council regarding:
  - a) A bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.
  - b) Matters on which the District has commenced legal action, and on which judgment has not been rendered.
- (9) If any public member who has applied to present to Council wishes to appeal the Chief Administrative Officer and Corporate Officer's decision, they may submit their appeal for Council consideration, through the Corporate Officer, to be added to the agenda as part of the Corporate Officer update to Council on received presentation applications."

6. Bylaw No. 422, *Council Procedure Bylaw, 2009* is further amended:

- a. By inserting a new section 42 as follows, and renumbering all subsequent sections:

**"Councillor Request For Information**

- 42. (1) Any Councillor may make a Request For Information through the Chair to the Chief Administrative Officer at any regular meeting of Council.
- (2) Councillor Inquiries cannot be made at special meetings of Council.
- (3) A Councillor Request For Information and any preamble must be brief and must be submitted in writing to the Corporate Officer before or during the portion of a regular meeting for Councillor Requests For Information as set out on the agenda.
- (4) If a Councillor Request For Information is, in the Chief Administrative Officer's opinion, sufficient enough to hinder the work of the municipality, Council may direct the Administration to abandon the inquiry.
- (5) An administrative response to a Councillor Request For Information will return to a future regular meeting of Council as a staff report."

Introduced and read a first time the    day of    , 2016.

Read a second time the    day of    , 2016.

Read a third time the    day of    , 2016.

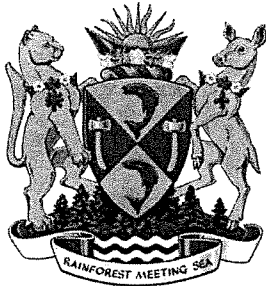
Adopted on the    day of    , 2016.

CERTIFIED BY:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer





# REGULAR COUNCIL MEETING AGENDA

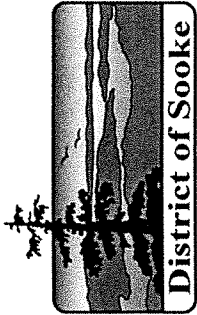
January 1, 2020 - Council Chamber

2225 Otter Point Road, Sooke, B.C.

Call to Order 6:00 p.m. Adjournment 11:00 p.m.

ITEM	
<b>1.</b>	<b>CALL TO ORDER AND RELATED BUSINESS</b>
1.1	Call to Order
1.2	Adoption of Agenda
1.3	Adoption of Minutes
	<ul style="list-style-type: none"> <li>November 28, 2019, Regular Council Meeting</li> <li>December 13, 2019, Regular Council Meeting</li> </ul>
<b>2.</b>	<b>PUBLIC PRESENTATIONS TO COUNCIL</b>
2.1	Greater Victoria Right to Fun Agency – New Proposed Model for Regional Partnership (D. Schmidt)
2.2	Sooke Performing Arts Centre Funding (S. Donald and P. Barry)
<b>3.</b>	<b>PUBLIC HEARINGS</b>
3.1	Bylaw No. 689, Zoning Amendment Bylaw (600-55) – Lot A Rezoning <b>Bylaw Ready for Public Hearing &amp; 3<sup>rd</sup> Reading</b>
<b>4.</b>	<b>BYLAWS</b>
4.1	Bylaw No. 691, Council Procedure Bylaw (422-1) <b>Bylaw Ready for 1<sup>st</sup> &amp; 2nd Reading</b>
4.2	Bylaw No. 679, Text Amendment, Not for Profit Corporations and Public Authorities Amendment Bylaw (338-33) <b>Bylaw ready for Adoption</b>
<b>5.</b>	<b>REPORTS</b>
5.1	2016 Sponsorships
5.2	Public Parks Maintenance - Award of Contracts 2016-2018
5.3	Sooke Elementary School Parking Lot Lease Agreement
5.4	Motions From Council Committees
5.5	CAO Report (verbal)
<b>6.</b>	<b>NEW BUSINESS</b>

<b>7.</b>	<b>MAYOR AND COUNCILLOR UPDATES</b>
7.1	Mayor's Update
7.2	Councillor Updates
7.3	Release of In-Camera Resolutions
<b>8.</b>	<b>CORRESPONDENCE AND UPDATES</b>
8.1	Sooke Fire Rescue Service Quarterly Update
8.2	November 3, 2015, Parks & Trails Advisory Committee Minutes
8.3	October 31, 2015, Hiring Committee Minutes
8.4	Public Correspondence Received
8.5	Public Presentation Requests Update
<b>9.</b>	<b>COUNCILLOR REQUESTS FOR INFORMATION</b>
<b>10.</b>	<b>NOTICES OF MOTION</b>
<b>11.</b>	<b>IN-CAMERA</b>
	<p><b>MOTION TO CLOSE THE MEETING TO THE PUBLIC:</b>  Motion to close the meeting to the public under section 90(1) of the Community Charter to discuss:  90(1)(a)personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality</p>
<b>12.</b>	<b>ADJOURNMENT</b>



# PUBLIC PRESENTATIONS TO COUNCIL APPLICATIONS

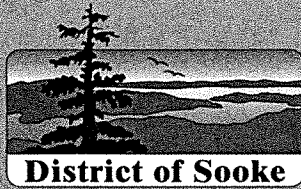
January 1, 2020 – Regular Meeting of Council

Name	Organization	Presentation	Status
D. Schmidt	Greater Victoria Right to Fun Agency	Request for Council to consider membership in Regional Fun Association	Approved - Jan 1, 2020 Council Meeting
G. Patten	Vancouver Island Citizens For a Tax Free Canada	Request that federal taxation be abolished	Denied – Federal Taxation is not a matter within Municipal jurisdiction
F. Leonard	None	Alternative Designs Whiffin Spit	Referred – Parks and Trails Committee
S. Donald P. Barry	Sooke Performing Arts Centre	Business case for a performing arts centre in Sooke.	Approved - Jan 1, 2020 Council Meeting
T. Cook	None	Need for the District of Sooke to establish an annual music festival	Approved – Feb 22, 2020 Council Meeting

This report outlines public requests to make a presentation to Council that have been received since the last regular meeting of Council on December 13, 2019.

Respectfully Submitted,

\_\_\_\_\_  
Corporate Officer



2205 Otter Point Road, Sooke

Phone: 250-642-1634

Fax: 250-642-0541

email: [info@sooke.ca](mailto:info@sooke.ca)

website: [www.sooke.ca](http://www.sooke.ca)

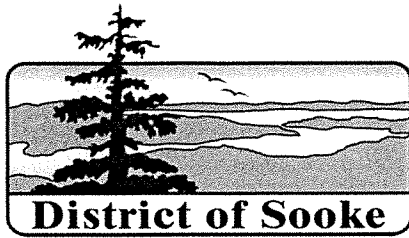
**NOTICE OF PROPOSED CHANGES  
TO COUNCIL PROCEDURE BYLAW  
(Pursuant to section 124 and 94  
of the *Community Charter*)**

The Council of the District of Sooke gives notice that it intends to amend Bylaw No. 422, Council Procedure Bylaw, 2009. This bylaw establishes general procedures to be followed by the Council and Council committees in conducting their business.

In general terms, the proposed changes include:

- Amending the Order of Business for Regular Council Meetings
- Providing additional opportunity for which a public member may address Council in regard to agenda items
- Providing further clarity related to public presentations to Council
- Provisions for "Councillor Request for Information"

The proposed bylaw will be considered at the April 11<sup>th</sup>, 2016 Regular Council Meeting. Copies of the draft bylaw are available at the Municipal Hall during regular office hours 8:30 a.m. to 4:30 p.m. except statutory holidays.



**REPORT FOR INFORMATION  
REGULAR MEETING OF COUNCIL  
Meeting Date: April 11, 2016**

To: Teresa Sullivan, Chief Administrative Officer  
 From: District of Sooke Fire Commission  
 Re: **Fire Commission Recommendations Report #1**

**RECOMMENDATION:**

That Council:

1. Approve the Five Year Financial Plan for the Fire Department as presented in Attachment #1 of the April 11, 2016, Fire Commission Recommendations Report #1.
2. Direct staff to implement the recommendations outlined in the April 11, 2016, Fire Commission Recommendations Report #1.

**1. Executive Summary:**

The District of Sooke Fire Commission has completed its initial review and is presenting its budget and initial recommendations to Council.

**2. Background:**

The District of Sooke Fire Commission has completed its initial review. The Fire Commission is recommending the following changes to the Fire Dept. Budget from its original presentation during budget discussions:

<b>Summary of Budget Changes</b>				
	Budget Line Item	Original	Revised	Change
Operating Budget (2016)	Shifts	\$45,000	\$20,000	\$25,000 Reduction
	Professional Development	\$45,000	\$27,000	\$18,000 Reduction
	Relief Worker Wages/Remuneration	\$73,918	\$65,918	\$8,000 Reduction
Capital Budget (2016)	Equipment Replacement	\$80,700	0	Removed
	Replacement of Squad 1	\$60,000	0	Removed



A more detailed analysis will be presented to Council in future as information from the recommendations in this report becomes available. The Fire Commission recommends that the following steps be taken immediately:

- a) Conduct an audit of the Sooke Fire Department.
- b) Freeze all new equipment purchases for the Fire Department until the audit has been completed, with the exception of any needed emergency equipment, under the spending authority of the Chief Administrative Officer.
- c) Ensure that all future spending for the Fire Department includes sign off by the Chief Administrative Officer.

**3. Strategic Relevance:**

The Fire Commission aligns with council's Strategic Plan to ensure "Excellence in Management and Governance" and "Fiscal Sustainability" by examining the functions of the Fire Department for operational excellent and fiscal accountability.

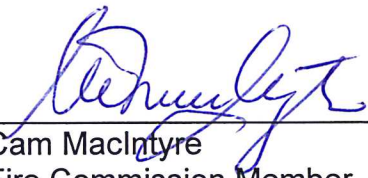
Attachments:

- 1. Proposed 2016-2020 Five Year Financial Plan - Fire Department

Respectfully,



Ken Ebbs-Canavan  
Fire Commission Member



Cam MacIntyre  
Fire Commission Member



Murray Lambert  
Fire Commission Member

Approved for Council Agenda

Development Services

Financial Services

Corporate Services

CAO

**District of Sooke  
Proposed 2016 to 2020 Five Year Financial Plan  
Protective Services**

	2015	2015 Actual	2016	2017	2018	2019	2020
<b>Protective Services</b>							
<b>Policing</b>							
Contract with RCMP	1,629,085	1,502,444	1,702,497	1,850,039	1,850,039	1,850,039	1,850,039
Integrated Mobile Crisis Response Team	5,792	-	5,792	5,792	5,792	5,792	5,792
Integrated Domestic Violence Unit	8,597	-	8,597	8,597	8,597	8,597	8,597
Mobile Youth Services Team	3,000	3,269	3,300	3,300	3,300	3,300	3,300
Crime Stoppers Funding	3,135	-	3,135	3,135	3,135	3,135	3,135
CR Action Team	1,307	-	1,307	1,307	1,307	1,307	1,307
Source Information	2,122	-	2,122	2,122	2,122	2,122	2,122
Community Liaison Officer	4,330	-	4,330	4,330	4,330	4,330	4,330
	<b>1,657,369</b>	<b>1,505,713</b>	<b>1,731,081</b>	<b>1,878,623</b>	<b>1,878,623</b>	<b>1,878,623</b>	<b>1,878,623</b>
<b>Emergency Program</b>							
Supplies	10,202	14,720	10,000	10,000	10,000	10,000	10,000
Office supplies	1,689	970	1,000	1,000	1,000	1,000	1,000
EOC radio operations	1,956	1,956	2,000	2,000	2,000	2,000	2,000
Emergency Program Vehicle	1,530	284	1,530	1,530	1,530	1,530	1,530
Communications	1,238	1,440	1,440	1,440	1,440	1,440	1,440
Professional Development	4,080	10,006	4,080	4,080	4,080	4,080	4,080
ESS - Training	2,040	1,590	1,600	1,600	1,600	1,600	1,600
Emergency planning - outside services (ESS Director)	2,252	2,084	2,100	2,100	2,100	2,100	2,100
	<b>24,721</b>	<b>33,052</b>	<b>23,750</b>	<b>23,750</b>	<b>23,750</b>	<b>23,750</b>	<b>23,750</b>
<b>Fire Department</b>							
<b>Administration</b>							
Salaries	555,652	606,396	551,561	539,572	558,105	578,544	592,135
Benefits	146,855	166,703	141,199	133,899	136,223	138,693	140,347
Shifts	-	-	20,000	47,500	50,000	52,500	55,000
Operating supplies	4,505	3,173	3,500	3,500	3,500	3,500	3,500
Office supplies	3,773	2,355	2,500	2,500	2,500	2,500	2,500
Office equipment leases	2,858	669	800	800	800	800	800
Professional Development	34,600	33,925	27,000	28,000	29,000	30,000	31,000
OH&S training	-	-	1,500	1,500	1,500	1,500	1,500
Memberships	1,188	1,266	1,188	1,188	1,188	1,188	1,188
Subscriptions	2,122	2,172	2,122	2,122	2,122	2,122	2,122
Hospitality - operating supplies	2,815	2,493	3,800	4,000	4,000	4,000	4,000
Insurance premiums	22,950	22,131	22,950	22,950	22,950	22,950	22,950
Annual dinner	9,500	11,772	12,000	12,000	12,000	12,000	12,000
	<b>786,818</b>	<b>853,055</b>	<b>790,121</b>	<b>799,531</b>	<b>823,888</b>	<b>850,298</b>	<b>869,042</b>
<b>Volunteer Firefighters</b>							
Duty officer remuneration	25,787	33,310	33,310	33,310	33,310	33,310	33,310
First response duty remuneration	25,787	27,779	27,779	27,779	27,779	27,779	27,779
Relief worker wages/remuneration	45,918	54,486	65,918	67,636	69,773	71,728	73,703
Relief Workers Benefits	689	-	-	-	-	-	-
Honorarium	17,500	16,529	25,000	30,000	35,000	40,000	45,000
Allowance - contract payment	37,779	37,779	37,779	37,779	37,779	37,779	37,779

	2015	2015 Actual	2016	2017	2018	2019	2020
<b>Protective Services</b>							
WCB Benefits	450	452	450	450	450	450	450
Medical testing	3,329	2,870	2,900	2,900	2,900	2,900	2,900
Recruitment	1,040	345	2,000	2,500	3,000	3,000	3,000
Uniforms and operating supplies	12,200	14,014	14,014	14,014	14,014	14,014	14,014
	<b>170,480</b>	<b>187,563</b>	<b>209,150</b>	<b>216,368</b>	<b>224,005</b>	<b>230,960</b>	<b>237,935</b>
<b>Telecommunications</b>							
CREST	46,048	43,957	47,142	48,320	64,917	66,155	67,424
Telephone and Data services	11,072	11,241	11,241	11,241	11,241	11,241	11,241
Repairs/maintenance/replacement	2,801	2,645	2,645	2,645	2,645	2,645	2,645
	<b>59,920</b>	<b>57,843</b>	<b>61,028</b>	<b>62,206</b>	<b>78,803</b>	<b>80,041</b>	<b>81,310</b>
<b>Community Education</b>							
Operating supplies	4,752	3,843	3,843	3,843	3,843	3,843	3,843
	<b>4,752</b>	<b>3,843</b>	<b>3,843</b>	<b>3,843</b>	<b>3,843</b>	<b>3,843</b>	<b>3,843</b>
<b>Inspections</b>							
Operating supplies	2,208	1,119	1,119	1,119	1,119	1,119	1,119
	<b>2,208</b>	<b>1,119</b>	<b>1,119</b>	<b>1,119</b>	<b>1,119</b>	<b>1,119</b>	<b>1,119</b>
<b>Training</b>							
Operating supplies	2,872	1,855	1,855	1,855	1,855	1,855	1,855
Audio visual repair and replacement	1,126	1,123	1,123	1,123	1,123	1,123	1,123
	<b>3,998</b>	<b>2,978</b>	<b>2,978</b>	<b>2,978</b>	<b>2,978</b>	<b>2,978</b>	<b>2,978</b>
<b>Vehicle maintenance</b>							
Wages	6,000	11,978	11,978	11,978	11,978	11,978	11,978
Benefits	1,000	1,463	1,463	1,463	1,463	1,463	1,463
Fuel	18,582	14,705	14,705	14,705	14,705	14,705	14,705
Repairs and replacement	16,234	16,105	18,000	18,000	20,000	20,000	22,000
Other outside services	9,000	25,223	20,000	24,000	26,000	28,000	30,000
	<b>50,816</b>	<b>69,474</b>	<b>66,146</b>	<b>70,146</b>	<b>74,146</b>	<b>76,146</b>	<b>80,146</b>
<b>Equipment maintenance</b>							
Operation and Maintenance	33,475	29,134	30,000	30,000	30,000	30,000	30,000
SCBA maintenance	10,000	9,229	10,000	10,000	10,000	10,000	10,000
Tire replacement	4,500	2,406	2,500	2,500	2,500	2,500	2,500
Other outside services	2,872	3,992	4,000	4,000	4,000	4,000	4,000
	<b>50,847</b>	<b>44,761</b>	<b>46,500</b>	<b>46,500</b>	<b>46,500</b>	<b>46,500</b>	<b>46,500</b>
<b>Other</b>							
Turnout gear operating supplies	7,263	9,156	9,156	9,156	9,156	9,156	9,156
Medical supplies	6,534	8,378	8,378	8,378	8,378	8,378	8,378
East Sooke Fire Contract	42,000	41,811	40,784	40,784	40,784	40,784	40,784
	<b>55,797</b>	<b>59,344</b>	<b>58,318</b>	<b>58,318</b>	<b>58,318</b>	<b>58,318</b>	<b>58,318</b>
<b>Total Fire Department</b>	<b>1,185,634</b>	<b>1,279,980</b>	<b>1,239,203</b>	<b>1,261,009</b>	<b>1,313,600</b>	<b>1,350,203</b>	<b>1,381,191</b>
<b>Subtotal before amortization</b>	<b>2,867,725</b>	<b>2,818,745</b>	<b>2,994,034</b>	<b>3,163,382</b>	<b>3,215,973</b>	<b>3,252,575</b>	<b>3,283,564</b>
<b>Amortization - Protective Services</b>	243,854	243,854	-	-	-	-	-
<b>Total Protective Services</b>	<b>3,111,579</b>	<b>3,062,599</b>	<b>2,994,034</b>	<b>3,163,382</b>	<b>3,215,973</b>	<b>3,252,575</b>	<b>3,283,564</b>

District of Sooke  
Financial Plan 2016 - 2020  
2016 Capital Plan

Department	Project Name	2016	Funding Sources														
			Gen Ops Surplus	Taxes	Proceeds from borrowing	FER	Parks Res Casino	GST	Road DCC Gas Tax	Capital Asset Replacement	Capital Improvement Financing	Land Sale	Playing Field Reserve	SPA Reserve	Developer Contributions	Other Grants	
Council	Arts Advisory Panel	17,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		17,500	-	-	-	-	-	-	-	-	-	-	-	17,500	-	-	-
General Government	IT Infrastructure Computer Equipment Replacement Plan Mobile Inspections Operating Software	23,600	3,430	20,170	-	-	-	-	-	-	-	-	-	-	-	-	-
		10,000	10,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		7,000	4,500	2,500	-	-	-	-	-	-	-	-	-	-	-	-	-
		40,600	17,930	22,670	-	-	-	-	-	-	-	-	-	-	-	-	-
Public Works Yard	Shed roof	2,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		2,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Building	Sprinklers Workstation reconfiguration Office repairs Bathrooms Roof de-mossing	75,000	15,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		7,500	7,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		15,000	15,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		6,000	6,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fire Department	Protective Clothing Replacement	2,500	2,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		106,000	46,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fire Department	Protective Clothing Replacement	23,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		23,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Engineering	Town Centre - Land acquisition (annually until 2017) Roundabout project Road and Sidewalk Improvement Program Sidewalk Improvements Turt Field Project Sooke River Rd Bike Trail Property Purchase Goodmere Road Rainwater Management Program Street Light Installation Program Boat Launch Ramp ENG #1 replacement vehicle Transit Stops enhancements	107,130	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		667,161	40,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		246,700	196,700	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		400,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		153,763	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		1,420,000	-	1,420,000	-	-	-	-	-	-	-	-	-	-	-	-	-
		300,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		250,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		245,000	20,000	125,000	-	-	-	-	-	-	-	-	-	-	-	-	-
		12,000	8,423	3,577	-	-	-	-	-	-	-	-	-	-	-	-	-
		29,000	22,000	7,000	-	-	-	-	-	-	-	-	-	-	-	-	-
		23,000	-	23,000	-	-	-	-	-	-	-	-	-	-	-	-	-
		12,000	-	12,000	-	-	-	-	-	-	-	-	-	-	-	-	-
Community Development	Public Space Enhancement Program Seniors/Youth Centre (Housing Reserve)	3,915,754	50,423	532,277	1,420,000	-	-	-	-	-	-	-	-	-	-	-	-
		162,074	62,074	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total		212,074	62,074	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		4,316,928	176,427	554,947	1,420,000	23,000	-	-	-	-	-	-	-	-	-	-	-
Total		4,316,928	176,427	554,947	1,420,000	23,000	-	-	-	-	-	-	-	-	-	-	-
		4,316,928	176,427	554,947	1,420,000	23,000	-	-	-	-	-	-	-	-	-	-	-





2205 Otter Point Road, Sooke, British Columbia, Canada V9Z 1J2

Phone: (250) 642-1634

Fax: (250) 642-0541

email: [info@sooke.ca](mailto:info@sooke.ca)

website: [www.sooke.ca](http://www.sooke.ca)

## **SOOKE PROGRAM FOR THE ARTS (SPA) COMMITTEE RECOMMENDATIONS TO COUNCIL**

Meeting of March 23, 2016

---

### **Communities in Bloom**

1. **THAT** the District of Sooke provide \$3,000 financial support to maintain the requirements of our 5 bloom community for the upcoming Communities in Bloom 2016.
2. **THAT** the District of Sooke provide staff support to help coordinate events and reports required to meet the needs of the CIB program.





File No. 0540-20

**REQUEST FOR DECISION**  
**REGULAR COUNCIL**  
Meeting Date: April 11, 2016

To: Teresa Sullivan, Chief Administrative Officer  
From: Financial Services  
Re: **Category A grant – Police Based Victim Services**

**RECOMMENDATION:**

**THAT COUNCIL** approve:

1. A direct transfer of remaining 2015 Category A grant monies of \$4,091.13 from the Sooke Residents in Need Society to the Sooke Transition House.
2. The transfer of the Category A grant responsibilities for the Police Based Victim Services program from the Sooke Residents in Need Society to the Sooke Transition House.

**1. Executive Summary:**

The Sooke Residents in Need Society has been running the Police Based Victim Services program in Sooke since 1990. The society has decided to no longer run the program and provincial responsibility has been transferred to the Sooke Transition House effective April 1, 2016. The Sooke Residents in Need Society has requested approval to directly transfer the remaining Category A grant monies of \$4,091.13 to the Sooke Transition House.

**2. Background:**

The District of Sooke has awarded a Category A grant of \$8,323 in recent years to the Sooke Residents in Need Society for management of the Police Based Victim Services program in Sooke. The program receives provincial funding in addition to the grant monies provided by the District. The *Community Grant Program Policy, 2014* requires that if the program is not completed the District of Sooke reserves the right to request a return of the grant. The Sooke Residents in Need Society have submitted a final report that shows a balance remaining of \$4,091.13 from the total \$8,323 District of Sooke funds that were awarded for 2015.



**3. Legal Impacts:**

Not applicable. The program is administered under the *Community Grant Program Policy, 2014*.

**4. Strategic Relevance:**

Enhancing Community Livability – the Police Based Victim Services Program serves the community by providing services to local victims (and witnesses) of crime and trauma.

**5. Financial Impacts:**

Council has awarded a 2016 Category A grant of \$8,323 for Police Based Victim Services to the Sooke Residents in Need Society, subject to approval of the 2016-2020 Five Year Financial Plan. The second portion of the recommendation above requests that Council transfer the grant to the Sooke Transition House as they are now managing the program in Sooke as of April 1, 2016.

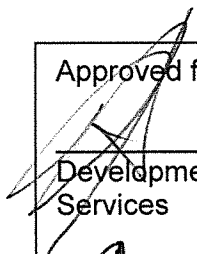



**Attached Documents:**

1. 2015/16 Final Report from the Sooke Residents in Need Society.

Respectfully,



\_\_\_\_\_  
Brent Blackhall, CPA, CA  
Director of Financial Services

Approved for Council Agenda
 _____ Development Services
 _____ Corporate Services
 _____ Financial Services
_____ CAO 

District of Sooke  
 MAR 31 2016  
 Received

File NO. 0540-20

Page 3 APPENDIX III - Policy 5.1  
 POLICE BASED VICTIM SERVICES PROGRAM

## COMMUNITY GRANT PROGRAM - Financial Statement

Period Covered: April 1, 2015 - March 31, 2016

Organization Name: SOOKE RESIDENTS IN NEED SOCIETY

	Actual Results	
<b>Revenues</b>		
Grants:	\$	
(list funder) Province of BC	\$ 42672	
(list funder) District of Sooke	\$ 8323	
(list funder)	\$	
	\$	
Admissions / fees:	\$	
	\$	
	\$	
Other:	\$	
	\$	
<b>Total Revenues</b>	<b>\$ 50 995</b>	(8323)
<b>Expenses</b>		Sooke Portion
wages and remittances	\$ 42650.97	(3731.87)
travel	\$ 1430.25	(0)
training	\$ 967.01	(0)
book keeping	\$ 1200.00	(200)
bank charges / cheques	\$ 300.00	(300)
worksafe BC	\$ 232.57	
2014-2015 fiscal year	\$ 2235.16	
	\$	
	\$	
<b>Total Expenses</b>	<b>\$ 46780.80</b>	(4231.87)
<b>Net Income</b>	<b>\$ 4214.20</b>	(4091.13)



DISTRICT OF SOOKE - COMMUNITY GRANT PROGRAM

FINAL REPORT

If insufficient space to complete sections of this application, supplemental pages will be accepted if they are photocopy ready.

Name of Organization: Sooke Residents in Need Society

Address of Organization: 2043 Church Rd

Sooke BC

V9Z 0W2

Phone: 250-642-0215

Fax: 250-642-0218

E-mail: 

Contact Person: 

- Grant eligibility area:
- Sports and recreation
  - Fine Arts and culture
  - Heritage
  - Public safety and community welfare
  - Community beautification
  - Environmental

Community project, program, service, activity and/or event evaluation: \_\_\_\_\_

Police based victim services program

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

District of Sooke file No. 0540-20  
Police Based Victim Services program

Grant received June 2015: \$8323

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Expenses: Wages and remittances-	\$3731.87
Bank charges and cheques-	\$300
Bookkeeping	\$200

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Total expenses:	\$4231.87
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Amount remaining from Grant: \$4091.13



File No. 2240-20

**REQUEST FOR DECISION**  
**REGULAR COUNCIL**  
Meeting Date: April 11, 2016

To: Teresa Sullivan, Chief Administrative Officer  
From: Financial Services  
Re: **Western Canada Mountain Bike Tourism Association**

**RECOMMENDATION:**

**THAT COUNCIL** provide direction to staff regarding the Memorandum of Understanding between the District of Sooke and the Western Canada Mountain Bike Tourism Association and the invoice for Partner Fees for 2015/2016.

**1. Executive Summary:**

The District has received an invoice from the Western Canada Mountain Bike Tourism Association (MBTA) for \$1,500 for 2015/16 partnership fees payable under an MOU that was signed in 2010. The MOU was initiated to assist in promoting mountain bike tourism at the community and provincial levels. The District last paid the MBTA \$1,500 in 2014 for the 2014/15 program year. The funds being requested for 2015/16 are not included in the 2016-2020 Five Year Financial Plan and staff are requesting Council direction on whether it wishes to continue to support the MBTA and fund the partnership fee out of Council contingency.

**2. Background:**

In 2010 the District of Sooke signed a Memorandum of Understanding (MOU) with the Western Canada Mountain Bike Tourism Association (MBTA) to help promote mountain bike tourism at the community and the provincial level. The budget area named in the MOU by the District was the Economic Development Commission. The District currently has Service Agreements with the Sooke Region Chamber of Commerce and the Sooke Region Tourism Association that are for economic development and tourism development initiatives and no longer has a separate budget for an Economic Development Commission.

**3. Legal Impacts:**

Under the terms of the Memorandum of Understanding the District of Sooke may terminate the agreement at any time and is only required to give as much notice as possible.

**4. Strategic Relevance:**

Enhancing Community Livability – the purpose of the MOU is meant to assist in promoting mountain bike tourism in the community and the province.

Fiscal Sustainability – the amount being requested is not currently included in the 2016-2020 Five Year Financial Plan.

**5. Financial Impacts:**

The amount being requested for the 2015/16 partnership fee is \$1,500. There is no existing budget line item for this partnership fee in the District's 2016-2020 Five Year Financial Plan. The Council contingency budget for 2016 is \$35,000 and approximately \$4,000 has been spent to date, leaving a balance of \$31,000.

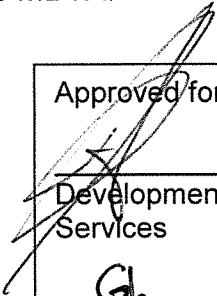



**Attached Documents:**

1. 2010 MOU between the District of Sooke and the MBTA.

Respectfully,



\_\_\_\_\_  
Brent Blackhall, CPA, CA  
Director of Financial Services

Approved for Council Agenda

Development Services

Corporate Services

Financial Services

CAO ( )



British  
Columbia  
Mountain  
Bike Tourism  
Initiative

Partnership

MOU



Western Canada  
Mountain Bike  
Tourism  
Association

c/o 2654 Eton Street,  
Vancouver, BC V5K 1K1

604-254-4266

info@mbta.ca

# Memorandum of Understanding (MOU)

Between:  
Western Canada Mountain Bike Tourism Association  
(MBTA)

And:  
SOOKE - SOOKE BIKE CLUB  
(the Community)

## Background:

The BC Mountain Bike Tourism Plan, released in April 2010, represents the collective input and vision from stakeholders across the province. The plan is a well thought out road map to promoting British Columbia as "the most diverse mountain biking destination in the world."

## Purpose:

To clearly explain the relationship between the MBTA and the community and to help guide the relationship toward greater success in promoting mountain bike tourism at both the community and provincial levels. Responsibilities are outlined for the roles of both parties to support the purpose of the MOU.

## Statement of Mutual Benefit and Interest:

Community benefits include incremental tourism through an active partnership with the MBTA to market featured mountain bike trails and experiences as well as other tourism services, attractions, and events to attract mountain biking visitors.

The benefits for the MBTA through this cooperative effort are provided through the continued development and growth of the mountain bike tourism sector in British Columbia.

The mutual benefit for both parties is to provide new economic opportunities and greater support for authorized mountain biking trails and experiences throughout the province.



### **The Community's Responsibilities:**

1. Refer to the objectives, strategies, and best practices outlined in the Mountain Bike Tourism Business Essential Handbook (September 2008) and the BC Mountain Bike Tourism Plan (April 2010).
2. Feature trails and experiences that are significant, properly authorized and signed, and sustainable for both local and visitor use.
3. Make it easy for visitors to find their way to and through featured trails and experiences. GIS data, trail signage, printed maps, and trailhead kiosks should be made available.
4. Post the local code of conduct and relevant trail user information for mountain biking on featured trails.
5. Encourage local businesses to implement "bike friendly" service objectives in their operations.
6. Select a local lead organization to work with local stakeholders to ensure the quality and integrity of the experience being offered to visitors.
7. Regularly update community content on [www.mountainbikingbc.ca](http://www.mountainbikingbc.ca) through the website's content management system (tutorial available).
8. Support this initiative through annual partnership fees and active participation, including attending the MBTA's Annual General Meeting.

### **The MBTA's Responsibilities:**

1. Develop and maintain [www.mountainbikingbc.ca](http://www.mountainbikingbc.ca) as a primary online source of information for destination mountain bikers interested in visiting BC and the main call to action for all advertising and promotional tactics.
2. Manage relationships with partner communities, stakeholder organizations, industry, and media and seek new opportunities to increase awareness and growth in the mountain bike tourism sector.
3. Seek industry involvement and/or sponsorship for key promotional tactics.
4. Work in collaboration with the partners to determine marketing goals, strategies, and budgets for each year using a scalable approach for partner participation.
5. Evaluate the program annually using a variety of criteria that will also provide useful information from which to base future product development and marketing decisions.
6. Seek opportunities to increase media exposure for the sector in a proactive manner.
7. Continue to enhance and make relevant the information content available to the consumer.
8. Provide support for local monitoring of consumer satisfaction and economic benefits.

### **Modification:**

This MOU may be amended at any time by agreement in writing (including email) between the Parties.

## Partnership Values:

The Parties agree to:

- Work cooperatively.
- Support each other in finding the most efficient ways to deliver the strategic objectives of the BC Mountain Bike Tourism Plan.
- Be open, frank, honest and constructive in all dealings with each other.
- Share work equitably and reasonably, consistent with agreed arrangements.
- Use this MOU as a benchmark against which each Party, can set its approach to potential issues between them as work progresses.
- Optimise the value and benefit delivered to BC communities and stakeholder organisations by this initiative.

## Term

This MOU commences on the date signed by both Parties and will continue until terminated by either of the Parties. The terminating party will give as much notice as possible.

## Principal Contacts:

Western Canada Mountain Bike Tourism Association (MBTA)

Name: Martin Littlejohn

Position: Executive Director

Email: [Martin@mbta.ca](mailto:Martin@mbta.ca)

Phone: 604-254-4266

Community:

DISTRICT OF SOOKE

Name: SOOKE Economic Development Commission

Position: Bonnie Sprinkling

Email: do.bsprinkling@sooke.ca

Phone: 250-692-1620

## Executed as a Memorandum of Understanding.


Signed on behalf of *The Western Canada Mountain Bike Tourism Association* by:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signed on behalf of *<The Community>* by:

Signature:  \_\_\_\_\_

Name: LORIEN ARNOLD

Position: PRESIDENT, SOOKE BIKE CLUB

lorien@sookebikes.com



## TAKING OF MAYOR'S OATHS OF OFFICE AND OATHS OF ALLEGIANCE

Ms. Farmer administered the Oath of Allegiance and the Oath of Office to the new Mayor.

## PRESENTATION OF CHAIN OF OFFICE TO MAYOR BY PAST MAYOR WENDAL MILNE

Past Mayor Wendal Milne presented the Chain of Office to Mayor Maja Tait.

## MAYOR'S INAUGURAL ADDRESS

Mayor Tait made her Inaugural address.

## 2015 APPOINTMENTS OF ACTING MAYOR

**MOVED** and seconded to appoint the following members of Council as Acting Mayor in the event of the Mayor's absence for the period specified in the year 2015:

<i>Period</i>	<i>Appointment</i>
January-February	Councillor Kerrie Reay
March-April	Councillor Rick Kasper
May - June:	Councillor Bev Berger
July - August:	Councillor Ebony Logins
September - October:	Councillor Brenda Parkinson
November - December:	Councillor Kevin Pearson

**CARRIED UNANIMOUSLY**

## 2015 COUNCIL APPOINTMENTS TO BOARDS AND COMMISSIONS

**MOVED** and seconded to endorse the following District of Sooke appointments to Boards and Commissions:

- Appointment of District of Sooke Mayor Maja Tait as Director and Councillor Rick Kasper as Alternate Director to the **Capital Regional District Board** until December 1 in the year of the next general local election;
- Appointment of District of Sooke Mayor Maja Tait as Director and Councillor Rick Kasper as Alternate Director to the **Capital Regional District Hospital Board** until December 1 in the year of the next general local election;
- Appointment of Councillor Kerrie Reay as District of Sooke Representative to the **Capital Regional Emergency Services Telecommunication Board** until December 1 in the year of the next general local election;
- Appointment of Councillor Brenda Parkinson as District of Sooke Representative to the Capital Regional District - **Regional Housing Trust Fund Committee** for the year 2015;
- Appointment of District of Sooke Rick Kasper as District of Sooke Representative and Councillor Brenda Parkinson as Alternate to the **Capital Regional Water Supply**

**NB-1 Appointments to Capital Regional District (CRD) Board**

Acting Mayor Pearson requested that Council waive notice in order to add a New Business item to the Special Council Meeting Agenda in accordance with the *Council Procedure Bylaw*.

**MOVED** and seconded to waive notice for the addition of a New Business item relating to the Capital Regional District Board appointments, to the Special Council Meeting Agenda in accordance with the District of Sooke *Council Procedure Bylaw*.

**CARRIED UNANIMOUSLY**

Acting Mayor Pearson advised that with Mayor Tait on maternity leave, Council will need to consider interim Municipal Director appointments to the Capital Regional District (CRD) Board.

**MOVED** and seconded to appoint Councillor Kasper as Municipal Director to the Capital Regional District Board.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to appoint Councillor Berger as Alternate Municipal Director to the Capital Regional District Board.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to appoint Councillor Kasper as Municipal Director and Councillor Berger as Alternate Municipal Director to the Capital Regional District Hospital Board.

**CARRIED UNANIMOUSLY**

## Amanda Irving

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**To:** Sarah Temple  
**Subject:** FW:

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**From:** Ron Neitsch [REDACTED]

**Sent:** Friday, April 1, 2016 7:08 AM

**To:** 'Maja Tait'

**Reply To:** Ron Neitsch

**Cc:** [kpearson@sooke.ca](mailto:kpearson@sooke.ca); [bberger@sooke.ca](mailto:bberger@sooke.ca); [rkasper@sooke.ca](mailto:rkasper@sooke.ca); [elogins@sooke.ca](mailto:elogins@sooke.ca); [bparkinson@sooke.ca](mailto:bparkinson@sooke.ca); [kreyay@sooke.ca](mailto:kreyay@sooke.ca); [mayorandcouncil@sooke.ca](mailto:mayorandcouncil@sooke.ca)

**Subject:**

Honourable Mayor and Council,

Ron Neitsch here from the Sooke Saltwater Series 2016. Just to update you on a few things. Our committee has begun accepting sponsorships for this the second year of the derby series. On acting mayor and council members advice from our 2015 Monday evening meeting, we submitted a grant application for consideration this year, a little bit early as I understood from staff reaction at the reception desk in late January. Anyhow we have not yet had any response and I believe that this is normal for this time of year, I also understand that we might not be successful in applying for a grant. As we are nearing our April 15<sup>th</sup> deadline for sponsors logo's on our "T" shirts, posters and the trophy jacket, I wanted to make sure we again have the District logo present, as your support is very important to this series. As was the case last year I would then request a \$500.00 sponsorship from the District of Sooke to the Sooke Saltwater Series in the event that our grant application fails or is delayed. Please don't hesitate to contact me with any questions or advice. Thank-you for your continued support of the series.

Ron Neitsch cell - [REDACTED]

2 Reel Fishing

Eagle-Eye Outfitters



## Sarah Temple

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**From:** Info  
**Sent:** Wednesday, March 23, 2016 1:21 PM  
**To:** Sarah Temple  
**Subject:** FW: letter from Rupert (12) and Franny (9) Yakelashek  
**Attachments:** Victoria-Resolution-Environmental-Rights.pdf; ATT00001.htm

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**From:** skye ladell [REDACTED]  
**Sent:** Tuesday, March 22, 2016 2:52 PM  
**To:** Info  
**Subject:** letter from Rupert (12) and Franny (9) Yakelashek

March 22, 2016

Dear Mayor Tait and Sooke District Council,

Today is World Water Day! In honour, the Blue Dot movement is launching their federal campaign for a Federal Bill of Environmental Rights.

Canada has one fifth of the world's fresh water, one quarter of its wetlands and the longest coastline. But the Federal Government does not have a national water standard. Every day there are over 1,000 boil water advisories across Canada. The Blue Dot initiative is about recognizing every citizen's right to clean air, healthy food, access to nature AND clean water. And this is why we felt it is important to reach out to you today.

We are excited to report that the Blue Dot environmental rights movement is growing across the country. Right now 126 municipalities have made municipal declarations recognizing their community's right to a healthy environment. And 46 of those are in British Columbia! We guess this groundswell of support is why the Richmond A5 Provincial Bill of Environmental Rights Resolution passed at last September's UBCM Conference.

This June the Federation of Canadian Municipalities is meeting. The City of Victoria has made a FCM Federal Bill of Environmental Rights Resolution asking municipalities to encourage the Federal Government to make a Federal Bill of Environmental Rights. We are writing to you to ask your community to please support this resolution at the FCM conference and to considering making your own. We are sending you a copy of the City of Victoria's resolution to look at.

We feel so lucky growing up in Victoria. We know some Canadian kids aren't as lucky because they are exposed to unsafe environmental conditions. We want every child in Canada to have their environmental rights recognized and for them and their families to live in a safe and healthy environment.

We are so hopeful that progress is being made, but there is still a lot to do. It would mean so much to us if your municipality continued to champion environmental rights and stepped up at the FCM Conference.

Thank you for taking the time to read our letter!

Sincerely,

Rupert & Franny

Rupert (12) and Franny (9) Yakelashek  
[REDACTED]





**Council Member Motion  
For the Governance and Priorities Committee Meeting of January 7, 2016**

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**Date:** December 5, 2015

**From:** Councillors Isitt, Councillor Loveday and Mayor Helps

**Subject:** FCM Resolution - Federal Bill of Environmental Rights

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**Background:**

The City of Victoria was the first jurisdiction on Vancouver Island to adopt a Declaration of the Right to a Healthy Environment, and helped spearhead the successful effort calling on the Union of BC Municipalities to endorse the proposal for a Provincial Bill of Environmental Rights.

Now, residents and advocacy organizations including the Blue Dot Movement are proposing that Canada's new federal government introduce a Federal Bill of Environmental Rights in Parliament.

The federal government's mandate letter to the Minister of Environment and Climate Change identifies the "overarching goal... to take the lead in implementing the government's plan for a clean environment and a sustainable economy."

Support for Environmental Rights is consistent with several components of the City of Victoria's Strategic Plan and aligns with the aspirations of residents and Council to demonstrate leadership in protecting and restoring ecological systems and the natural environment.

It is therefore proposed that Council endorse the following resolution calling for the Federation of Canadian Municipalities to support the request for a Federal Bill of Environmental Rights, and forward the resolution to member local governments requesting favourable consideration and resolutions of support.

**Recommendation:**

THAT Council endorse the following resolution for consideration at the 2016 Annual Convention of the Federation of Canadian Municipalities, requesting that the motion be considered by delegates at the Annual Convention in Winnipeg, rather than referred to Directors at a Board meeting, in order to encourage debate among representatives from all member local governments;

AND THAT Council direct staff to forward the resolution to all member local governments of the Federation of Canadian Municipalities, requesting favourable consideration and resolutions of support:

WHEREAS municipalities are the governments that are nearest to the people and the natural environment, and therefore share a deep concern for the well-being of the natural environment and understand that a healthy environment is inextricably linked to the health of individuals, families, future generations and communities;

AND WHEREAS federal policy affects municipalities' abilities to deliver the best environmental conditions for their citizens, including protecting natural assets such as air, water and soil, and enhancing community quality of life;

THEREFORE BE IT RESOLVED that FCM request that the Government of Canada enact federal environmental rights legislation that:

- recognizes the right of every resident to live in a healthy environment, including the right to clean air, clean water, safe food and resilient, fully functioning ecosystems;
- provides for public participation in decision-making on issues regarding the environment and access to environmental information;
- provides access to justice when environmental rights are infringed; and
- includes provisions for whistle-blower protection.

AND THAT Council request the Mayor to write to the Federal Government regarding the resolution.

Respectfully submitted,



Councillor Isitt



Councillor Loveday



Mayor Helps



**From:** WWW ENVMail ENV:EX <env.mail@gov.bc.ca>  
**Sent:** Tuesday, April 05, 2016 2:18 PM  
**To:** Info  
**Subject:** Invitation: BC Spill Response Regime Engagement Workshop

Reference: 297998

*April 5, 2016*

Her Worship Mayor Maja Tait  
District of Sooke  
Email: [info@sooke.ca](mailto:info@sooke.ca)

BC's Spill Response Regime Engagement Workshop  
April 20 and 21, 2016

The Ministry of Environment is pleased to invite you to a two-day workshop in Richmond BC on April 20 and 21 to discuss the proposed world-leading spill response regime. As mentioned in the Save the Date, participation is by invitation only.

The goal of this workshop is to provide attendees with an enhanced understanding of the ministry's intentions for continued development and implementation of this regime, as well as an opportunity to provide feedback on the ministry's intentions. You will leave this workshop with a clear understanding of the ministry's path forward to implementation of the regime, as well as your role in both the process and future state.

I will be sending a second email momentarily with a copy of the agenda for the workshop and a copy of the third intentions paper on spill preparedness, response and recovery, released April 5. If you would like to attend the workshop, please confirm your attendance via email to our Logistics Coordinator, Sara Bacic, at [Sara.Bacic@gov.bc.ca](mailto:Sara.Bacic@gov.bc.ca). In your confirmation, please indicate your name, the organization you will be representing and any dietary restrictions.

When reviewing the intentions paper, please consider the proposed legislation, regulation and policy within and provide comments to the ministry in writing to [spillresponse@gov.bc.ca](mailto:spillresponse@gov.bc.ca) by June 30. These comments will be integral in the continued development and implementation of the regime.

Along with this intentions paper, the ministry is soliciting feedback from the public on the proposed regime via Government's engagement platform at <http://engage.gov.bc.ca/spillresponse>. You may also submit your feedback on the intentions through this tool until June 30.

Please be advised that these two methods of providing feedback are not mutually exclusive: attendance at the workshop does not preclude providing comments via email, or the engagement website or vice versa. Feedback on the proposed regime is a crucial component of implementing it successfully, and with that in mind, I hope you are able to join us in person at the workshop on April 20 and 21.

Sincerely,

**Anthony Danks  
Executive Director  
Spills Response Regime Project  
Environmental Protection Division**



## Symposium on Land Based Spill Preparedness and Response in British Columbia

*"Achieving World Class Practices through  
Communication, Cooperation and Collaboration"*

April 20, 2016 – April 21, 2016

Executive Airport Plaza Hotel  
7311 Westminster Highway  
Richmond, B.C.

The Ministry of Environment is pleased to host this two-day workshop on BC's Spills Management Regime. The workshop will provide you with an enhanced understanding of the ministry's intentions for continued development and implementation of this regime and opportunity to provide feedback on the ministry's intentions. You will leave this workshop with a clear understanding of the ministry's path forward to implementation of the regime, as well as your role in both the process and future state.

# LAND BASED SPILL PREPAREDNESS AND RESPONSE IN BRITISH COLUMBIA

## DAY ONE: Wednesday, April 20, 2016

8:00am – 9:00 am	<i>Participant Registration, Coffee, Tea and Pastries</i>
9:00am – 9:20am	<b>Opening address and First Nations Prayer (Plenary Session)</b>
9:20am – 10:00am	<b>Spill Preparedness and Response Regime Overview (Plenary Session)</b> <i>Anthony Danks, Executive Director, Ministry of Environment</i>
10:00am – 10:10am	<b>Legislation and Regulations Overview (Plenary Session)</b> <i>Daphne Dolhaine, Legislation, Regulation and Policy Lead, Ministry of Environment</i>
10:10am – 10:30am	<b>Symposium Overview (Plenary Session)</b> <i>Berlineaton, Facilitators</i>
10:30am – 11:00am	<i>Break</i>
11:00am – 4:30pm	<b>Breakout Session Topics</b> <i>For the next 1.5 days, all participants will circulate through all of the following 10 breakout topics</i> <ol style="list-style-type: none"><li>1. Who is a Regulated Person?</li><li>2. Contingency Plans</li><li>3. Drills, Exercises and Substance Reporting</li><li>4. Geographic Response Plans</li><li>5. Preparedness and Response Organization (PRO): Legislation and Certification</li><li>6. PRO: Functions and Capabilities</li><li>7. PRO: Relationships within the Spill Preparedness and Response System</li><li>8. PRO: Area Response Plans</li><li>9. Response Reporting and Times</li><li>10. Recovery and Restoration</li></ol>
11:00am – 12:00pm	<b>Breakout Session 1</b>
12:00pm – 1:00pm	<i>Lunch</i>
1:00pm – 1:50pm	<b>Breakout Session 2</b>
1:50pm – 2:35pm	<b>Breakout Session 3</b>
2:35pm – 2:50pm	<i>Break</i>
2:50pm – 3:40pm	<b>Breakout Session 4</b>
3:40pm – 4:30pm	<b>Breakout Session 5 and Day One Closing Activities</b>
5:00pm – 7:00pm	<b>Meet and Greet Reception</b>

*“Achieving World Class Practices Through Communication, Cooperation and Collaboration”*

## LAND BASED SPILL PREPAREDNESS AND RESPONSE IN BRITISH COLUMBIA

### DAY TWO: Thursday, April 21, 2016

8:00am – 9:00am	<i>Coffee, Tea and Pastries</i>
9:00am – 9:30am	Day 2 Overview and Check-in
9:30am – 10:20am	Breakout Session 6
10:20am – 11:05am	Breakout Session 7
11:05am – 11:15am	<i>Break</i>
11:15am – 12:00pm	Breakout Session 8
12:00pm – 1:00pm	<i>Lunch</i>
1:00pm – 1:50pm	Breakout Session 9
1:50pm – 2:40pm	Breakout Session 10
2:40pm – 3:30pm	Closing Plenary