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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

March 14, 2016

2225 Otter Point Road, Sooke, B.C.

Please note: The Open Portion of this meeting may be webcast live at 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)

CALL TO ORDER		
CALL TO ORDER - Open Portion		
INTRODUCTION OF NEW BUSINESS/SUPPLEMENTARY INFORMATION		
APPROVAL OF THE AGENDA MOTION TO MOVE AGENDA ITEM RI-1 RCMP QUARTERLY REPORT TO IMMEDIATELY FOLLOWING RECEIPT OF DRAFT COUNCIL COMMITTEE MINUTES FOR INFORMATION		
ADOPTION OF COUNCIL AND COW MEETING MINUTES:		
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March 1, 2016	Sooke Parks & Trails Advisory Committee	31
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D-1	Sooke Parkwatch Society – Category A Community Grant, Bjorn Stavrum	35

D-2	Juan de Fuca Salmon Restoration Society – Canada 150 Grant Application, Elida Peers	43
D-3	Gail Hall – Council Procedure Bylaw, 2009	49
D-4	Youth for Change – Sidewalks along Edward Milne Road, Nick Gakena	51
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PUBLIC AND STATUTORY HEARINGS and third reading or adoption of bylaws where applicable after each hearing:		
PH-1	Bylaw No. 630, Zoning Amendment Bylaw (600-22) <ul style="list-style-type: none"> • Planning Department Report/Presentation • Mayor’s Public Hearing Statement • Public Hearing • Council to consider third reading of Bylaw No. 630 <u>as amended</u> 	-- See Public Hearing Pkg
BYLAWS		
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RA-2	Recommendations Sooke Program for the Arts (SPA) Committee February 24, 2016 meeting: <ul style="list-style-type: none"> • Town Centre Roundabout <ul style="list-style-type: none"> ○ Council to consider SPA Committee recommendations 	119
RA-3	Recommendations from Sooke Parks & Trails Advisory Committee March 1, 2016 meeting: <ul style="list-style-type: none"> • John Phillips Memorial Park <ul style="list-style-type: none"> ○ Council to consider Sooke Parks & Trails Committee recommendations 	121

RA-4	Award of Request for Quote – Galloping Goose Connector – Gravel Multiuse Trail, Sooke River Road Park <ul style="list-style-type: none"> • Engineering Department Report/Presentation • Council to consider recommendation 	125
RA-5	Award of Request for Quote – Galloping Goose Connector – Separated Multiuse Trail, Sooke River Road <ul style="list-style-type: none"> • Engineering Department Report/Presentation • Council to consider recommendation 	129
RA-6	Appointment of Municipal Deputy Approving Officer <ul style="list-style-type: none"> • Staff Report/Presentation • Council to consider recommendation 	133
RA-7	Public Officer and Designated Employee Appointments <ul style="list-style-type: none"> • Staff Report/Presentation • Council to consider recommendation 	137
RA-8	Consent of CRD Bylaw No. 4058, <i>Capital Regional District Climate Action and Adaptation Service Establishment Bylaw, 2008, Amendment Bylaw No. 1, 2016</i> <ul style="list-style-type: none"> • Corporate Services Report/Presentation • Council to consider recommendation 	139
<i>REPORTS For Information – Council, Committees, COW and Commissions and Staff (CAO, Development Services)</i>		
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I-3	Correspondence dated February 20, 2016 from Judy Holzemer RE: Deer Cull - Whiffin Spit	189

I-4	Correspondence dated February 24, 2016 from Bonny Gibson RE: Deer Cull – Whiffin Spit	191
I-5	Correspondence dated March 10, 2016 from the District of Metchosin RE: AVICC Resolution – Protection of Old Growth Forests	193
REPORT OF IN CAMERA RESOLUTIONS		
RIC-1	Resolutions from March 7, 2016 Special Council Meeting – In Camera portion <ul style="list-style-type: none"> • Soule Road Right of Way 	197
<p>MOTION TO CLOSE THE MEETING TO THE PUBLIC:</p> <p>Motion to close the meeting to the public under section 90(1) and 90(2) of the <i>Community Charter</i> to discuss:</p> <ul style="list-style-type: none"> • 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)(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; • 90 (2) (a) a request under the Freedom of Information and Protection of Privacy Act, if the council is designated as head of the local public body for the purposes of that Act in relation to the matter. 		
ADJOURNMENT		



DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held February 22, 2016 at 6:00 pm
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Acting Mayor Kerrie Reay
Councillor Bev Berger
Councillor Rick Kasper
Councillor Ebony Logins
Councillor Brenda Parkinson
Councillor Kevin Pearson

STAFF PRESENT

Teresa Sullivan, Chief Administrative Officer
Gabryel Joseph, Director of Corporate Services
Tina Hansen, Acting Corporate Officer
Brent Blackhall, Director of Finance
Sarah Temple, recorder

Absent: Mayor Maja Tait

1. **Call to Order**

The meeting was called to order at 6:01 p.m.

2. **Approval of Agenda**

MOVED to approve the agenda as circulated.
CARRIED

3. **Presentation: Nature Trails Society, Daniel Cammiade, Executive Director**

Daniel Cammiade, Executive Director of the Southern Vancouver Island Nature Trails Society, addressed the Committee and spoke regarding the Society's vision of shared use, natural surfaced trail connections. The Society is looking to secure access and authorization to specific cross-regional trail corridors and connections.

Committee Discussion:

- The Nature Trails Society recently presented to the Capital Regional District Board and the matter was referred to staff for further investigation.
- Discussion of funding arrangements and opportunities. The Nature Trails Society clarified they are not looking for CRD or municipal funding.
- Clarification of ownership of specific parcels of land.

Public Input:

- Ellen Lewers, Sooke resident, addressed the Committee and inquired as to liability for trail construction and trail users.
- Mr. Cammiade provided additional information regarding insurance.

MOVED to recommend that Council direct staff to draft a letter of support for the Southern Vancouver Island Nature Trails Society's vision of shared use, natural surfaced wilderness trail connections in our region.

CARRIED UNANIMOUSLY

4. **Current Issues**

Acting Mayor Reay provided clarification as to Public Input during Committee of the Whole meetings. Public Input must be in relation to items on the Committee of the Whole agenda, as per Bylaw No. 422, *Council Procedure Bylaw, 2009*.

Action: Gabryel Joseph to determine whether minutes attached to an agenda are considered to be meeting agenda items and therefore, eligible for Public Input.

5. **Adjournment**

The meeting was adjourned at 6:16 p.m.

Certified Correct:

Kerrie Reay
Acting Mayor

Tina Hansen
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 February 22 , 2016
7:00 p.m., Public Portion, Council Chamber
In-Camera Portion immediately following the public portion
in Meeting Room

COUNCIL PRESENT

K. Reay
B. Berger
R. Kasper
E. Logins
B. Parkinson
K. Pearson

STAFF PRESENT (Open Portion)

Teresa Sullivan, Chief Administrative Officer
Brent Blackhall, Director of Finance
Gabryel Joseph, Director of Corporate Services
Steve Sorensen, Fire Chief
Tina Hansen, Acting Corporate Officer
Sarah Temple. recorder

ABSENT: M. Tait

CALL TO ORDER - PUBLIC PORTION

Acting Mayor Reay called Public Portion of the Regular Council meeting to order at 7:01 p.m.

APPROVAL OF THE AGENDA

MOVED and seconded to add the following items to the agenda as New Business/
Supplementary Information:

- RI-1 Supplemental Information: Sooke Fire Rescue Service Quarterly Report
 - Revised Staff Report
- NB-1 Bylaw No. 630, *Zoning Amendment Bylaw (630-22)*
 - Council to consider amendment at 2nd reading and schedule public hearing

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

MOVED and seconded that the minutes of the Regular Council meeting held on February 9, 2016 be adopted as circulated.

CARRIED UNANIMOUSLY

MINUTES FOR INFORMATION

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

February 2, 2016 Parks & Trails Advisory Committee

CARRIED UNANIMOUSLY

DELEGATIONS

D-1 Shirley Roodbol and Rob Barry – Soule Road Right of Way

Shirley Roodbol and Rob Barry addressed Council and spoke to the potential sale of the Soule Road Right of Way. Ms. Roodbol and Mr. Barry stated they would like to determine Council's interest in selling the Right of Way.

Council encouraged Ms. Roodbol, Mr. Barry and any other interested parties to make a formal application to the District of Sooke for the purchase of the Soule Road Right of Way, as per Policy 2.2, *Road Closure and Sale Policy*.

MOVED and seconded to forward any future discussion of the sale of the Soule Road Right of Way to a closed meeting, as per section 90 of the *Community Charter*.
CARRIED UNANIMOUSLY

PUBLIC QUESTION AND COMMENT PERIOD

Council heard from the following public speakers:

1. Diane Bernard spoke regarding her Request to Appear as a delegation.
2. Jeff Bateman spoke regarding the content of Public and Question Comment period not being recorded in the meeting minutes.

REPORTS REQUIRING ACTION

RA-1 2016 Sponsorships

MOVED and seconded to approve the annual sponsorships for 2016 for the following local non-profit organization or events:

- Sooke Lions Club
- Sooke Fall Fair Society
- Sooke Fine Arts Society
- Sooke Community Choir
- Edward Milne Community School Grads
- Sooke Firefighter's Association
- Sooke Family Resource Society
- Sooke Region Chamber of Commerce
- Westcoast Fly-Fishers Association
- Navy League of Canada, Sooke Branch

CARRIED UNANIMOUSLY

RA-2 Recommendations from Parks & Trails Advisory Committee meeting held January 12, 2016

Mark Ziegler, resident and member of the Parks and Trails Advisory Committee, addressed Council to provide explanation of the recommendation from the Committee. Mr. Ziegler requested that rather than a statement of budget allowance for the phased improvements to John Phillips Memorial Park, Council put a placeholder in the preliminary 2016-2020 Financial Plan until after the March 1, 2016 Parks and Trails Advisory Committee meeting. The Committee will then come back to Council with a revised request based on prioritized park features.

REPORTS FOR INFORMATION

RI-1 RCMP Monthly Mayor Report – January 2016

MOVED and seconded to receive the RCMP Monthly Mayor Report for January 2016 report for information.

CARRIED UNANIMOUSLY

RI-2 Sooke Fire Rescue Service Quarterly Report

MOVED and seconded to receive the Sooke Fire Rescue Service 2015 4th Quarter Report for information;

AND TO refer the Sooke Fire Rescue Service 2015 4th Quarter Report to the Sooke Fire Services Commission.

CARRIED UNANIMOUSLY

RI-3 Mayor and Council Reports (Verbal)

Councillor Berger reported on the upcoming SEAPARC referendum, which will take place on April 30, 2016, after planned public information sessions in all Sooke and Electoral Area communities. Councillor Berger also reported on the South Vancouver Island Economic Development Association and discussions with other West Shore Communities to collaborate on an alternative solution to regional economic development. Councillor Berger also attended John Muir Elementary School where she spoke with students about Local Government.

Councillor Kasper reported on attending the Capital Regional District Parks Committee where the Nature Trails Society gave a presentation on Regional Trail linkages. Councillor Kasper also reported on his attendance at the Capital Regional District Board meeting and provided an update on ongoing discussions regarding the closure of the Leech River watershed for public use.

Councillor Logins requested further information from Chief Sorensen regarding recent Fire and Rescue calls responded to by the Fire Department. Chief Sorensen provided a verbal overview, stating that it has been a busy month for the Fire Department, including several structure fire calls. Chief Sorensen also reported on progress of the current Recruit Class, who are approximately half way through their training and will be fully trained by April.

Councillor Parkinson reported on the Community Consultation Forum hosted by the Parks and Trails Advisory Committee regarding John Phillips Memorial Park. Councillor Parkinson stated there was an excellent turnout for the vent.

Acting Mayor Reay responded to statements made on social media regarding the hiring of CAO Teresa Sullivan, alleged oversight of municipalities by the BC Public Service Agency, municipal staffing, and the Council Procedures Bylaw.

RI-4 CAO Update (Verbal)

Teresa Sullivan reported on effective public service governance and the importance of role clarity as it relates to Council, the office of the Chief Administrative Officer and staff. Ms. Sullivan also stated the importance of all parties working towards common goals, with an ongoing dialogue to ensure success.

NEW BUSINESS

NB-1 Bylaw No. 630, *Zoning Amendment Bylaw (630-22)*

MOVED and seconded to amend Bylaw No. 630, *Zoning Amendment Bylaw (600-22)* to include the following uses "Micro Brewery" and "Artisan Industry" in the Neighbourhood Commercial (C1) Zone, and add under Conditions of Use that the micro brewery not exceed 500m² and Artisan Industry not exceed 200m²

CARRIED UNANIMOUSLY

MOVED and seconded to direct staff to schedule a Public Hearing in accordance with the *Local Government Act* and *Community Charter* notice requirements.

CARRIED UNANIMOUSLY

CORRESPONDENCE REQUIRING ACTION

C-1 Correspondence dated February 13, 2016 from Victoria Epilepsy and Parkinson's Centre RE: Proclamation Request – Purple Day 2016

MOVED and seconded to issue a proclamation in support of Purple Day 2016, as outlined in the correspondence from the Victoria Epilepsy and Parkinson's Centre.

CARRIED UNANIMOUSLY

CORRESPONDENCE AND COUNCIL REPORTS FOR INFORMATION

I-1 Council Reader File – January 2016

MOVED and seconded to file the Council Reader File for January 2016.

CARRIED UNANIMOUSLY

REPORT OF IN CAMERA RESOLUTIONS

RIC-1 Resolutions from February 9, 2016 Regular Council Meeting – In Camera portion

- **Board of Variance – Member Appointment**

MOVED and seconded to appoint Drew Johnston to the Board of Variance for a three year term;

AND THAT this resolution be released to the public.

Council also offered their thanks to Ellen Lewers, who has served on the Board of Variance for the past three years.

ADJOURNMENT

MOVED and seconded to close the Public Portion of the Regular Council meeting at 7:55 p.m.

CARRIED UNANIMOUSLY

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)(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)(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*].

CARRIED UNANIMOUSLY

The meeting adjourned at 8:24 pm.

Certified Correct:

**Acting Mayor
Kerrie Reay**

**Acting Corporate Officer
Tina Hansen**

Comments District of Sooke on Social Media
February 22, 2016

I'd like to take a few moments to talk about social media and the comments that have been made over the past couple of months.

There are very few things we can control in our lives, we certainly cannot control world events, economics, and with technology today, we cannot control social media. But my integrity is one of the few things in life that I do have control of. I have worked hard all my life, in my personal life with family and friends, in my professional career as a Probation Officer, Officer of the Court, Peace Officer, and in my role as a Councillor for the people of Sooke. I strive for due process, fairness, kindness, compassion and honesty, and I tell the whole story even if it doesn't go in my favour. I take responsibility for when I make mistakes; I own up to them, I don't try to hide them under the carpet and hope it will go away.

As a Councillor, my role is always to do what the citizens of Sooke want. It's hard to find the balance sometimes between special interest groups and the quiet majority. When there have been decisions that have been high profile in the community, and I have taken a position to not support a motion, I can spend hours crafting my reasons to ensure that the community understands my thinking, what I considered and why I did not support the matter. I believe that this commitment to due process and fairness is why I was elected to a second term, not only re-elected but topping the polls with 56% of the vote. I also believe I am respectful to all of the citizens of Sooke, regardless of whether they support me or not.

So I am at quite a loss that after 4 years of serving as a Councillor that all of a sudden my integrity has been called into question on social media; is it personal? is it political? or is it just because people who post don't actually fully understand the issue? I am taken aback by the meanness and negativity that has transpired on many social media sites, inaccuracy in articles and comments that encourage and promote more innuendo. Posts that don't give the whole story, people being selective of what they post distorting the truth.

Mayor Tait and I have had a number of discussions on this. What does one do? How does one respond? How do you correct the misinformation and things that are incorrect? You worry responding will just create more questions, some you can answer and some you cannot. Some people say "don't say anything" and others, "you have to say something."

So as Mayor Tait once commented, I am going to take a leap of faith. Provide information to hopefully give context, some things I cannot comment about because the law says I cannot.

Firstly, the transparency of the hiring of the CAO. A hiring committee was struck with Councillor Pearson, Councillor Kasper and myself as the Chair. As the Chair my only responsibility was to lead the process and between August and November I would say that I spent at least somewhere between 35 and 40 hours over and above my full time employment and council duties. There is no extra pay for sitting on this committee. The CAO posting was

posted in two career Ad sections, in the Times Colonist and the Vancouver Sun and was also posted on four internet sites, Workopolis, Indeed, Civic Info BC and of course the District of Sooke website.

There are only two pieces of legislation that guides municipalities, the Local Government Act and the Community Charter. So, to be clear, I did not hire the CAO, the hiring committee did not hire the CAO, Council hired the CAO. I am not sure if everyone is aware, given the posts on social media, that the way Council works is one person, one vote. So again, for the record, Council hired Ms Sullivan.

After the hiring of the CAO, social media reported a story on the Standards of Conduct of the BC Public Service Agency which had oversight for municipalities. This is totally incorrect. The BC Public Service Agency is an arm of the Provincial Government to oversee the some 30,000 employees that work for the Provincial Government. This agency has absolutely no role or responsibility with municipal governments.

District of Sooke staffing. There can be no discussion here. In 1993, the Province of BC brought in the Freedom of Information and Protection of Privacy Act which outlines what information can be disclosed and what cannot be disclosed. There has been a huge push on social media demanding that Council or Staff release information that relates to personal information that is clearly protected under this legislation. Section 74.1 outlines the Privacy Protection Offences and under section 74.1 (5) (c) it reads:

- (5) A person who commits an offence under this section is liable
 - (c) in the case of a corporation, to a fine of up to \$500 000.

Should anyone with the District of Sooke, Council or Staff, provide any information to anyone, the District of Sooke faces a \$500,000 penalty – that is \$500,000 of tax payers money. On top of that, the person whose personal information was divulged could sue the District of Sooke as well.

Finally, the District of Sooke Procedural By-law. This procedural by-law was last amended in 2009 (long before I was elected) and stands as the legislation that sets out exactly how the business of Council is to be conducted in its meetings. Social media has been vicious towards me on my positions that 1) speakers must speak to items on the agenda only, including agendas of the Committee of the Whole and 2) vague applications to speak as a delegation require clarity to ensure that the topic is under the jurisdiction of the Council.

Starting with the second one first. It is very clear in the procedural by-law that all matters coming before Council must be within the jurisdiction of the Council. It is incumbent of the Chair of the meeting to ensure that this rule is followed. To not do so is violation of our procedures by-law. For anyone to suggest that Council should continue to allow delegations or individuals to speak because it is best practice, raises two serious concerns 1) best practice is not applied to law, the law is the law, whether we agree with it or not and 2) not following the rules of the District's procedural by-law is not a best practice but a wrong practice. To also

allege that the District does not refuse delegations is also incorrect. As Acting Mayor I signed a letter to an applicant refusing them to appear as a delegation in mid-January. The decision to refuse the delegation came from the Corporate Officer's desk.

Now on the former, that speakers must speak to items on the agenda only, today Lidstone and Company, the District's lawyers, confirmed my position on this to be correct, that individuals can only speak to those items on the agenda of all committees of Council and that includes both Regular Council meetings and Committee of the Whole.

I hope this helps provide better context and clarity to the community of Sooke. As a Council we want to make sure that rules are applied fairly and appropriately.

CAO Comments
February 22, 2016

For any organization to be effective, all of the people involved must understand what they are trying to accomplish as a group, and what they are responsible for as individuals. There is no such thing as one role being more important than any other; there are only different roles that work together. The captain of a ship cannot steer if the mechanic does not have the engines working. When people understand how their roles complement each other, they can be the most effective in accomplishing what needs to be done.

Effective public sector governance, just like any private sector company, is also based on role clarity. Local governance comprises both elected officials and administrative staff, who both have important roles to play in the success of a community.

Members of Council are elected by the community to represent their views and discuss the future of the area. Council's role is to understand the pulse of the community, to approve the policies and bylaws that clearly communicate how a community will be governed, and set the vision for the future. On the other side of the equation, administrative staff are hired for their expertise in particular areas, to carry out the vision that Council has outlined. Staff bring a wealth of experience in engineering, urban planning, and finance, just to name a few. This healthy relationship is based on an ongoing dialogue between Council's understanding of the community and administration's technical expertise. Conversely, staff are expected not to interfere with Council's interaction with the public, nor should Council tell staff how to do their jobs.

All teams need leaders, which the Mayor and Chief Administrative Officer (or CAO) fulfill. The Mayor's role is to lead Council discussions and act as the public face of Council for all public matters, while the CAO's role is to lead and manage administrative staff in their daily duties, while they carry out the formal wishes of Council. The CAO does not set policy, nor does she act in a political manner. As the leader of the administration, she provides unbiased opinions to Council on the workings of the municipality.

While the Mayor leads the governing of a community by building consensus on Council, the Mayor still represents only one vote on Council decisions. Her vote is an equal voice on the direction of a community. As well, it is not the Mayor's role to manage the workings of the municipality. Municipal Council has only one employee, the CAO. Council holds the CAO accountable for the performance of municipal staff and the operations of the municipality.

This healthy separation of roles is crucial for the effective leadership of a community, because when anyone understands their role, they can do it better.



DISTRICT OF SOOKE

Minutes of the Special Meeting of Council
held in the Council Chamber
at 2225 Otter Point Road, Sooke, BC
on Tuesday, February 23, 2016 at 7:00 pm

COUNCIL PRESENT

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

STAFF PRESENT (Open Portion)

Teresa Sullivan, Chief Administrative Officer
Brent Blackhall, Director of Finance
Gabryel Joseph, Director of Corporate Services
Tina Hansen, Acting Corporate Officer
Sarah Temple, recorder

ABSENT: M. Tait, B. Berger,

CALL TO ORDER

Acting Mayor Reay called the Special Council meeting to order at 7:00 p.m.

APPROVAL OF THE AGENDA

MOVED and seconded to approve the agenda with the addition of the following as Supplemental Information:

- Bylaw No. 614, *Five Year Financial Plan Bylaw, 2015*

CARRIED UNANIMOUSLY

PUBLIC QUESTION AND COMMENT PERIOD

There were no comments from members of the public.

BYLAWS

B-1 Bylaw No. 631, *Five Year Financial Plan Amendment Bylaw (614-1)*

MOVED and seconded to introduce and give first reading to Bylaw No. 631, *Five Year Financial Plan Amendment Bylaw (614-1)*

CARRIED UNANIMOUSLY

MOVED and seconded to give second reading to Bylaw No. 631, *Five Year Financial Plan Amendment Bylaw (614-1)*

CARRIED UNANIMOUSLY

MOVED and seconded to give third reading to Bylaw No. 631, *Five Year Financial Plan Amendment Bylaw (614-1)*
CARRIED UNANIMOUSLY

ADJOURNMENT

MOVED and seconded to adjourn the Special Council meeting at 7:04 pm.
CARRIED UNANIMOUSLY

Certified Correct:

Acting Mayor
Kerrie Reay

Acting Corporate Officer
Tina Hansen

DISTRICT OF SOOKE

Minutes of the Special Meeting of Council
held in the Council Chamber
at 2225 Otter Point Road, Sooke, BC
on February 25, 2016 at 6:30 p.m.

COUNCIL PRESENT

K. Reay
B. Berger
R. Kasper
B. Parkinson
K. Pearson

STAFF PRESENT

Brent Blackhall, Director of Finance
Tina Hansen, Acting Corporate Officer, recorder

ABSENT: M. Tait, E. Logins

CALL TO ORDER

Acting Mayor Reay called the meeting to order at 6:34 p.m.

APPROVAL OF AGENDA

MOVED and seconded to approve the agenda as circulated.
CARRIED UNANIMOUSLY

PUBLIC QUESTION AND COMMENT PERIOD

There was no input from members of the public.

BYLAWS

B-1 **Bylaw No. 631, *Five Year Financial Plan Amendment Bylaw (614-1)***

MOVED and seconded that Bylaw No. 631, *Five Year Financial Plan Amendment Bylaw (614-1)* be adopted.
CARRIED UNANIMOUSLY

ADJOURNMENT

MOVED and seconded to adjourn the meeting at 6:36 p.m.
CARRIED UNANIMOUSLY

Certified Correct:

Kerrie Reay
Acting Mayor

Tina Hansen
Acting Corporate Officer



DISTRICT OF SOOKE

Minutes of the Special Meeting of Council
held in the Council Chamber
at 2225 Otter Point Road, Sooke, BC
on Monday, March 7, 2016 at 7:00 pm

COUNCIL PRESENT

B. Berger
R. Kasper
E. Logins
B. Parkinson
K. Pearson (arrived at 7:03 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
Steve Sorensen, Fire Chief
Tina Hansen, Acting Corporate Officer
Sarah Temple, recorder

ABSENT: M. Tait

CALL TO ORDER

Acting Mayor Kasper called the Special Council meeting to order at 7:00 p.m.

APPROVAL OF THE AGENDA

MOVED and seconded to approve the agenda as circulated.
CARRIED UNANIMOUSLY

PUBLIC QUESTION AND COMMENT PERIOD

Council heard from the following public speakers:

1. Ellen Lewers spoke regarding the Council Procedure Bylaw and the 2016 - 2020 Five Year Financial Plan Development Schedule.

BYLAWS

B-1 Bylaw No. 632, Revenue Anticipation Borrowing Bylaw, 2016

MOVED and seconded to introduce and give first reading to Bylaw No. 632, *Revenue Anticipation Borrowing Bylaw, 2016*
CARRIED UNANIMOUSLY

MOVED and seconded to give second reading to Bylaw No. 632, *Revenue Anticipation Borrowing Bylaw, 2016*
CARRIED UNANIMOUSLY

MOVED and seconded to give third reading to Bylaw No. 632, *Revenue Anticipation Borrowing Bylaw, 2016*.
CARRIED UNANIMOUSLY

REPORTS REQUIRING ACTION

RA-1 2016-2020 Five Year Financial Plan Development Schedule

MOVED and seconded to approve the 2016-2020 *Five Year Financial Plan* development schedule as presented.
CARRIED UNANIMOUSLY

RA-2 Council Procedure Bylaw Recommendations

MOVED and seconded to direct staff to prepare amendments to Bylaw No. 422, *Council Procedure Bylaw, 2009* as outlined in the March 7, 2016 Council Procedure Bylaw Recommendations report.
CARRIED UNANIMOUSLY

REPORTS FOR INFORMATION

RI-1 Drainage Issues – Update for Council

MOVED and seconded to receive the report on Drainage Issues – Update for Council for information.
CARRIED UNANIMOUSLY

RI-2 Sooke Fire Services Commission Update

MOVED and seconded to receive the report on the Sooke Fire Services Commission Update for information.
CARRIED UNANIMOUSLY

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)(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)(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;
- 90 (2) (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

CARRIED UNANIMOUSLY

ADJOURNMENT

MOVED and seconded to adjourn the Special Council meeting at 8:59 pm.
CARRIED UNANIMOUSLY

Certified Correct:

Acting Mayor
Rick Kasper

Acting Corporate Officer
Tina Hansen



DISTRICT OF SOOKE
Sooke Community Centre Advisory Committee Minutes
Meeting held February 18, 2016
at 10:00 am
Council Chamber, 2225 Otter Point Road

Committee Members Present:

1. Lee Boyko, Sooke Region Museum, Chair
2. Karl Linell, Sooke Community Association
3. Nicky Logins, Sooke Region Community Health Initiative
4. Jeff Bateman, Sooke Transition Town Society
5. Trevor Colley, Sooke Rotary Club
6. John Russell, Sooke Community Arts Council
7. Jane Maude, Sooke Seniors Drop In Society
8. Sandy Pedneault, Sooke Elderly Citizens Housing Society
9. Bob Phillips, Sooke School District
10. Steve Knoke, SEAPARC arrived at 10:18 am

Staff: Gabryel Joseph, Director of Corporate Services
Sarah Temple, recorder

Absent: Councillor Ebony Logins
Ellen Lewers, Sooke Fall Fair
Steve Knoke, SEAPARC
Paul McTavish, Royal Canadian Legion Branch 54
Karen George, T'Sou-ke Nation
Infinity Login, EMCS Youth Engagement Project
Al Beddows, Sooke Lions

1. Lee Boyko called the meeting to order at 10:03 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 January 21, 2016 as circulated.
CARRIED
4. **Information Roundtable:**
 - Trevor Colley reported that the Rotary Club is busy working on the April 30th Rotary Fair.
 - Bob Phillips reported that SEAPARC and School District 62 have just signed off on a joint-use agreement.
 - John Russell advised the Committee of the upcoming "Appetite for Art event" which raises money for the Sooke Fine Arts Show and the Sooke Food Bank.

5. **Working Groups:** Each of the working groups reported on their meetings and the written reports submitted in the Supplemental Information agenda package.

Arts Working Group:

- This working group was not able to meet.
- John Russell advised that the Committee should keep the Arts in mind when planning for any facility. Arts groups are eager for space for performance, for creation of art and for interaction with art.
- Arts are also unique in that they also generate income and raise the profile of the community.

Youth Working Group:

- Lee Boyko provided an overview of the written report.
- Discussion of possible “champions” for youth in the community. Could include SEAPARC, Youth Engagement Program, Edward Milne Community School.
- Discussion of creating sustainable programs for youth.
- The Youth Engagement Team at Edward Milne Community School is a contracted position, which can help to create sustainability.
- Discussion of joint use agreements as they apply to shared space and possibility of applying the same idea to shared staff, shared mandates, shared programs etc.
- Discussion of having youth design their own spaces and programs.
- Discussion of examples of partnerships that have been successful between community groups, community organizations and youth.
- The goal of youth serving organizations is to foster positive social and emotional well-being and to create healthy and engaged children. Youth focused spaces should endeavor to do the same.

Seniors Working Group:

- Jeff Bateman provided an overview of the written report.
- Sooke Elderly Citizens Housing Society has offered land to the Sooke Senior’s Drop In Centre and there are several options for location.
- The Drop-In Centre used to offer 5 or 6 days a week of programming and have over 300 members. Membership and programming has dropped significantly as they await a permanent location.
- Discussion of possible partnership with SEAPARC for senior’s programming.
- Discussion of possible interim solutions, which could include the use of a portable.
- Discussion of funding opportunities.

Families Working Group:

- Nicky Logins provided an overview of the written report.
- A consistent gap across all working groups is “a place to be”, with no particular programming or purpose, just a place to be.
- Free and low-cost opportunities are a top priority for many families.

Community Hall:

- Peter Clark read and submitted a statement on behalf of the Sooke Community Association (attached).
- The Committee discussed possible funding sources for renovation of the community hall, including heritage funding, federal funding, fundraising, partnerships and municipal funding.
- Discussion of the importance of being “grant ready”, so that when opportunities arise, they can be acted upon.
- There have been some designs done to show potential renovations to the Community Hall.

Next Steps:

- The Committee agreed by general consensus that at the March Sooke Community Centre Advisory Committee meeting, they will begin to formulate their recommendations to Council regarding Phase 1 – Multi Use Community Facilities Plan of the Committee’s Terms of Reference.
- The recommendations will include strategic recommendations for use of land and buildings that are currently within the public realm.
- Following the March meeting, once the recommendations are set, staff will work with the Committee chair to write a report to Council.

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

7. **Next Scheduled Meeting:** March 17, 2016 at 10:00 am.

8. **Adjournment:**

MOVED and seconded to adjourn the meeting at 11:27 a.m.

Certified Correct:

Lee Boyko
Chair

Tina Hansen
Deputy Corporate Officer

TO THE: "SOOKE COMMUNITY CENTRE ADVISORY COMMITTEE"

We believe renovating and adding to the existing Community Hall is the best approach for a "New Community Center". The Community Hall is central which makes it convenient, and easily accessible. Since no land purchase would be necessary, and the building allows flexibility for renovation and expansion, this project would be the most fiscally responsible option for Sooke.

The Community Hall is a robust, historic, and ideally located building ready and waiting for a "Facelift" to usher in new life for the Town Centre. The Sooke Community Association is open to working with this committee and other groups to accommodate changes to satisfy all "Stakeholders". The requirements of present and future users could easily be fulfilled with some redesign and additions. The Main Hall (upstairs) is unique. It must be preserved.

May I suggest to this committee you recognize the potential of this "Historic Building". It is your best option and the most viable way to move ahead. Time is passing. The process is stalled, nothing seems to be happening, in effect it's a stalemate.

Before more time passes let's make something happen. Put forward a motion, take a vote, then together we can develop a design and a plan on how to proceed. We can return the Community Hall to a new era of usefulness that reflects our history, and that also makes us proud to be residents of Sooke.



DISTRICT OF SOOKE
Sooke Program for the Arts (SPA) Committee Minutes
Meeting held February 24, 2016
at 9:30 am
Council Chamber, 2225 Otter Point Road

Committee Members Present:

1. Drew Johnston, Chair
2. John David Russell
3. Bob Tully
4. Lee Boyko
5. Linda Anderson

Absent:

6. Frederique Philip
7. Lorna Cospier

Staff:

- Brent Blackhall (left at 10:30 am)
- Gabryel Joseph (arrived at 10:06 am)
- Sarah Temple, recorder

1. Call to Order

The meeting was called to order at 9:43 a.m.

2. Approval of the Agenda:

MOVED to approve the agenda as circulated.

CARRIED

3. Approval of the Minutes:

MOVED to approve the minutes of January 27, 2016 as circulated.

CARRIED

4. Sooke Program for the Arts (SPA) Reserve Fund Account Inquiry:

Brent Blackhall gave an update of the SPA Reserve Fund Account. Mr. Blackhall provided additional information on how the account is funded through building permit fees.

Committee Discussion:

- Discussion of amount expended in 2015 for Mural Mosaic project deposit.
- Discussion of how contributions to the reserve fund are calculated, with 3% of building permit fees deposited at the end of each year.

6. Town Centre Roundabout:

Committee Discussion:

- Discussion of the merits of public art vs. landscaping in the centre of the roundabout.
- Discussion of necessary approval from Ministry of Transportation and Infrastructure for placement of either art or landscaping in the roundabout.
- Consideration should be given to view points and sightlines when planning for the centre of the roundabout.
- Art would be in danger of being hit by a vehicle and damaged. It would also be difficult to get close to the art to view it, take a photo etc. Substantial public art is needed in the community, but the centre of the roundabout may not be the best location.
- Seasonal, colorful plantings similar to the "Welcome to Sooke" sign or the roundabout near the Victoria Airport could be considered.

MOVED to recommend that Council landscape the roundabout with low shrubbery, native and colorful, seasonal plantings.

CARRIED UNANIMOUSLY

MOVED to recommend that Council consider the roundabout for public art in the future, after longer term use of the roundabout has been experienced.

CARRIED UNANIMOUSLY

6. Working Group Updates

- **Communities in Bloom**
 - Councillor Parkinson gave an update on the Communities in Bloom working group. Councillor Parkinson advised that an email had gone out to working group members with suggested projects.
 - Some significant projects have been completed since 2014, when Sooke last participated in a Communities in Bloom event, including completion of Wadams Way and the new Roundabout.
 - Frederique Philip will present on the working group at a future SPA meeting.
- **Canada 150 Mosaic**
 - John Russell gave an update on the Canada 150 Mosaic working group.
 - Mr. Russell encouraged Committee members to visit the Mural Mosaic website for additional information on the concept.
 - Mr. Russell advised that the next step is to complete the overall design for the mosaic, which will require an artist's design. The Mural Mosaic staff will then review and refine, before it goes to Council for their approval.
 - After all final approvals, the painting of tiles can begin.
 - Once all the tiles are completed the Mural Mosaic staff will come to Sooke to assemble the final project.
 - The next steps are to advertise in a Call for Submissions in the newspaper, outlining the desired outcome, the required criteria and the selection process.
 - Clarification will be sought as to whether an honorarium can be offered.
 - Clarification will be sought as to whether only Sooke residents can enter

- their submissions.
- o Once all submissions are received, the SPA Committee will narrow down to approximately 5 designs for Council consideration.

MOVED to put out a Call for Submissions for Mural Design with a return date of April 15, 2016
CARRIED UNANIMOUSLY

ACTION ITEMS:

- John Russell and Gabryel Joseph to work together on a Call for Submissions.
- Call for Submissions to be completed by late February/early March.
- Link to Mural Mosaic website to be placed on District of Sooke website.
- Completion date for Mural Mosaic to be determined at the March SPA Committee meeting.

- Each working group (Communities in Bloom and Mural Mosaic) to complete a work plan, including milestone dates.
- Gabryel Joseph to offer a project management session for the working group to develop their work plans.

7. Committee's Terms of Reference – Review and Discussion

Committee Discussion:

- The Committee agreed by general consensus that both the Sooke Program of the Arts Committee Terms of Reference and the Municipal Arts Policy seem outdated.
- Discussion of the role of the Committee.
- Discussion of the role of Staff.

ACTION ITEM:

- Discuss Municipal Arts Program Policy and Terms of Reference and recommended changes at an upcoming SPA meeting. Drew Johnson will draft a rewritten Terms of Reference for Council consideration and will present it at the March 23rd SPA Committee meeting. Committee members to submit suggestions to Drew.

8. Next Meeting: March 23, 2016 at 9:30 am
(Continuation of SPA Committee Workshop)

9. Adjournment
MOVED to adjourn the meeting at 11:19 a.m.
CARRIED

Drew Johnson
Chair
District of Sooke
February 24, 2016

Tina Hansen
Acting Corporate Officer

DISTRICT OF SOOKE
Minutes of the Hiring Committee Meeting
held in the Municipal Meeting Room
at 2205 Otter Point Road, Sooke, BC
On February 25, 2016 at 7:00 pm

PRESENT

Councillor Rick Kasper
Councillor Kevin Pearson
Acting Mayor Kerrie Reay, Chair

CALL TO ORDER

Acting Mayor Reay called the meeting to order at 7:07 p.m.

APPROVAL OF THE AGENDA

MOVED and seconded to approve the agenda as circulated.
CARRIED UNANIMOUSLY

MOTION TO CLOSE THE MEETING TO THE PUBLIC

MOVED and seconded 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 and
- 90(1)(c) labour relations or other employee relations.

CARRIED UNANIMOUSLY

ADJOURNMENT

MOVED and seconded to adjourn the meeting at 7:41 p.m.
CARRIED UNANIMOUSLY

Certified Correct:

Acting Mayor Kerrie Reay
Chair

Tina Hansen
Acting Corporate Officer



DISTRICT OF SOOKE
Parks and Trails Advisory Committee
Meeting held March 1, 2016
at 1:00 pm
Council Chamber, 2225 Otter Point Road

Committee Members Present:

John Boquist, Chair
Councillor Brenda Parkinson
Jim Bouthillier
Debbie Clarkston
Ross Reid
Mark Ziegler

Staff:

Laura Hooper, Parks and Environmental Services Coordinator
Sarah Temple, Finance and Administration Assistant

1. The Chair called the meeting to order at 1:00 p.m.
2. **Approval of the Agenda:**
MOVED to approve the agenda as circulated.
CARRIED UNANIMOUSLY
3. **Approval of Minutes:**
MOVED to approve the February 2, 2016 minutes as circulated.
CARRIED UNANIMOUSLY
4. **February 22, 2016 Regular Council Meeting**

Verbal Update:

Mark Ziegler and Debbie Clarkston provided a verbal update on the February 22, 2016 Regular Council meeting, where Mr. Ziegler spoke to the Parks and Trails Advisory Committee's plans for public engagement regarding John Phillips Memorial Park, as well as other Committee priorities including improved access to the waterfront and improved school linkages.

Committee Discussion:

- Discussion as to importance of enhancing community connectivity.

5. **John Phillips Memorial Park**

Results of Public Consultation:

- Laura Hooper presented an overview of the results of the John Phillips Memorial Park Community Consultation sessions, both at SEAPARC and through an online survey.

- Approximately 80 people attended the SEAPARC session and 189 responded to the online survey.
- Voting results indicate that the top three features include a public washroom, a loop trail and picnic trails and benches.
- The average number of votes for the top three features was 25% higher than the average number of votes for the next three most popular features. This indicates strong support for the top three features.
- Ms. Hooper spoke to the history of the Broomhill waterpark, which has been decommissioned since 2008. Ms. Hooper indicated that she would bring a report back to the Committee on the waterpark.

Committee Discussion:

- Discussion of relative costs of each of the top three features.
- Discussion of options for design of each of the top three features. There is sewer service to the park, but not currently water. This will factor into the design and cost of the washroom.
- Discussion of community sponsorship of the picnic tables and benches as per the municipal Memorial Dedication Policy.
- Discussion of current budget amounts in the Public Space Enhancement Fund for 2016 and 2017.
- Discussion of possibility of phasing improvements over a longer period of time.
- The Parks and Trails Advisory Committee has identified other priority projects outside of John Phillips Memorial Park. The Committee discussed other priorities and the budget impact of prioritizing features in John Phillips Memorial Park.

MOVED to recommend that Council prioritize improvements to John Phillips Memorial Park as follows for 2016-2017:

- Public Washroom
- Loop Trail
- Picnic Tables and Benches

AND TO recommend that Council allocate financial resources in the 2016-2017 Public Space Enhancement Fund for these priorities.

CARRIED ANANIMOUSLY

ACTION ITEMS:

- After the March 14th Regular Council meeting, post the survey results online.
- Potentially advertise the results in the newspapers and/or draft a news release.
- Advertise municipal Memorial Dedication Policy for benches and picnic tables in John Phillips Memorial Park.

6. Committee Roundtable:

- Discussion of access to Broomhill Trails via Firwood Place.

ACTION ITEMS – APRIL MEETING:

- Update on informal trail from Eustace to Caldwell.
- Report on Broomhill waterpark.

7. **Development Department Referrals: Nil**
8. **Action Items – Strategic Plan / Official Community Plan: NIL**
9. **Next Scheduled Meeting:**
 - Tuesday, April 5, 2016 at 1:00 pm
 - Meetings – The first Tuesday of each month at 1:00 pm.
10. **Adjournment:**
MOVED to adjourn the meeting at 1:52 pm.

John Boquist
Chair

Tina Hansen
Acting Corporate Officer

confirmed ✓

District of Sooke
FEB 25 2016
Received



2205 Otter Point Road
Sooke, BC V9Z 1J2
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Email: info@sooke.ca

REQUEST TO APPEAR AS A DELEGATION

In order to appear before Council as a delegation at a Council Meeting, you need to submit a written request to the Corporate Officer by 4:30 pm on the Tuesday before the scheduled Council Meeting. The request can either be by way of this form or a separate letter that you have written which contains the information requested on this form. You can submit your request in person, by mail or by fax at 250-642-0541. The Corporate Officer will let you know when you are scheduled to appear before Council. Council meetings take place at 7:00 p.m. in the Municipal Hall Council Chambers located at 2225 Otter Point Road. Delegations are usually scheduled near the beginning of the meeting. You are limited to a maximum of five (5) minutes to present your material. You may speak on more than one (1) topic or have more than one (1) speaker but you must keep your presentation within the five (5) minute time limit. Please attach to this form any material that you wish Council to review in advance of the meeting.

DATE: FEB. 25 / 16 REQUESTED MEETING DATE: March 14th Regular
NAME: BJORN STAVLUND MEETING Council

ORGANIZATION NAME (if applicable): PARKWATCH SOCIETY

ADDRESS:

CONTACT NUMBER:

EMAIL ADDRESS:

TOPIC: PARKWATCH COMMUNITY GRANT FUNDING
REDUCTION.

AUDIO/VISUAL NEEDS (if any):

KERRIE

FOR INFORMATION PURPOSES

February 25, 2016

Dear Acting Mayor Kerrie Reay:

Thanks very much for meeting with me today, even on such relatively short notice.

But the issue of the District's previous elimination of the JDF Parkwatch Society (PW) as a line-item grant under your new council procedure and consequent reduction this year in the actual amount of the grant, from \$5000 to a token \$1000, cannot wait.

By the way, I am writing both as a concerned private resident and taxpayer of Sooke for 26 years, as well as an active seasonal participant in the non-profit society since 2006. Society president Lavyna Alexander and treasurer/co-ordinator Marie Mills is aware of our meeting today, but my comments and opinions here may not necessarily coincide with theirs or with those of the society. However, the urgency and the seriousness of this District funding issue to us and the important annual work of the society compels me to put down these personal, spontaneous thoughts.

As usual, at this time of the year, we are gearing up in preparation for the 2016 season, our 15th season. Parkwatch brochure ad sales are almost complete and the printing of 38,000 copies is just around the corner (up from 35,000 last year); we're lining up bottled water suppliers (about 3,500 bottles distributed to parched hikers and visitors last year); checking and repairing tables, signs and sandwich boards; meeting with CRD and BCParks staff for specific park overflow co-ordination; regional wilderness brochures acquisition; first aid training; checking radio communication; dealing with wildlife, especially black bears and cougars; liaising with Sooke RCMP and RLC, the private-sector provincial park operator.

Our on-site patrol season begins on the long May Day weekend, and ends on the last weekend in September, during which time we are on duty every Saturday and Sunday; from July 1 to Labour Day, we patrol the major parks seven days a week, staff availability permitting.

A very brief history: car break-ins, theft, damage to park property, litter, and general bad behaviour in our region's wilderness parks (Matheson Lake, East Sooke Park, Sooke Potholes, French, China and Botanical Beach in Port Renfrew) especially during summer months had put enormous strain on provincial BC Parks and CRD regional park resources in the area - and on the RCMP - for decades. The area's wilderness parking lots and trails were a hotbed for bad boys and girls. (They still are, but not when PW staff are on duty!)

So in 2001, a plan was put in place under the Community Futures umbrella, to deal with these recurring problems. Getting stakeholders together on the same page wasn't easy - politicians from different levels of government, police, business organizations, tourism groups, with funding and organization a major issue. Who does what, who benefits and who pays and how much? However, after the dust settled, it happened - Parkwatch was born, and after 15 years of largely unheralded effort with virtually no overhead costs, is nevertheless running super-efficiently from the kitchen table of our treasurer in Sooke.

Today, we are an organization of 14-16 people having to fund a \$50,000 annual budget (hopefully) and carry out our basic work responsibilities. They consist of 1) providing security in the six major parks for five hours a day during peak-use hours; 2) providing first response in case of accidents, emergencies, and wildlife alerts; 3) answering thousands of questions from visitors every summer - about history, distances, restaurants, shopping, costs, accommodation, wildlife, trees and logging, politics.

Proudly, we consider ourselves 'ambassadors' in the parks, giving visitors a high comfort level while enjoying our beautiful beaches and wilderness attractions. When leaving, visitors most of the time give high praise and thanks to patrollers for looking after them, promising to return soon. Patrollers make every effort to personally exchange greetings with visitors on arrival. All of us enjoy our work in the wilderness parks come rain, shine or otherwise - though shine is preferable! - and staff turnover from year to year is virtually nil.

BUT...

The popularity of the pristine wilderness to visitors is rapidly increasing. Area residents are already aware of what a unique and beautiful part of the planet we live in, and protecting it is paramount. It's hard to believe people spend thousands of dollars in air travel just for the joy of spending a day or two in our region. Visitors from Europe are especially enthusiastic about our wilderness - praising our 'attention to safety', our 'clean water', our easy 'beach access', our 'fresh air', our 'wildlife', and our 'natural trees'. They'll be back with their family and friends next, and many perhaps becoming residents.

The collapse of the oil patch in Alberta has meant a vast increase in Alberta visitors - and almost instant residents. And the current low Canadian dollar has boosted American visitors by the thousands - the Coho ferry to Port Angeles is being refitted and new docks and passenger areas are being built at the Coho's berth in Victoria's Inner Harbour. Tourism in this area - and to Vancouver Island - is set for a huge blossoming. Visitors are coming to experience our beautiful unique wilderness, because elsewhere, in so many places, wilderness has been destroyed, or is being destroyed. With neglect and without constant attention, ours is threatened. And our own PW visitor statistics indicate the same: 30,000 brochures were printed several years ago; that was raised to 35,000 brochures distributed two years ago, before we ran out; this year, we're printing 38,000 brochures for distribution.

Recent improvements to the Circle Route has increased vehicle tourism and park activity enormously. But with such increases, there are costs, and politicians know it - in policing and protection, in parks access and maintenance, in signage, in accommodation, in business services and general commerce. We'd better be ready. Business better be ready; government better be ready. Are they?

With cutbacks in funding, our Parkwatch experience tells us neither business nor government is properly clued in and clearly not ready, or willing and able, financially or otherwise.

PW's recent annual fund-raising sources have not kept up with the increased volume of tourism work due to increased volume of visitors. Increased traffic means simply our workload is increasing, but grants have been falling.

Here's a snapshot:

=ICBC, the main benefactor of our crime prevention work, gives us nothing - no break-ins, therefore no ICBC repairs, and so no grants. PW receives no money from police services. PW receives no money from BCParks.

=Two years ago, after making a PW status presentation to its parks committee, the CRD began funding us with a \$10,000 grant, up from a previous \$8,000, for patrolling three CRD parks (Matheson Lake, East Sooke, Sooke Potholes) and five parking lots, and now a fourth CRD park, Sandcut. Naturally, we are grateful for the modest increase in CRD financial support. But we have to look at how much time and money - especially money - we save CRD while patrollers are on duty. PW is a pure bargain to the taxpayer for what we do for the regional community, and arguably have never been properly recognized or compensated.

=RLC Enterprize Ltd. is the BCParks private contractor operating provincial parks in our Sooke-Port Renfrew area, the middleman between BCParks and PW; PW patrols three provincial parks (French, China and Botanical Beach) totalling four parking lots, with China Beach and Botanical Beach the two trailheads of the busy 47-km Juan

de Fuca Marine Trail. From RLC, Parkwatch has received \$2500 per season in the past two years, at the discretion of the private operator, down from \$5000 per season previously.

=PW receives \$8,000 in annual support from BCLotteries.

=PW also currently receives \$500 from the Sooke Lions and \$100 from the Vancouver Island Trails Society annually.

= And last but not least, PW as of 2016 receives \$1,000 from the District of Sooke, down from \$5,000 in previous years.

All of course, with many thanks, BUT will PW be able to continue its level of work and survive with more and more cuts and slashes from its stakeholders?

The balance of our budget consists of very modest net revenues from PW brochure ad sales - printing is expensive but a necessary component - and on-site parking lot donations from park users. Both revenue streams are not predictable and could easily vary widely from year to year, but they are nevertheless essential fund-raising vehicles for us. Brochure ad sales provide area businesses a window to announce products and services to our visitors, at a very modest cost. Likewise, on-site donations give visitors an opportunity to show their appreciation for our work. These on-site donations total about one-half our entire budget.

Which is all to say to the Sooke District council, PLEASE RESTORE THE \$5,000 GRANT TO THE REGION'S JdF PARKWATCH SOCIETY. You owe it to both resident users (70% of visitors) and holidayers (30%) from outside the area. We are unique in all of Canada, and our park presence is extremely appreciated by locals and out-of-towners. The organization's patrollers volunteer hundreds of hours to do their jobs. Many local visitors tell us they do not even go to these wilderness parks unless we're on duty, fearing break-ins and thievery. We physically work hard, are trained in our duties and knowledgeable about our region, and are proud representatives of our community. We are the face of our community to our visitors. Yet the decline in financial support by stakeholders (government and government-

funded entities) tells us otherwise. As stated in our treasurer's note to CRD parks chair Mike Hicks, a cut of \$4,000 in our grants "translates into 300 (fewer) hours or the equivalent of 60 days we will not be in (some of) the parks...unfortunately, we can't make up those lost funds with volunteer hours as everyone is already doing so much."

We cannot understand why the District of Sooke chose to cut our grant by 80%, from \$5,000 to \$1,000 and not even ask a PW representative to appear in person at council to defend our community work, before slashing our grant.

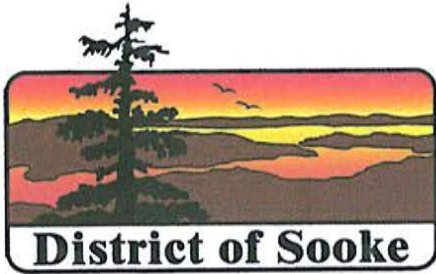
So that this funding matter seriousness is thoroughly transparent, I am enclosing, with the PW board's permission and for your information in support of PW's plea to your council, the full letter sent to current CRD parks board chair and Juan de Fuca Electoral Area director Mike Hicks earlier this year. He has promised to do what he can to assist us further.

As well, I am also enclosing copies of last year's ParkWatch brochure for your perusal.

Reluctantly and sadly, the Sooke Region Chamber of Commerce has decided to have no presence in our brochure - not even a listing their phone number and address at a cost of \$60 - for the past several years; neither has the Sooke Region Museum & Tourist Association for that matter. Yet the fledgling Port Renfrew Chamber of Commerce saw the value (of spending sixty dollars for 38,000 brochures) and importance of getting out the contact numbers about that community's business services and contacts through our brochure. Some things we'll never understand.

Respectfully,

Bjorn Stavrum



District of Sooke
MAR 02 2016
Received

confirmed

2205 Otter Point Road
Sooke, BC V9Z 1J2
Tel: (250) 642-1634
Fax: (250) 642-0541
Email: info@sooke.ca

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DATE: MARCH 02, 2016 REQUESTED MEETING DATE: MARCH 14 2016
NAME: ELIDA PEERS
ORGANIZATION NAME (if applicable): JUAN DE FUCA SALMON RESTORATION SOCIETY
ADDRESS: 2895 SOOKE RIVER RD SOOKE V9Z 0Y1
CONTACT NUMBER: 250-642-4200
EMAIL ADDRESS: admin@jdfchartersalmon.com
TOPIC: CANADA 150 & SALMON FESTIVAL ①
(see attachment)
CORRECTING SPELLING OF SHIELDS RD to ②
SHEILDS
AUDIO/VISUAL NEEDS (if any): NO



Juan de Fuca Salmon Restoration Society is preparing an application to the Canada 150 Fund, a commemorative grant program under Canadian Heritage.

As you know, our organization has an environmental and educational mandate regarding wild Pacific salmon, is incorporated under the Societies Act of BC and is registered as a charity with Revenue Canada.

Ever since our society's incorporation in 2003, our organization has been interested in establishing a salmon festival. This year, with Canada's 150th anniversary just ahead of us in 2017, it seems an ideal time to get the ball rolling. We have been in discussions with many of the major non-profit groups of the area and are most pleased at the positive response and interest in community participation, both for history reasons and for concerns for salmon habitat.

Our major purpose is to draw people together for a common goal, working in fellowship towards promotion of both knowledge of salmon and our pride in the history of Sooke and the history of Canada. We have many events planned, and will be working towards bringing them to fruition as a community of caring people.

While most of our focus will be on contributing as volunteers to this positive programming of activities to showcase Sooke, we also plan to take advantage of this opportunity for this federal grant application to help cover costs.

We expect to include a number of facets of activities in our application for funding assistance, as different of Sooke's groups shape up the funding assistance request they would like to include in this umbrella application and we will be working with our project officer for guidance in this process.

This particular grant allows us to make our contributions **in kind**, as opposed to **in cash**, of which we are all short. One of the most important aspects of this grant application, for me, would be a component that relates to the District of Sooke.

For a dozen years beginning in 1988, Sooke Festival Society worked with some forty organizations in harmonious programming for the benefit of the community. Joan Titus and I were co-chairs of this enterprise and a lot of good things happened, including a million dollar project for Sooke, 1/3 funded by the Province of BC. After Sooke incorporated, we closed down the organization, and turned over our assets to other non-profit groups, as required.

The brackets which the Sooke Festival Society had used to mount street banners each year were among these assets. We gave them to the District of Sooke and I understand from Steve Sorensen that they are still in storage. From observing Council's actions over recent years I am aware that there are brackets in place for both Wadams Way and Brownsey Boulevard.

What we would like is to incorporate the in kind value of all these brackets as our community's share of the cost of providing a set of street banners for Sooke. Our plan is to establish a public competition for individuals to submit designs for a Pacific salmon banner. Possibly four designs could be selected by the judges, and these four designs would be repeated throughout the town. We already have artists waiting to hear details of the competition.

We hope that a parade will be developed, that shops will be decorated, and much more. There are so many exciting things we can do, extending the salmon festival over a period of time, and for example one popular suggestion is having a competition for the best smoked

salmon – lots of folk pride themselves on their smoked salmon. We need to have fun as we go about our busy lives and enjoy working together for the community that we are so proud of, and we suggest this is one way that we can work in that direction.

So our request to Council is this –

Can Council please let us know if

A – you can provide the Juan de Fuca Salmon Restoration Society with an expression of support in principle for our plans

B - you can allow the brackets for the street banners to be used as collateral in the grant application.

With many thanks for your consideration of our organization's request,
Elida Peers, Secretary-Treasurer, Juan de Fuca Salmon Restoration Society

2

The street labelled Shields in downtown Sooke should correctly be spelled **SHEILDS**.

Over the years the Sooke Region Historical Society has been very pleased at the positive responses we have received to requests that we have made to either the District of Sooke or to the Ministry of Transportation regarding changing of street signs from incorrect spellings to correct spellings of the names of pioneers for which the roads were originally named.

That being said, there is one more street sign that should be corrected, right in the centre of Sooke, for a street only one block long. The Sheilds family, first settling in Sooke in the 1860s, has had a long and significant historical connection to this area. Farming, sealing, fishing and fishtraps, mining, blacksmithing and community service, have all been part of the Sheilds legacy. As a small example, when one enters the community hall main entrance one sees large black iron hinges – made in 1937 by blacksmith Lyall Sheilds as one of his contributions to the volunteer-built hall.

(We mean no disrespect to other families whose names are correctly spelled Shields, folks who have later become members of this community.)

Thank you, from Elida Peers, Historian

March 2, 2016

@confirmed

District of Sooke
MAR 03 2016
Received

1:30pm -



2205 Otter Point Road
Sooke, BC V9Z 1J2
Tel: (250) 642-1634
Fax: (250) 642-0541
Email: info@sooke.ca

REQUEST TO APPEAR AS A DELEGATION

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DATE: March 3, 2016 REQUESTED MEETING DATE: March 14, 2016

NAME: GAIL HALL

ORGANIZATION NAME (if applicable): N/A

ADDRESS: [REDACTED]

CONTACT NUMBER: [REDACTED]

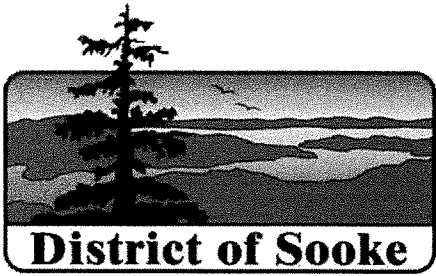
EMAIL ADDRESS: [REDACTED]

TOPIC: COUNCIL PROCEDURE BYLAW 2009

I would appreciate the opportunity to put my thoughts before Council with no intent to trigger a debate - simply a matter of expressing my concerns as a member of the public. Thank you

AUDIO/VISUAL NEEDS (if any): N/A

Confirmed ✓.



District of Sooke
MAR 03 2016
Received

3:43pm
2205 Otter Point Road
Sooke, BC V9Z 1J2
Tel: (250) 642-1634
Fax: (250) 642-0541
Email: info@sooke.ca

REQUEST TO APPEAR AS A DELEGATION

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DATE: March 2, 2016

REQUESTED MEETING DATE: March 14, 2016

NAME: Nick Gakena

ORGANIZATION NAME (if applicable): Youth for Change

ADDRESS:

CONTACT:

EMAIL ADDRESS:

TOPIC: We are proposing that the District of Sooke allocate a portion of their budget (roughly \$30,000 - \$60,000) to the construction of a sidewalk along Edward Milne Road, from the high school to Sooke River Store & Grill.

AUDIO/VISUAL NEEDS (if any): PowerPoint presentation ~~list~~. Can be emailed or brought on USB drive.

Proposal for a Sidewalk Along Edward Milne Rd.

PRESENTED BY EMCS YOUTH FOR CHANGE



Who are we?

- ▶ EMCS Youth for Change

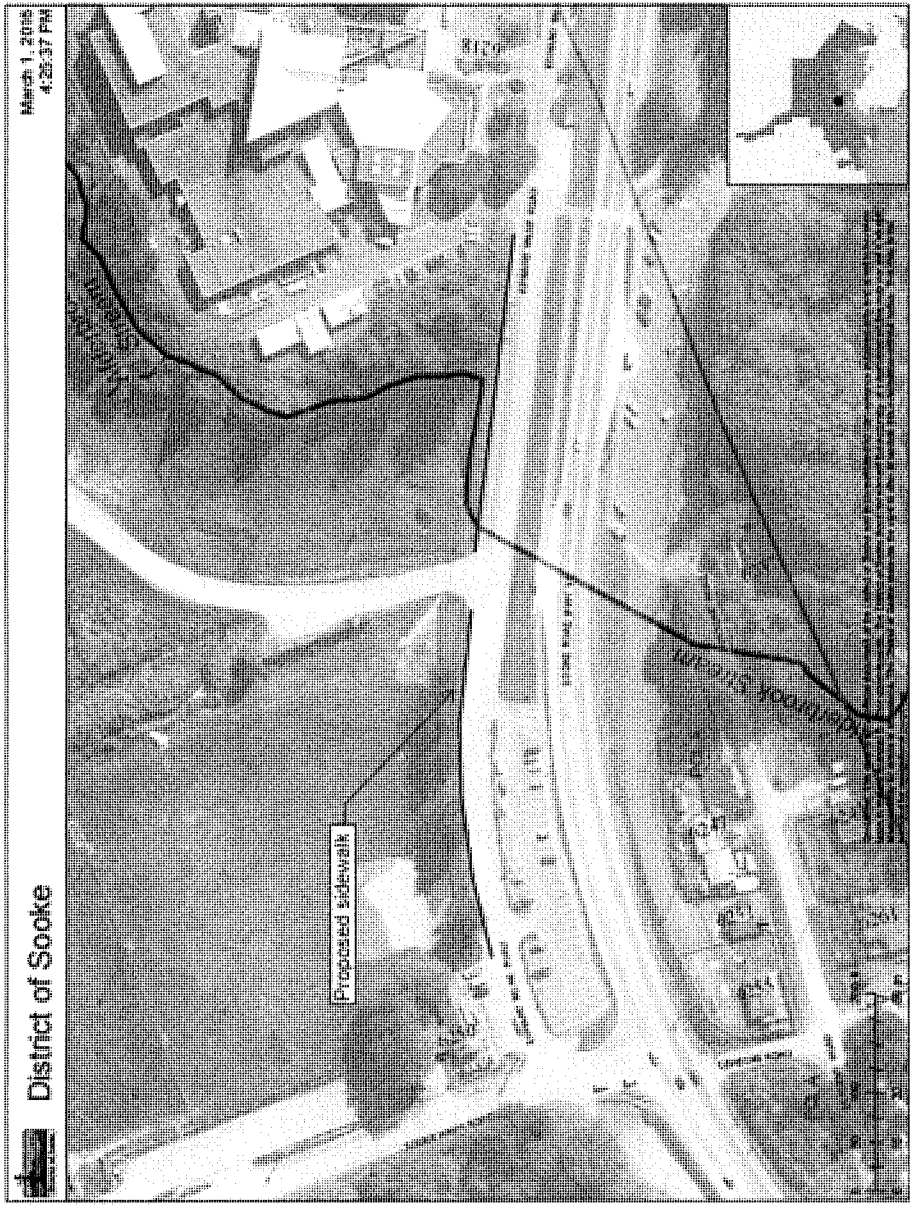


What do we want?

- ▶ Sidewalk along Edward Milne Road

Why?

- ▲ Increased safety for students
- ▲ High foot traffic



How much will it cost?

- ▶ DOS Engineers estimate ~\$45,000
- ▶ Worst case: \$60,000



Timeframe

- ▶ Within a year

Community Support

Petitioning District of Sooke Council

Build a Sidewalk Along Edward Milne Road, Sooke, B.C.

Youth_for_Change



Share this petition

246 supporters

254 needed to reach 500

Youth for Change started this petition

2 weeks ago

Supporters

Top comments

ALL schools should have a sidewalk surrounding them, according to Safer Routes to School program and common sense.

Paul Butterfield, Victoria, Canada

2 weeks ago

♥ 2

[Delete](#)

I was in an accident on this road and feel as though it could have been avoided with a proper place to walk

Jordan clawson, Sooke, Canada

2 weeks ago

♥ 2

[Delete](#)

Should have been done years ago

Derek Hill, Sooke b.c, Canada

2 weeks ago

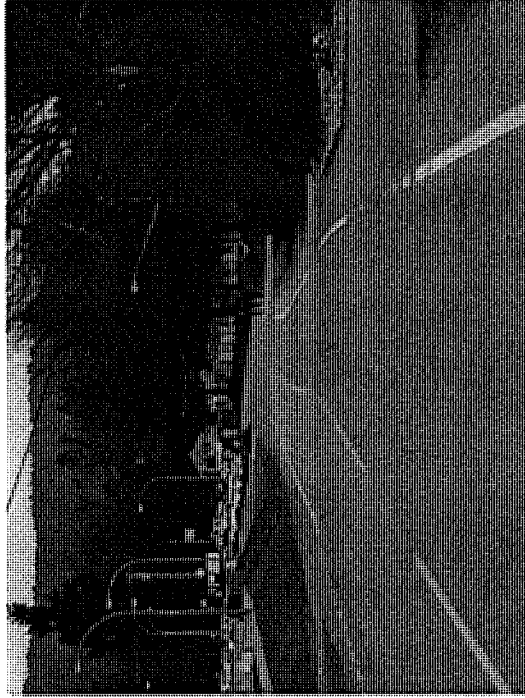
♥ 2

[Delete](#)

 **Robert Buffam**
@CTVNewsRob

 Follow

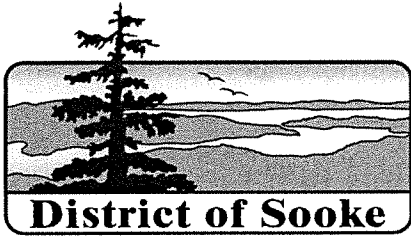
Students at Edward Milne petition Sooke Council to build a safer route to their school. Details on @CTVNewsVI



RETWEETS 3 LIKES 3

5:32 PM · 26 Feb 2010



REQUEST FOR DECISION

Regular Council

Meeting Date: March 14, 2016

To: Teresa Sullivan, Chief Administrative Officer
From: Corporate Services
Re: **Bylaw No. 632, Revenue Anticipation Borrowing Bylaw, 2016**

RECOMMENDATION:

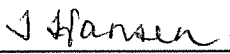
THAT COUNCIL adopt Bylaw No. 632, *Revenue Anticipation Borrowing Bylaw, 2016*.

On March 7th, 2016 Council gave first, second and third reading to Bylaw No. 632, *Revenue Anticipation Borrowing Bylaw, 2016* to provide for the borrowing of money in anticipation of revenue.


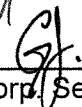
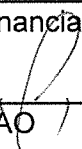
It is now in order for Council to consider adoption of the Bylaw.

Attached Documents:

1. Bylaw No. 632



Tina Hansen

Approved for Council Agenda
 _____ Development Services
 _____ Corp. Services
_____ Financial Services
 _____ CAO



DISTRICT OF SOOKE

BYLAW No. 632

A bylaw to provide for the borrowing of money in anticipation of revenue.

Under section 177 of the *Community Charter*, the Council may, by bylaw, provide for the borrowing of money that may be necessary to meet current lawful expenditures.

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

1. This bylaw is cited as *Revenue Anticipation Borrowing Bylaw, 2016*.
2. The Council is empowered and authorized to borrow upon the credit of the municipality from a financial institution an amount or amounts not exceeding the sum of \$5,258,873, and to pay interest thereon at a rate not to exceed prime plus two percent (2%).
3. The form of obligation to be given as acknowledgement of the liability must be an overdraft or promissory notes bearing the corporate seal and signed by the authorized Signing Officers.
4. The following bylaw is hereby repealed:
 - a. Bylaw No. 610, *Revenue Anticipation Borrowing Bylaw, 2015*.

Introduced and read a first time the 7th day of March, 2016.

Read a second time the day of 7th day of March, 2016.

Read a third time the day of 7th day of March, 2016.

Adopted on the day of _____, 2016.

Certified correct:

Rick Kasper
Acting Mayor

Tina Hansen
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

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

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." 74

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

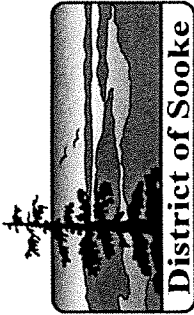
January 1, 2020 - Council Chamber

2225 Otter Point Road, Sooke, B.C.

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

ITEM	
1.	CALL TO ORDER AND RELATED BUSINESS
1.1	Call to Order
1.2	Adoption of Agenda
1.3	Adoption of Minutes
	<ul style="list-style-type: none"> • November 28, 2019, Regular Council Meeting • December 13, 2019, Regular Council Meeting
2.	PUBLIC PRESENTATIONS TO COUNCIL
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)
3.	PUBLIC HEARINGS
3.1	Bylaw No. 689, Zoning Amendment Bylaw (600-55) – Lot A Rezoning Bylaw Ready for Public Hearing & 3rd Reading
4.	BYLAWS
4.1	Bylaw No. 691, Council Procedure Bylaw (422-1) Bylaw Ready for 1st & 2nd Reading
4.2	Bylaw No. 679, Text Amendment, Not for Profit Corporations and Public Authorities Amendment Bylaw (338-33) Bylaw ready for Adoption
5.	REPORTS
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)
6.	NEW BUSINESS

7.	MAYOR AND COUNCILLOR UPDATES
7.1	Mayor's Update
7.2	Councillor Updates
7.3	Release of In-Camera Resolutions
8.	CORRESPONDENCE AND UPDATES
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
9.	COUNCILLOR REQUESTS FOR INFORMATION
10.	NOTICES OF MOTION
11.	IN-CAMERA
	<p>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)(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>
12.	ADJOURNMENT



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



DISTRICT OF SOOKE

COUNCIL PROCEDURE BYLAW, 2009

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DISTRICT OF SOOKE

BYLAW No. 422

COUNCIL PROCEDURE BYLAW, 2009

A bylaw to establish the rules of proceedings for the Council of the District of Sooke pursuant to the *Community Charter*.

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

PART 1 – INTRODUCTION

Title

1. This Bylaw is cited as *Council Procedure Bylaw, 2009*.

Definitions

2. In this Bylaw,

Commission means a municipal commission established under s.143 of the *Community Charter*;

Committee means a standing, select, or other committee of Council, but does not include COW;

COW means the Committee of the Whole Council;

Corporate Officer means the appointed Corporate Officer for the District;

Council means the Council of the District of Sooke;

Council Chambers means the District of Sooke Council Chambers located at 2225 Otter Point Road;

District means the District of Sooke;

District Website means the information resource found at an internet address provided by the District;

Mayor means the Mayor of the District of Sooke;

Municipal Hall means the District of Sooke Municipal Hall located at 2205 Otter Point Road, Sooke, British Columbia;

Public Notice Posting Places means the notice board located outside the main entrance to the Municipal Hall and the District Website;

Application of rules of procedure

3. (1) The provisions of this Bylaw govern the proceedings of Council, COW and Commissions and all committees of Council, as applicable.
- (2) In cases not provided for under this Bylaw, the current edition of ***Robert's Rules of Order Newly Revised***, apply to the proceedings of Council, COW, Commissions and all standing and select committees of Council to the extent that those Rules are
 - (a) applicable in the circumstances, and
 - (b) not inconsistent with provisions of this Bylaw or the *Community Charter*.

PART 2 – COUNCIL MEETINGS

Inaugural Meeting

4. (1) Following a general local election, the first Council meeting must be held on the first Monday in December in the year of the election.
- (2) If a quorum of council members elected at the general local election has not taken office by the date of the meeting referred to in subsection (1), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

Time and location of meetings

5. (1) All Council meetings must take place within the Municipal Hall Council Chambers, except when Council resolves to hold meetings elsewhere.
- (2) Regular Council meetings must
 - (a) be held on the second and fourth Monday of each month;
 - (b) when such meeting falls on a statutory holiday, be held on the next day Municipal Hall is open following which is not a statutory holiday;

- (c) begin at 7:00 pm; and
 - (d) be adjourned at 11:00 pm on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with section 33.
- (3) Regular Council meetings may:
- (a) be cancelled by Council resolution, provided that two consecutive meetings are not cancelled; and
 - (b) be postponed to a different day, time and place by the Mayor, provided the Corporate Officer is given at least 2 days written notice.

Notice of Council Meetings

6. (1) In accordance with section 127 of the *Community Charter*, Council must prepare annually on or before January 15, a schedule of the dates, times and places of regular Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Places.
- (2) In accordance with section 127 of the *Community Charter*, Council must give notice annually on or before January 15 of the time and duration that the schedule of regular Council meetings will be available beginning on January 15 in accordance with section 94 of the *Community Charter* [requirements for public notice].
- (3) Where revisions are necessary to the annual schedule of regular Council meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.

Calling of Special Council Meeting

7. (1) If a Special Council meeting is called under section 126 of the *Community Charter*, the Mayor or Corporate Officer must sign the notice under section 8.

Notice of Special Council meetings

8. (1) Except where notice of a special meeting is waived by unanimous vote of all council members under section 127(4) of the *Community Charter*, a notice of the date, hour, and place of a Special Council meeting must be given at least 24 hours before the time of meeting, by

- (a) posting a copy of the notice in the Council Chambers at Municipal Hall;
 - (b) posting a copy of the notice at the Public Notice Posting Places; and
 - (c) leaving one copy of the notice for each Council member in the Council member's mailbox at Municipal Hall.
- (2) The notice under subsection (1) must describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer.

Electronic Meetings

9. (1) Provided the conditions set out in subsection 128(2) of the *Community Charter* are met,
- (a) a member of Council or a Council Committee member who is unable to attend at a Council meeting or Council Committee meeting, as applicable, because of illness or injury or has obtained leave of the Council may participate in the meeting by means of visual and audio electronic or other communication facilities, or
 - (b) a Special Council meeting may be conducted by means of visual and audio electronic or other communication facilities if the Mayor requires.
- (2) The member presiding at a Special Council or Council Committee meeting must not participate electronically.
- (3) No more than one (1) member of Council or Council Committee at one time may participate at a meeting under subsection (1).

Meetings Outside the Municipality

10. (1) Council may hold the following meetings, hearings and other proceedings outside of the boundaries of the municipality:
- (a) Council meetings;
 - (b) Council committee meetings;
 - (c) other public meetings conducted by or on behalf of Council or a Council committee;

- (d) Council hearings that are required by law or authorized by an enactment;
- (e) Council proceedings in which a person is entitled under the *Community Charter* to make representations to Council.

PART 3 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

- 11. (1) Annually in December, Council must from amongst its members designate Councillors to serve as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
- (2) Each Councillor designated under subsection (1) must fulfill the responsibilities of the Mayor in his or her absence.
- (3) If both the Mayor and the member designated under subsection (1) are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.
- (4) The member designated under section subsection (1) or chosen under section subsection (3) has the same powers and duties as the Mayor in relation to the applicable matter.

PART 4 – COUNCIL PROCEEDINGS

Community Charter Provisions

- 12. (1) Matters pertaining to Council proceedings are governed by the *Community Charter*, including those provisions found in Division 2 of Part 5 [*Council Proceedings*] and Division 3 of Part 4 [*Open Meetings*].

Attendance of Public at Meetings

- 13. (1) Except where the provisions of section 90 of the *Community Charter* [*meetings that may or must be closed to the public*] apply, all Council meetings must be open to the public.
- (2) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter* [*requirements before Council meeting is closed*].
- (3) This section applies to all meetings of the bodies referred to in section 93 of the *Community Charter*, including without limitation:

- (a) COW,
 - (b) standing and select committees,
 - (c) parcel tax review panel,
 - (d) board of variance,
 - (e) advisory bodies such as advisory planning commission,
 - (f) Commissions such as economic development commission.
- (4) Despite section 11(1), the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 11 may expel or exclude from a Council meeting a person in accordance with section 24(8).

Minutes of meetings to be maintained and available to public

14. (1) Minutes of the proceedings of Council must be
- (a) legibly recorded,
 - (b) certified as correct by the Corporate Officer, and
 - (c) signed by the Mayor or other member presiding at the meeting or at the next meeting at which the minutes are adopted.
- (2) Subject to subsection (3), and in accordance with section 97(1)(b) of the *Community Charter* [other records to which public access must be provided] minutes of the proceedings of Council must be open for public inspection at Municipal Hall during its regular office hours.
- (3) Subsection (2) does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under section 90 of the *Community Charter* [meetings that may be closed to the public]; except where, by affirmative vote of those members present at the closed meeting, Council may bring forward to the minutes of an open meeting:
- (a) Motions introduced or resolutions made in the closed meeting; and,
 - (b) Written material included in the closed meeting agenda.

Calling meeting to order

15. (1) As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order, however, where the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor in accordance with section 11 must take the Chair and call such meeting to order.
- (2) If a quorum of Council is present but the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 11 do not attend within fifteen (15) minutes of the scheduled time for a Council meeting:
 - (a) the Corporate Officer must call to order the members present, and
 - (b) the members present must choose a member to preside at the meeting.

Adjourning meeting where no quorum

16. (1) If there is no quorum of Council present within fifteen (15) minutes of the scheduled time for a Council meeting, the Corporate Officer must
 - (a) record the names of the members present, and those absent, and
 - (b) adjourn the meeting until the next scheduled meeting.

Agenda

17. (1) Prior to each Council meeting, the Corporate Officer must prepare an Agenda setting out all the items for consideration at that meeting.
- (2) The deadline for submissions by Council, staff and the public to the Corporate Officer of items for inclusion on the Council meeting Agenda must be 4:30 p.m. on the Tuesday ~~one week~~ of the week prior to the meeting.
- (3) The Corporate Officer must make the agenda available to the members of Council and the public by 4:30 pm on the Thursday ~~one week~~ of the week prior to the meeting and by
 - (a) placing a copy of the agenda in each member's mailbox at the Municipal Hall, and

- (b) placing copies for the public at the public service counter at the Municipal hall.
- (4) Council must not consider any matters not listed on the Agenda unless a new matter for consideration is properly introduced as New Business pursuant to section 19.

Order of Business

18. (1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:
- ~~(a) — Call to Order~~
 - ~~(b) — Motion to close the meeting to the public~~
 - ~~(c) — Call the open portion of the meeting to Order~~
 - ~~(d) — Introduction of New Business/Supplementary Information~~
 - ~~(e) — Approval of agenda~~
 - ~~(f) — Adoption of Council and Committee of the Whole meeting minutes~~
 - ~~(g) — Receipt of Council committee and Capital Regional District meeting minutes for information~~
 - ~~(h) — Delegations — requests to address Council~~
 - ~~(i) — Unfinished business~~
 - ~~(j) — Public Question and Comment Period~~
 - ~~(k) — Public and statutory hearings, and third reading or adoption of bylaws where applicable after each hearing~~
 - ~~(l) — Public Input and Information meetings and related reports~~
 - ~~(m) — Bylaws~~
 - ~~(n) — Reports requiring action~~
 - ~~(o) — Reports for Information — Council, Committees, COW and Commissions and Staff~~
 - ~~(p) — New business~~
 - ~~(q) — Correspondence, requiring action~~
 - ~~(r) — Correspondence, for information~~
 - ~~(s) — Notices of Motion~~
 - ~~(t) — Motion to close the meeting to the public~~
 - ~~(u) — Report of In Camera Resolutions~~
 - ~~(v) — Adjournment~~

- (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
- (2) Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.
- (3) A Public Hearing may be held at another time as specified by Council resolution.

Public Question and Comment Period

- ~~19. (1) Public Question and Comment Period is limited to ten (10) minutes in duration, unless extended by Council.~~
- ~~(2) A member of the public may have two (2) minutes during the Public Question and Comment Period to address Council on items on the agenda for the meeting, unless extended by Council.~~
- ~~(2) A member of the public wishing to address Council must begin their presentation by stating their name and address.~~
- ~~(3) A member of the public must not address Council or Committee regarding:~~

- ~~a. a bylaw for which a public hearing has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw;~~
- ~~b. matters on which the District has commenced legal action, and on which judgment has not been rendered~~
- ~~(4) 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.~~
- ~~(5) The Mayor or Chair may refer members of the public to the appropriate department or committee for response.~~

Speaking to Council

19. (1) A member of the public may address Council in regard to agenda items in the Public Hearings, Bylaws, Reports, and 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.

New Business

20. (1) An item of business not included on the Agenda must not be considered at a Council meeting unless introduction of the New Business is approved by Council at the time allocated on the Agenda for such matters if it meets the following criteria:

- a) matters arising after the preparation of the agenda and which, if not acted upon in a timely manner, would prejudice or compromise the District's position or the position of a constituent or group of constituents
 - b) Imminent danger or threat to public safety
 - c) Legal issue of imminent importance
 - d) Urgent matters which are purely administrative and require no background information to support them
 - e) Important additional information pertinent to items on the agenda.
- (2) The Corporate Officer or a member of Council introducing the New Business must provide written information on the New Business to Council and the public prior to the commencement of the meeting.

Minutes Approval and Amendment

21. (1) Minutes of previous meetings (section 18(1)(f)) may be approved either as circulated or as amended.
- (2) The minutes of a previous meeting may be amended, but not debated or reflected on, at the time they are considered for approval.

Voting at meetings

22. (1) The following procedures apply to voting at Council meetings:
- (a) when debate on a matter is closed the presiding member must put the matter to a vote of Council members;
 - (b) when the Council is ready to vote, the presiding member must put the matter to a vote by stating:

"Those in favour raise your hands." and then "Those opposed raise your hands."
 - (c) whenever a vote on a matter is taken, each member present shall signify their vote by raising their hand;
 - (d) when the presiding member is putting the matter to a vote under paragraphs (a) and (b) a member must not

- (i) cross or leave the room,
 - (ii) make a noise or other disturbance, or
 - (iii) interrupt the voting procedure under paragraph (b) unless the interrupting member is raising a point of order;
- (o) after the presiding member finally puts the question to a vote under paragraph (b), a member must not speak to the question or make a motion concerning it;
- (p) the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative;
- (q) the presiding member's decision about whether a matter has been finally put is conclusive; and
- (r) the names of the Council members who voted against a motion or question shall be entered in the minutes at the members request and the Mayor will state the names aloud.

Delegations

- ~~23. (1) The Council may, by resolution, allow a delegation to address Council at the meeting provided written application on a prescribed form has been received by the Corporate Officer by noon on the Wednesday prior to the meeting. Each address must be limited to five (5) minutes unless a longer period is agreed to by unanimous vote of those members present.~~
- ~~(2) The number of delegations at a Council meeting will generally be limited to two (2) at each meeting; however additional delegations may be allowed if approved by the Mayor. The Corporate Officer may schedule delegations to another Council meeting or committee as deemed appropriate according to the subject matter of the delegation.~~
- ~~(3) Council must not permit a delegation to address a meeting of the Council regarding:~~
- ~~(s) 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;~~
- ~~matters on which the District has commenced legal action, and on which judgment has not been rendered.~~

~~(2) Council or the Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council or if the delegation has previously addressed Council on the same issue. If the delegation wishes to appeal the Council or Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.~~

~~Council will not act on a request from a delegation until the next regular meeting, unless consent by a two-thirds vote of Council present is given to consider the matter following the delegation presentation.~~

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.

Points of order

- 24. (1) Without limiting the presiding member's duty under section 132(1) of the *Community Charter [authority of presiding member]*, the presiding member must apply the correct procedure to a motion
 - (a) if the motion is contrary to the rules of procedure in this bylaw, and
 - (b) whether or not another Council member has raised a point of order in connection with the motion.
- (2) When the presiding member is required to decide a point of order

- (a) the presiding member must cite the applicable rule or authority if requested by another Council member,
- (b) another member must not question or comment on the rule or authority cited by the presiding member under subsection (2)(a), and,
- (c) the presiding member may reserve the decision until the next Council meeting.

Conduct and debate

25. (1) A Council member may speak to a question or motion at a Council meeting only if that member first addresses the presiding member.
- (2) Members must address the presiding member by that person's title of Mayor, Acting Mayor, or Councillor.
 - (3) Members must address other non-presiding members by the title Councillor.
 - (4) No member must interrupt a member who is speaking except to raise a point of order.
 - (5) If more than one member speaks the presiding member must call on the member who, in the presiding member's opinion, first spoke.
 - (6) Members who are called to order by the presiding member
 - (a) must immediately stop speaking,
 - (b) may explain their position on the point of order, and
 - (c) may appeal to Council for its decision on the point of order in accordance with section 132 of the *Community Charter* [authority of *presiding member*].
 - (7) Members speaking at a Council meeting
 - (a) must use respectful language,
 - (b) must not use offensive gestures or signs,
 - (c) must speak only in connection with the matter being debated,
 - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded, and

- (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.
- (8) If a member does not adhere to subsection (7), the presiding member may order the member to leave the member's seat, and
- (a) if the member refuses to leave, the presiding member may cause the member to be removed by a peace officer from the member's seat , and
 - (b) if the member apologizes to the Council, Council may, by resolution, allow the member to retake the member's seat.
- (9) A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.
- (10) The following rules apply to limit speech on matters being considered at a Council meeting:
- (a) a member may speak more than once in connection with the same question only
 - (i) with the permission of Council, or
 - (ii) if the member is explaining a material part of a previous speech without introducing a new matter;
 - (t) a member who has made a substantive motion to the Council may reply to the debate;
 - (u) a member who has moved an amendment, the previous question, or an instruction to a committee may not reply to the debate;
 - (v) a member may speak to a question, or may speak in reply, for longer than a total time of 10 minutes only with the permission of Council.
- (11) Permission to leave a meeting prior to adjournment must be sought from the presiding member.

Motions generally

26. (1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.

- (2) A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may be introduced with Council's permission.
- (3) A Council member may make only the following motions, when the Council is considering a question:
 - (a) to refer to committee or staff;
 - (b) to amend;
 - (c) to lay on the table;
 - (d) to postpone indefinitely;
 - (e) to postpone to a certain time;
 - (f) to move the previous question;
 - (g) to adjourn.
- (4) A motion made under subsections (3)(c) to (g) is not amendable or debatable.
- (5) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.

Motion to Refer to Committee

27. Until it is decided, a motion made at a Council meeting to refer to committee precludes an amendment of the main question.

Motion for the main question

28. (1) In this section, "main question", in relation to a matter, means the motion that first brings the matter before the Council.
- (2) At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:
 - (a) if a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question; and
 - (b) if the motion for the main question, or for the main question as amended, is decided in the negative, the Council may again debate the question, or proceed to other business.

Amendments generally

29. (1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- (3) A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.
- (4) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- (5) An amendment may be amended once only.
- (6) An amendment that Council has voted in the negative for cannot be proposed again.
- (7) A Council member may propose an amendment to an adopted amendment.
- (8) The presiding member must put the main question and its amendments in the following order for the vote of Council:
 - (a) a motion to amend a motion amending the main question;
 - (b) a motion to amend the main question , or an amended motion amending the main question if the vote under subparagraph (a) is positive;
 - (c) the main question.

Reconsideration by Council Member

30. (1) Subject to subsection (5), a Council member may, at the next Council meeting,
 - (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken, and
 - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
- (2) A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.

- (3) Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.
- (4) A vote to reconsider must not be reconsidered.
- (5) Council may only reconsider a matter that has not
 - (a) had the approval or assent of the electors and been adopted,
 - (b) been reconsidered under subsection (1) or section 131 of the *Community Charter [mayor may require Council reconsideration of a matter]*,
 - (c) been acted on by an officer, employee, or agent of the District.
- (6) The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.
- (7) A bylaw, resolution, or proceeding that is reaffirmed under subsection (1) or section 131 of the *Community Charter [mayor may require Council reconsideration of a matter]* is as valid and has the same effect as it had before reconsideration.

Privilege

31. (1) In this section, a matter of privilege refers to any of the following motions:
 - (a) fix the time to adjourn;
 - (b) adjourn;
 - (c) recess;
 - (d) raise a question of privilege of the Council;
 - (e) raise a question of privilege of a member of Council.
- (2) A matter of privilege must be immediately considered when it arises at a Council meeting.
- (3) For the purposes of subsection (2), a matter of privilege listed in subsection (1) has precedence over those matters listed after it.

Reports from committees

32. (1) Council may take any of the following actions in connection with a resolution it receives from COW:
- (a) agree or disagree with the resolution;
 - (b) amend the resolution;
 - (c) refer the resolution back to COW;
 - (d) postpone its consideration of the resolution.

Adjournment

33. (1) A Council may continue a Council meeting after 11:00 pm only by an affirmative vote of the Council members present.
- (2) A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.
- (3) Subsection (2) does not apply to either of the following motions:
- (a) a motion to adjourn to a specific day;
 - (b) a motion that adds an opinion or qualification to a preceding motion to adjourn.

PART 5 – BYLAWS

Copies of proposed bylaws to Council members

34. (1) A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least 24 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

Form of bylaws

35. (1) A bylaw introduced at a Council meeting must:
- (a) be printed;
 - (b) have a distinguishing name;
 - (c) have a distinguishing number;

- (d) contain an introductory statement of purpose;
- (e) be divided into sections.

Bylaws to be considered separately or jointly

36. (1) Council must consider a proposed bylaw at a Council meeting either:
- (a) separately when directed by the presiding member or requested by another Council member, or
 - (b) jointly with other proposed bylaws in the sequence determined by the presiding member.

Reading and adopting bylaws

37. (1) The presiding member of a Council meeting may
- (a) have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws, and then
 - (b) request a motion that the proposed bylaw or group of bylaws be read.
- (2) The readings of the bylaw may be given by stating its title and object.
- (3) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
- (4) Subject to section 882 of the *Local Government Act [OCP adoption procedures]*, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.
- (5) In accordance with section 135 of the *Community Charter [requirements for passing bylaws]*, Council may give two or three readings to a proposed bylaw at the same Council meeting.
- (6) Despite section 135(3) of the *Community Charter [requirements for passing bylaws]*, and in accordance with section 890(9) of the *Local Government Act [public hearings]*, Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw is given third reading.

Bylaws must be signed

38. (1) After a bylaw is adopted, and signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, the

Corporate Officer must have it placed in the District's records for safekeeping and endorse upon it:

- (a) the dates of its readings and adoption; and,
- (b) the date of Ministerial approval or approval of the electorate if applicable.

PART 6 – NOTICE OF MOTION AND REQUESTS FOR INFORMATION

Copies of Notice of Motion to Council members

39. (1) A Notice of Motion may be introduced at a Council meeting only if a copy of it has been delivered to the Mayor or Corporate Officer at least 24 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

Form of Notice of Motion

40. (1) A Notice of Motion introduced at a Council meeting must be in writing.

Introducing Notice of Motion

41. (1) The presiding member of a Council meeting may:
- (a) have the Corporate Officer read the Notice of Motion; and
 - (b) request a motion that the Notice of Motion be introduced.

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.

PART 7 - COMMITTEE OF THE WHOLE

Committee of Whole (COW) Meetings

43. (1) COW meetings may
 - (a) be held on the first and third Monday of each month,
 - (b) when such meeting falls on a statutory holiday, be held on the next day Municipal Hall is open following which is not a statutory holiday;
 - (c) begin at 7:00 pm; and
 - (d) be adjourned at 11:00 pm on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with section 33.
- (2) The Mayor or Corporate Officer may cancel a COW meeting.
44. Prior to each COW meeting, the Corporate Officer must prepare an Agenda setting out all the items for consideration at that meeting.
 - (1) In order to be considered for inclusion on an agenda for a COW meeting, correspondence and other items from the public to the Corporate Officer of items for inclusion on the COW meeting Agenda must be 4:30 on the Tuesday prior to the meeting.
 - (2) The Corporate Officer must make the agenda available to the members of Council and the public by 4:30 pm on the Thursday prior to the meeting by
 - (a) placing a copy of the agenda in each member's mailbox at the Municipal Hall, and
 - (b) placing copies for the public at the public service counter at the Municipal hall.

Going into COW

45. (1) At any time during a council meeting, Council may by resolution go into COW.
- (2) In addition to section 41 and subsection (1), a meeting, other than a standing or select committee meeting, to which all members of Council are invited to consider but not to decide on matters of the District's business, is a meeting of COW.

Notice for COW meetings

46. (1) Subject to subsection (2) a notice of the day, hour and place of a COW meeting must be given at least 24 hours before the time of the meeting by:
- (e) posting a copy of the notice at the Public Notice Posting Places; and
 - (f) leaving a copy of the notice for each Council member in the Council member's mailbox at Municipal Hall.
- (2) Subsection (1) does not apply to a COW meeting that is called, in accordance with section 43, during a Council meeting for which public notice has been given under section 6 or 7.

Minutes of COW meetings to be maintained and available to public

47. (1) Minutes of the proceedings of COW must be
- (a) legibly recorded,
 - (b) certified by the Corporate Officer,
 - (c) signed by the member presiding at the meeting, and
 - (d) open for public inspection in accordance with section 97(1)(c) of the *Community Charter* [other records to which public access must be provided].

Presiding members at COW meetings and Quorum

48. (1) Unless a member of Council is appointed under subsection 2, the Mayor or Acting Mayor will preside in COW.
- (2) The members of Council attending a meeting of COW may appoint a presiding member for the COW meeting.

- (3) The quorum of COW is the majority of Council members.

Points of order at meetings

49. (1) The presiding member must preserve order at a COW meeting and, subject to an appeal to other members present, decide points of order that may arise.

Conduct and debate

50. (1) The following rules apply to COW meetings:
- (a) a motion is not required to be seconded;
 - (b) a motion for adjournment is not allowed;
 - (c) a member may speak any number of times on the same question;
 - (d) a member must not speak longer than a total of 10 minutes on any one question.

Voting at meetings

51. (1) Votes at a COW meeting must be taken by a show of hands if requested by a member.
- (2) The presiding member must declare the results of voting.

Reports

52. (1) COW may consider reports and bylaws only if
- (a) they are printed and the members each have a copy, or
 - (b) a majority of the Council members present decide without debate that the requirements of paragraph (a) do not apply.
- (2) A motion for COW to rise and report to Council must be decided without debate.
- (3) The COW's reports to Council must be presented by the Corporate Officer.

Rising without reporting

53. (1) A motion made at a COW meeting to rise without reporting

- (a) is always in order and takes precedence over all other motions,
 - (b) may be debated, and
 - (c) may not be addressed more than once by any one member.
- (2) If a motion to rise without reporting is adopted by COW at a meeting constituted under section 43(1), the Council meeting must resume and proceed to the next order of business.

PART 8 – COMMITTEES

Duties of standing committees

54. (1) Standing committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:
- (a) matters that are related to the general subject indicated by the name of the committee;
 - (b) matters that are assigned by Council;
 - (c) matters that are assigned by the Mayor.
- (2) Standing committees must report and make recommendations to Council at all of the following times:
- (a) in accordance with the schedule of the committee's meetings;
 - (b) on matters that are assigned by Council or the Mayor,
 - (i) as required by Council or the Mayor, or
 - (ii) at the next Council meeting if the Council or Mayor does not specify a time.

Duties of select committees

55. (1) Select committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the committee by the Council.
- (2) Select committees must report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.

Schedule of committee meetings

56. (1) At its first meeting after its establishment a standing or select committee must establish a regular schedule of meetings.
- (2) The chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

Notice of committee meetings

57. (1) Subject to subsection (2), after the committee has established the regular schedule of committee meetings, including the times, dates and places of the committee meetings, notice of the schedule must be given by:
- (a) posting a copy of the schedule at the Public Notice Posting Places; and
 - (b) providing a copy of the schedule to each member of the committee.
- (2) Where revisions are necessary to the annual schedule of committee meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a committee meeting.
- (3) The chair of a committee must cause a notice of the day, time and place of a meeting called under section 54(2) to be given to all members of the committee at least 24 hours before the time of the meeting.

Attendance at Committee meetings

58. Council members who are not members of a committee may attend the meetings of the committee.

Minutes of Committee meetings to be maintained and available to public

59. Minutes of the proceedings of a committee must be
- (a) legibly recorded,
 - (b) certified by the Corporate Officer,
 - (c) signed by the chair or member presiding at the meeting, and

- (d) open for public inspection in accordance with section 97(1)(c) of the Community Charter [*other records to which public access must be provided*].

Quorum

60. The quorum for a committee is a majority of all of its members.

Conduct and debate

61. (1) The rules of the Council procedure must be observed during committee meetings, so far as is possible and unless as otherwise provided in this Bylaw.
- (2) Council members attending a meeting of a committee, of which they are not a member, may participate in the discussion only with the permission of a majority of the committee members present.
- (3) A motion made at a meeting of a committee is not required to be seconded.

Voting at meetings

62. Council members attending a meeting of a committee of which they are not a member must not vote on a question.

PART 9 - COMMISSIONS

Schedule of Commission meetings

63. (1) At its first meeting after its establishment, a commission must establish a regular schedule of meetings.
- (2) The Chair of a Commission may call a meeting of the Commission in addition to the scheduled meetings or may cancel a meeting.

Notice of Commission meetings

64. (1) Subject to subsection (2), after the Commission has established the regular schedule of Commission meetings, including the times, dates and places of the Commission meetings, notice of the schedule must be given by:
- (a) posting a copy of the schedule at the Public Notice Posting Places; and

- (b) providing a copy of the schedule to each member of the Commission.
- (2) Where revisions are necessary to the annual schedule of the Commission meetings, the Corporate Officer must, as soon as possible, post notice at the Public Notice Posting Places which indicates any revisions to the date, time and place for cancellation of a Commission meeting.
- (3) The Chair of a Commission must cause a notice of the day, time and place of a meeting called under section 61(2) to be given to all members of the Commission at least 24 hours before the time of the meeting.

Minutes of Commission meetings to be maintained and available to the public

65. (1) Minutes of the proceedings of a Commission must be:
- (a) legibly recorded,
 - (b) certified by the Corporate Officer,
 - (c) signed by the chair or member presiding at the meeting, and
 - (d) open for public inspection in accordance with section 97(1)(c) of the Community Charter *[other records to which public access must be provided]*.

Quorum

66. (1) The quorum of a Commission is a majority of all of its members.

Conduct and Debate

67. (1) The rules of the Council procedure must be observed during Commission meetings, so far as is possible and unless as otherwise provided in this bylaw.

PART 10 – GENERAL

67. (1) If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.

- (2) This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter* [public notice].
- (3) Bylaw No. 278, *Council Procedure Bylaw, 2007* and amendments is repealed.

Introduced and read a first time ~~the 23rd day of November, 2009.~~

Public input received ~~the 23rd day of November, 2009.~~

Read a second time ~~the 23rd day of November, 2009.~~

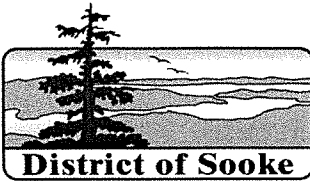
Read a third time ~~the 23rd day of November, 2009.~~

Notice published ~~in the Sooke News Mirror the 18th and 25th day of November, 2009~~

Adopted on ~~the 14th day of December, 2009.~~

Mayor

Corporate Officer



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

Phone: (250) 642-1634

Fax: (250) 642-0541

email: info@sooke.ca

website: www.sooke.ca

COMMITTEE OF THE WHOLE RECOMMENDATIONS TO COUNCIL

Meeting of February 22, 2016

Presentation: Southern Vancouver Island Nature Trails Society

THAT COUNCIL direct staff to draft a letter of support for the Southern Vancouver Island Nature Trails Society's vision of shared use, natural surfaced wilderness trail connections in our region.

Corp. Services
to Regular Council

MOVED to recommend that Council direct staff to draft a letter of support for the Southern Vancouver Island Nature Trails Society's vision of shared use, natural surfaced wilderness trail connections in our region.

CARRIED UNANIMOUSLY



February 22, 2016

To;
The District of Sooke, Committee of the Whole.

I am formally writing to you, to ask for your written support for the Southern Vancouver Island Nature Trails Society's vision of shared use, natural surfaced wilderness trail connections in our region.

We are a not for profit society of people with vision, passion and strengths that position us at an advantage to accomplish this very large goal. Our board is comprised of members with a wide range of complementary skill sets. We are shared-use and Eco-tourism focused, and it is our goal to connect communities by formalizing the managed access of a world class outdoor recreation network of trails for all ages, abilities, and experiences.

The Capital Region has an abundance of natural surface trails; however, these trails are currently not coordinated or even connected to each other, thereby missing out on the huge opportunity to create a comprehensive world class network of trails that could ultimately become as famous as the West Coast Trail, the Grouse Grind, or the Kettle Valley Railway.

The Nature Trails Society is working with land owners, municipalities, BC Parks, CRD Parks Operations and other industry partners to secure access and authorization to specific cross regional trail corridors and connections ensuring the most effective trail system is created to accommodate all users: hikers, trail runners, off road cyclists, dog walkers, equestrians, commuters and families.

The society recently held a Stakeholder Engagement Workshop, and over 40 people came out to participate. There were representatives of, CRD, CRD Parks, BC Parks, Ecoasis, VISTA, Juan de Fuca Community Trails Society, Club Tread, Island Pathways Bicycle Working Group, Beecher Bay First Nations Band, City of Langford, Town of View Royal, District of Oak Bay, Elk and Beaver Lake Equestrian Society, Highlands Horse Club, Cordova Bay Hikers, Sooke Bike Club, Sooke Regional Tourism Association, Outdoor Club of Victoria, The Pedaler, Victoria Cycling Adventures, GVCC, Prairie Inn Harriers, MEC, and Cycle BC Rentals. After watching a small

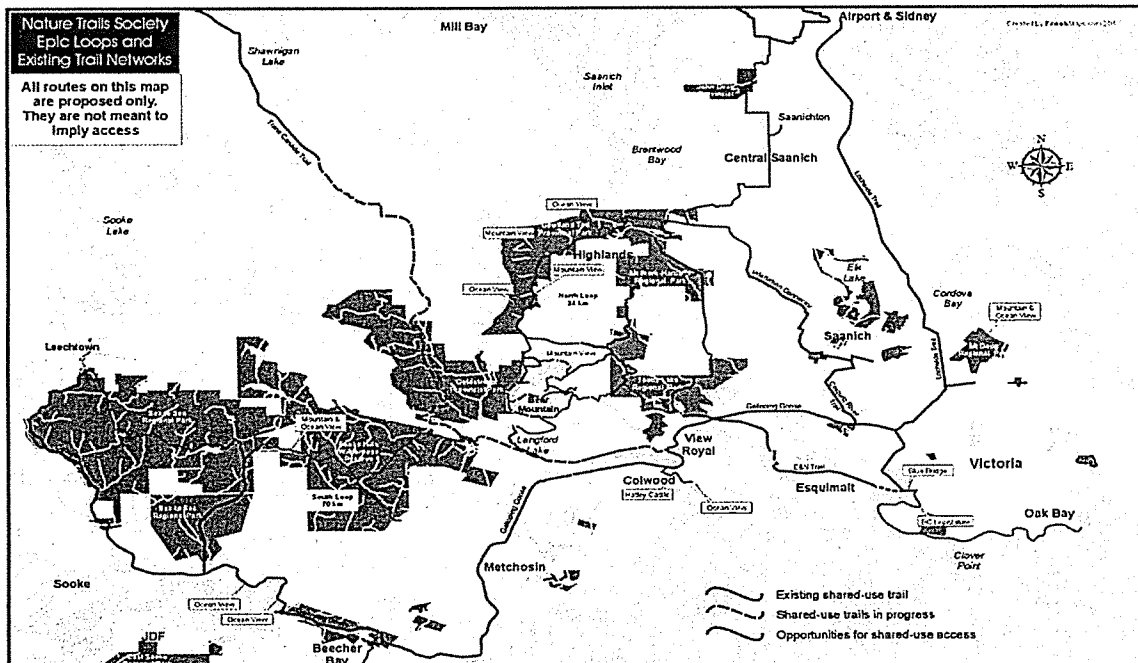
presentation of the Society, Vision and Mission, we all broke into groups and answered some key questions.

We got a tremendous amount of great feedback, and in the end, Everyone at the workshop unanimously supported our vision, to create an epic network of accessible multi discipline trails that animates locals and inspires tourists to revel in our nature.

We are happy to assist land managers and have the skills, knowledge and track record to help with the design and implementation of the trail network. We have been trained in the IMBA Trail Guidelines and Whistler Trail Standards to build environmentally sustainable trails appropriate for all non-motorized traffic.

Thank you very much for your time and I look forward to future discussions regarding this important regional amenity,

Daniel Cammiade
Southern Vancouver Island Nature Trails Society
www.NatureTrailsSociety.com
facebook.com/NatureTrailsSociety/





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

Phone: (250) 642-1634
email: info@sooke.ca

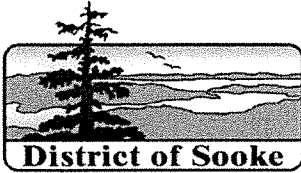
Fax: (250) 642-0541
website: www.sooke.ca

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

Meeting of February 24, 2016

Town Centre Roundabout

1. **THAT** Council landscape the roundabout with low shrubbery, native and colorful, seasonal plantings.
2. **THAT** Council consider the roundabout for public art in the future, after longer term use of the roundabout has been experienced.



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

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Fax: (250) 642-0541
website: www.sooke.ca

**PARKS AND TRAILS ADVISORY COMMITTEE
RECOMMENDATIONS TO COUNCIL**
Meeting of March 1, 2016

John Phillips Memorial Park

THAT Council prioritize improvements to John Phillips Memorial Park as follows for 2016-2017:

- Public Washroom
- Loop Trail
- Picnic Tables and Benches

AND THAT Council allocate financial resources in the 2016-2017 Public Space Enhancement Fund for these priorities.

John Phillips Memorial Park - Prioritization of Park Features Survey Results

February 2016

Listed below are 12 features illustrated above that are being considered for the park. Please indicate your top six (6) preferred features in order of priority with one (1) being the most important and six (6) being least important. The dollar symbol '\$' represents the estimated cost relative to the other features.

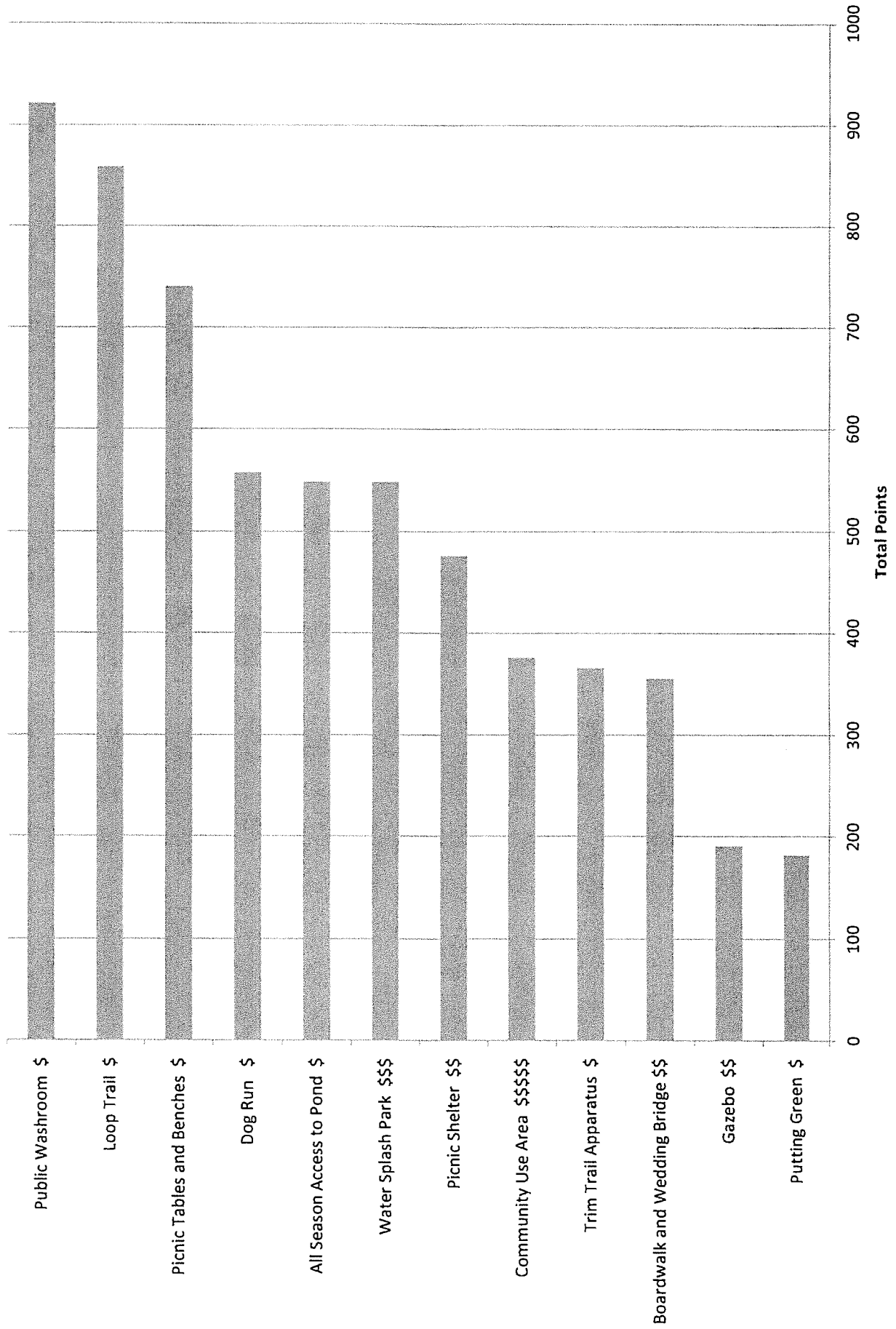
Answer Options	1	2	3	4	5	6	7	Total Points
Public Washroom \$	45	41	37	24	16	14	4	922
Loop Trail \$	44	36	27	29	18	14	2	859
Picnic Tables and Benches \$	22	24	32	41	28	15	5	741
Dog Run \$	32	18	14	12	18	26	2	558
Water Splash Park \$\$\$	38	23	10	7	8	19	5	549
All Season Access to Pond \$	18	15	25	24	24	18	4	549
Picnic Shelter \$\$	5	18	24	21	25	24	6	476
Community Use Area \$\$\$\$\$	19	10	7	15	18	16	2	376
Trim Trail Apparatus \$	10	15	18	12	14	11	4	366
Boardwalk and Wedding Bridge \$\$	8	6	23	18	13	18	2	356
Gazebo \$\$	3	2	8	13	15	10	1	191
Putting Green \$	5	9	4	5	6	16	3	182
								<i>online survey responses</i> 189
								SEAPARC Session ~ 80

Survey Results Methodology:

- Each #1 response given 7 points
- Each #2 response given 6 points
- Each #3 response given 5 points
- Each #4 response given 4 points
- Each #5 response given 3 points
- Each #6 response given 2 points
- Each #7 response given 1 points

*SEAPARC Session only

John Phillips Memorial Park - Prioritization of Park Features Survey Results





File No. 1790-20

REQUEST FOR DECISION
Regular Council
Meeting Date: March 14, 2016

To: Teresa Sullivan, Chief Administrative Officer
From: Engineering
Re: **Award of Request for Quote**
Galloping Goose Connector – Gravel Multiuse Trail
Sooke River Road Park

RECOMMENDATION:

THAT COUNCIL approve Jasmine's Excavating as the successful proponent under the request for quotes for the Galloping Goose Connector – Gravel Multiuse Trail project;

AND authorize the Mayor and Chief Administrative Officer to sign the contract on behalf of the District of Sooke.

1. Executive Summary:

On December 14, 2015 Council made the following resolutions:

MOVED and seconded to proceed with the BikeBC multi-use trail project on Sooke River Road ("Project");
AND TO direct staff to proceed with the survey, design and construction of the multi-use trail from Kirby Road to Sooke Road, including through an area of the Park property, subject to Council approval of the trail location prior to construction;
AND THAT the multi-use trail project must not exceed \$150,000 in total costs.
CARRIED UNANIMOUSLY

The project was divided into two requests for quotes: one for the construction of the multi-use trail from Kirby Road to Sooke Road and one for the construction of the gravel trail through the Park property. This report is for the gravel, multiuse trail construction project through Sooke River Road Park. The RFQ closed at 2:00 pm on Thursday, March 3, 2016. The District has committed to the granting agency to have the project complete by June 30, 2016.

2. Background:

Staff developed two requests for quotes for trail construction: one for the trail along the road and one within the environmentally sensitive park. The rationale is to garner bids from appropriately qualified contractors for the two different site conditions. This is in line with the Purchasing Policy. We are also working with an engineer to design the crossing of Sooke River Road and the “pinch point” of Sooke River Road at Kirby which has drainage that needs to be considered.

At the same time, staff is working with the Sooke Horseshoe Pitching Association with the ongoing construction of the horseshoe pitch as per the Licence to Occupy Agreement and ALC approval.

Staff is working to satisfy the following resolutions made on December 14, 2015:

MOVED and seconded to construct a parking area on the portion of the Sooke River Road Park that is not in the Agricultural Land Reserve;
AND TO direct staff to proceed with the survey, design and construction of a permeable surface parking area, subject to Council approval of the project prior to construction;
AND TO direct staff to include this project in the 2016 Capital Plan.
CARRIED UNANIMOUSLY

It is expected that the clearing and grubbing required for the trail through the park will effectively clear the parking area. The design and construction of the parking area will occur once the construction of the trail through the park is complete, pending Council approval.

3. Analysis:

The following five (5) qualified quotes were received for the gravel, multiuse trail within Sooke River Road Park:

1) Jasmine's Excavating	\$ 29,500.00
2) York Excavating Ltd.	\$ 45,880.00
3) Mammoth Landscaping & Masonry Ltd.	\$ 65,405.00
4) Churchill Meadows Ltd.	\$ 71,010.00
5) Excel Contracting Ltd	\$ 81,415.00

The above prices do not include GST.

The tenders were reviewed and evaluated based on bid price and unit prices and Jasmine's Excavating was chosen as providing the tender that is the most advantageous to the District.

4. Strategic Relevance:

The construction of the Galloping Goose Connector is in accordance with the *2016 Strategic Plan* which prioritises enhancing community livability and community public space profiles by improving connectivity and adding wayfinding signage guiding users to the Town Centre.

5. Financial Impacts:

This capital project was identified for 2016 in the budget in the 2016 -2021 Five Year Financial Plan and is supported by a BikeBC grant. It is expected that this contract (\$29,500), combined with the paved separated multiuse trail along Sooke River Road (\$64,098) plus survey fees, road crossing design and construction will combine to be within the budget allocated for the project (\$150,000).

Attached Documents:

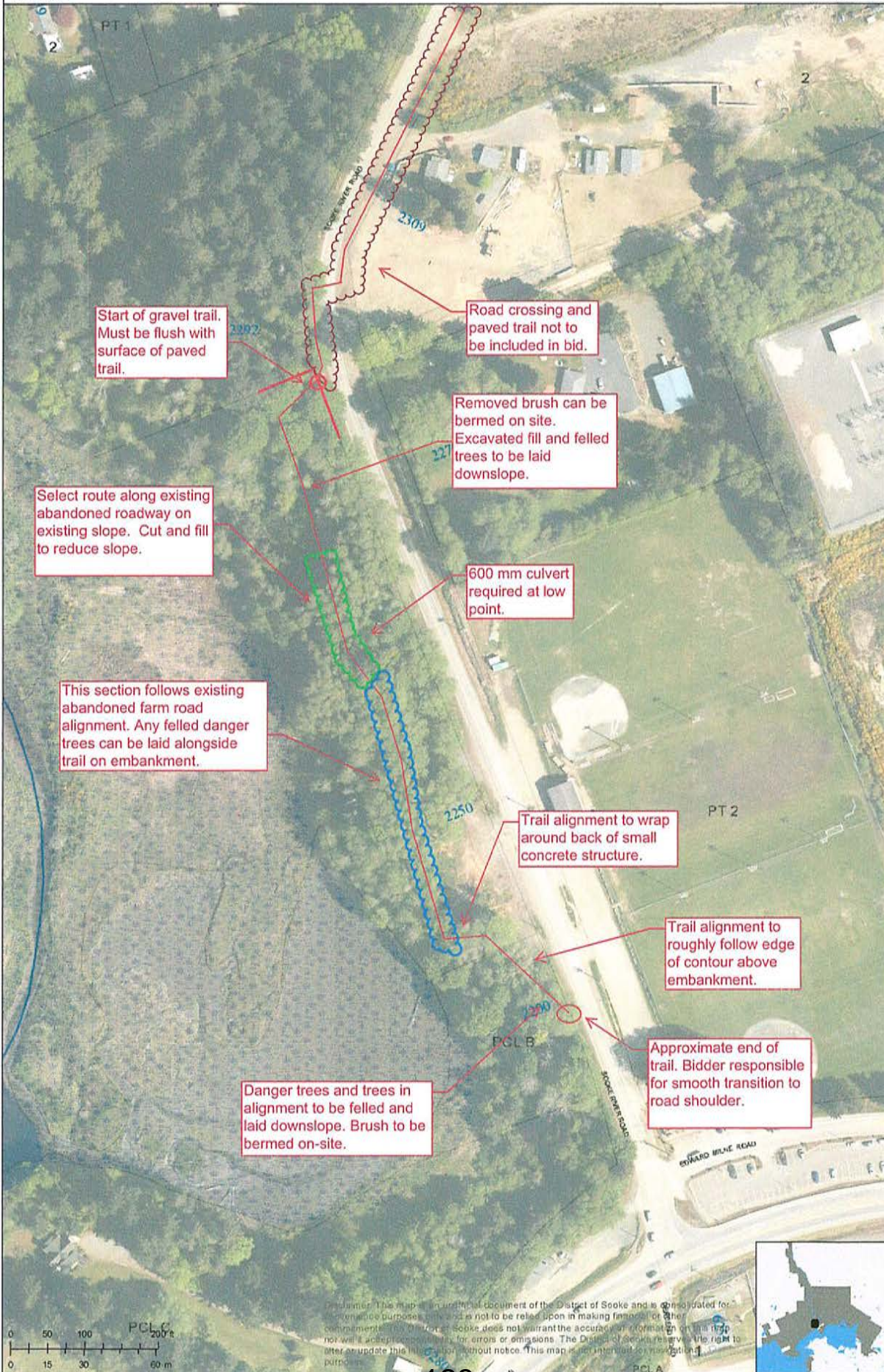
1. Proposed trail alignment

Respectfully,



Rob Howat
Director of Development Services

Approved for Council Agenda
 _____ Development Services
 _____ Corp. Services
_____ Financial Services
_____ CAO



Disclaimer: This map is an official document of the District of Soke and is consolidated for administrative purposes. It is not to be relied upon in making financial or other commitments. The District of Soke does not warrant the accuracy or reliability of the information contained herein for errors or omissions. The District of Soke reserves the right to alter or update this information without notice. This map is for informational purposes only.



File No. 1790-20

REQUEST FOR DECISION
Regular Council
Meeting Date: March 14, 2016

To: Teresa Sullivan, Chief Administrative Officer
From: Engineering
Re: **Award of Request for Quote**
Galloping Goose Connector – Separated Multiuse Trail
Sooke River Road

RECOMMENDATION:

THAT COUNCIL approve York Excavating Ltd. as the successful proponent under the request for quotes for the Galloping Goose Connector – Separated Multiuse Trail project;

AND authorize the Mayor and Chief Administrative Officer to sign the contract on behalf of the District of Sooke.

1. Executive Summary:

On December 14, 2015 Council made the following resolutions:

MOVED and seconded to proceed with the BikeBC multi-use trail project on Sooke River Road (“Project”);
AND TO direct staff to proceed with the survey, design and construction of the multi-use trail from Kirby Road to Sooke Road, including through an area of the Park property, subject to Council approval of the trail location prior to construction;
AND THAT the multi-use trail project must not exceed \$150,000 in total costs.
CARRIED UNANIMOUSLY

The project was divided into two requests for quotes (RFQ): one for the construction of the multi-use trail from Kirby Road to Sooke Road and one for the construction of the gravel trail through the Park property. This report is for the paved, separated multiuse trail construction project. The RFQ closed at 2:00 pm on Thursday, March 3, 2016. The District has committed to the granting agency to have the project complete by June 30, 2016.

2. Background:

Staff developed two requests for quotes for trail construction: one for the trail along the road and one within the environmentally sensitive park. The rationale is to garner bids from appropriately qualified contractors for the two different site conditions. This is in line with the Purchasing Policy. We are also working with an engineer to design the crossing of Sooke River Road and the "pinch point" of Sooke River Road at Kirby which has drainage that needs to be considered.

At the same time, staff is working with the Sooke Horseshoe Pitching Association with the ongoing construction of the horseshoe pitch as per the Licence to Occupy Agreement and ALC approval to ensure that the two projects do not have conflicts.

Staff is working to satisfy the following resolutions made on December 14, 2015:

MOVED and seconded to construct a parking area on the portion of the Sooke River Road Park that is not in the Agricultural Land Reserve;
AND TO direct staff to proceed with the survey, design and construction of a permeable surface parking area, subject to Council approval of the project prior to construction;
AND TO direct staff to include this project in the 2016 Capital Plan.
CARRIED UNANIMOUSLY

It is expected that the clearing and grubbing required for the trail through the park will effectively clear the parking area. The design and construction of the parking area will occur once the construction of the trail through the park is complete, pending Council approval.

3. Analysis:

The following four (4) qualified quotes were received for the paved, separated multiuse trail along Sooke River Road:

1) York Excavating Ltd.	\$ 64,098.00
2) Jasmine's Excavating	\$ 66,000.00
3) Churchill Meadows Ltd.	\$ 70,600.00
4) Excel Contracting Ltd.	\$ 97,975.00

The above prices do not include GST.

The tenders were reviewed and evaluated based on bid price and unit prices and York Excavating Ltd. was chosen as providing the tender that is the most advantageous to the District.

4. Strategic Relevance:

The construction of the Galloping Goose Connector is in accordance with the *2016 Strategic Plan* which prioritises enhancing community livability and community public space profiles by improving connectivity and adding wayfinding signage guiding users to the Town Centre.

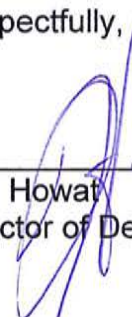
5. Financial Impacts:

This capital project was identified for 2016 in the budget in the 2016 -2021 Five Year Financial Plan and is supported by a BikeBC grant. It is expected that this contract (\$64, 098), combined with the gravel trail through the park (\$29,500) plus survey fees, road crossing design and construction will combine to be within the budget allocated for the project (\$150,000).

Attached Documents:

1. Proposed trail alignment

Respectfully,




Rob Howat
Director of Development Services

Approved for Council Agenda



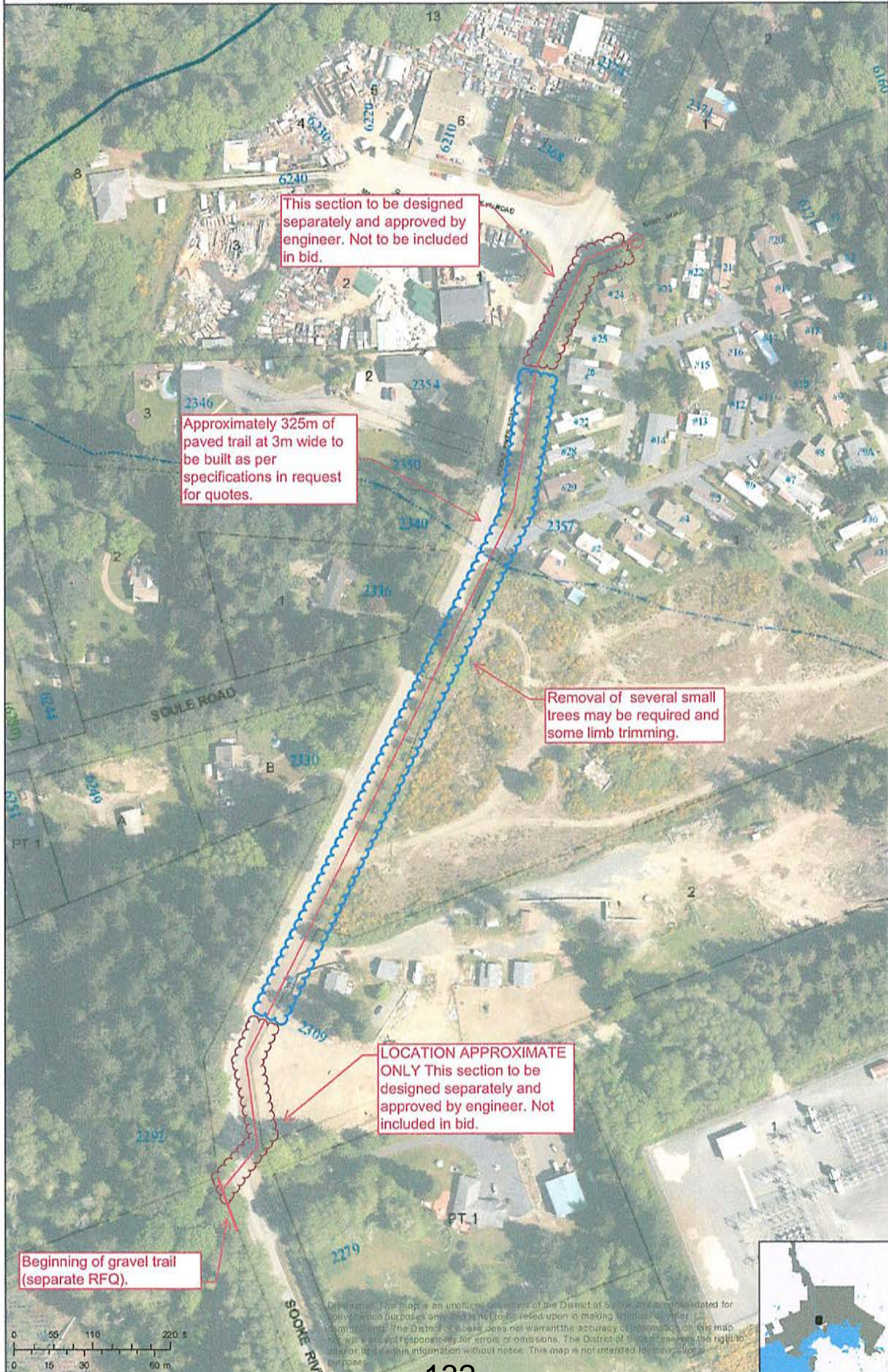
Development
Services



Corp. Services

Financial Services

CAO





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

From: Teresa Sullivan, Chief Administrative Officer
Re: **Appointment of Municipal Deputy Approving Officer**

RECOMMENDATION:

THAT COUNCIL appoint Nikki Lewers as Deputy Approving Officer.

Executive Summary:

The purpose of this report is for Council to consider the appointment of a Deputy Approving Officer for the District of Sooke. In the event the Approving Officer is absent or unavailable due to his additional responsibilities as Director of Development Services, the Deputy Approving Officer will represent the Approving Officer in the day to day inquiries from the public, and would have signing authority for land applications within the municipality.

Background:

Section 146 of the *Community Charter* allows a municipal Council, by bylaw, the power to establish Officer positions' for the municipality. Bylaw No. 398, *Officers and Employees Bylaw, 2009* establishes the District officer positions with specific responsibilities.

The Approving Officer and Deputy Approving Officer are assigned the responsibility of land use within the municipality, which includes the powers, duties and functions pursuant to Section 77 of the *Land Title Act* or as assigned by Council or the Chief Administrative Officer.

With respect to the Approving Officer and Deputy Approving Officer positions, the Land Titles Act states:

Appointment of municipal approving officers

- 77(1) For land within a municipality, the municipal council must appoint a person as an approving officer.
- (2) An approving officer appointed under this section must be


- (a) the municipal engineer,
- (b) the chief planning officer,
- (c) some other employee of the municipality appointed by the municipal council, or
- (d) a person who is under contract with the municipality.

Attachments

- 1. *Community Charter* Section 146

Respectfully,

Teresa Sullivan



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

Officer positions

146 A council

- (a) must, by bylaw, establish officer positions in relation to the powers, duties and functions under sections 148 [*corporate officer*] and 149 [*financial officer*],
- (b) may, by bylaw, establish other officer positions, and
- (c) may assign powers, duties and functions to its officer positions.



File No. 2510-01

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

From: Teresa Sullivan, Chief Administrative Officer
Re: **Public Officer and Designated Employee Appointments**

RECOMMENDATION:

THAT COUNCIL appoint Gabryel Joseph as Corporate Officer for the District of Sooke under section 148 of the *Community Charter*.

Executive Summary:

Many District of Sooke bylaws, policies, agreements and contract reference or require action by designated officer and employees. Council must therefore appoint by resolution certain staff to the positions.

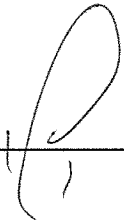
Section 148 of the *Community Charter* states the following:



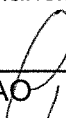
Corporate officer

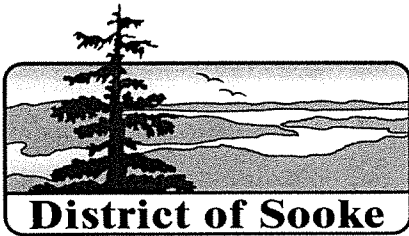
- 148** One of the municipal officer positions must be assigned the responsibility of corporate administration, which includes the following powers, duties and functions:
- (a) ensuring that accurate minutes of the meetings of the council and council committees are prepared and that the minutes, bylaws and other records of the business of the council and council committees are maintained and kept safe;
 - (b) ensuring that access is provided to records of the council and council committees, as required by law or authorized by the council;
 - (c) administering oaths and taking affirmations, affidavits and declarations required to be taken under this Act or any other Act relating to municipalities;
 - (d) certifying copies of bylaws and other documents, as required or requested;
 - (e) accepting, on behalf of the council or municipality, notices and documents that are required or permitted to be given to, served on, filed with or otherwise provided to the council or municipality;
 - (f) keeping the corporate seal, if any, and having it affixed to documents as required.

It is now in order for Council to ratify the appointment by resolution.

Respectfully,

Teresa Sullivan 

Approved for Council Agenda
 Development Services
 Corp. Services
Financial Services
 CAO



File No. 0400-90

REQUEST FOR DECISION
Regular Council
Meeting Date: March 14, 2016

To: Teresa Sullivan, Chief Administrative Officer
From: Corporate Services
Re: **Consent for CRD Bylaw No. 4058, Capital Regional District Climate Action and Adaptation Service Establishment Bylaw, 2008, Amendment Bylaw No. 1, 2016**

RECOMMENDATION:

THAT COUNCIL give consent to the adoption of CRD Bylaw No. 4058, *Capital Regional District Climate Action and Adaptation Service Establishment Bylaw, 2008, Amendment Bylaw No. 1, 2016* in accordance with section 346 of the *Local Government Act*.

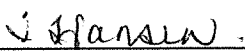
Background:

The Capital Regional District requests that Council consider giving consent to the adoption of the above noted bylaw.

Attached Documents:

1. CRD Letter dated March 2, 2016
2. CRD Bylaw No. 4058
3. CRD Staff Report to Finance Committee February 3, 2016

Respectfully,




Tina Hansen

Approved for Council Agenda



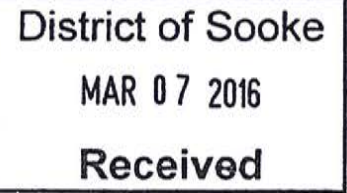
Development Services



Corp Services

Financial Services

CAO



March 2, 2016

File 3900-03

Mr. Gabryel Joseph
Director of Corporate Services
District of Sooke
2205 Otter Point Road
Sooke, BC V9Z 1J2

Dear Mr. Joseph:

RE: CRD Bylaw No. 4058, Capital Regional District Climate Action and Adaptation Service Establishment Bylaw, 2008, Amendment Bylaw No. 1, 2016

Enclosed is a copy of CRD Bylaw No. 4058 at third reading. Please place CRD Bylaw No. 4058 on your next Council agenda with a request to give consent to the adoption of the Bylaw in accordance with Section 346 of the *Local Government Act*.

The purpose of the Bylaw is to amend CRD Bylaw No. 3510 (attached) to increase the maximum allowable requisition to the greater of \$299,708 or an amount that could be raised by a property value tax rate of \$0.0036/\$1,000 net taxable value of land and improvements within the service area. At a maximum, this allowable requisition would result in an increase of \$0.0006/\$1,000 or \$0.3205 per \$530,059 average household assessed at 2016 rates. The actual impact per household depends upon the annual budget as approved by the CRD Board.

This increase would enable the Climate Action Service to continue to leverage funding to undertake regional studies, policy development, educational programing and implement projects that will advance the Board's climate action-focused objectives.

As background, please find attached:

- February 3, 2016 staff report to the CRD Finance Committee
- Climate Action Program 2014 Annual Report
- Maximum Requisition for 2015 and 2016

For questions regarding the bylaw, please contact Rajat Sharma, A/Chief Financial Officer (rsharma@crd.bc.ca, 250.360.3011).

Yours sincerely,

A handwritten signature in blue ink that reads "Brent Reems".

Brent Reems
Senior Manager
Legislative and Information Services
T 250.360.3128
F 250.360.3130
E breems@crd.bc.ca

Encl.

CC: Ms. T. Hansen, Acting Corporate Officer

CAPITAL REGIONAL DISTRICT

BYLAW NO. 3510

A BYLAW TO ESTABLISH AND PROVIDE THE SERVICE OF
CLIMATE ACTION AND ADAPTATION IN THE CAPITAL REGIONAL DISTRICT

WHEREAS:

- A. The Capital Regional District may, under Section 796 of the *Local Government Act*, establish and provide any service that the Board considers necessary or desirable for all or part of the Capital Regional District;
- B. The Board of the Capital Regional District wishes to establish a service to provide for climate action and adaptation coordination in the Capital Regional District;
- C. The Regional Board has obtained Participating Area approval in accordance with Section 801.4 and Section 801.5 of the *Local Government Act* pursuant to Section 801 of the *Local Government Act*;
- D. The approval of the Inspector of Municipalities has been obtained under Section 801(1)(a) of the *Local Government Act*.

NOW THEREFORE, the Board of the Capital Regional District in open meeting assembled enacts as follows:

Service

- 1. The Service being established and to be operated is a service for the purpose of regional climate action coordination, including:
 - (a) monitoring and reporting on air quality, energy consumption and greenhouse gas emissions;
 - (b) collaboration and cooperation with members on climate action and adaptation; and
 - (c) information dissemination and public education.

Boundaries

- 2. The boundaries of the service are coterminous with the boundaries of the Capital Regional District.

Participating Area

- 3. All municipalities and electoral areas within the Capital Regional District are the participating areas for this service.

Cost Recovery and Apportionment of Costs

4. As provided in Section 803 of the *Local Government Act*, the annual cost of providing the service shall be recovered by one or more of the following:
 - (a) property value taxes imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*;
 - (b) fees and charges imposed under Section 363 of the *Local Government Act*;
 - (c) revenues raised by other means authorized by the *Local Government Act* or another Act;
 - (d) revenues received by way of agreement, enterprise, gift, grant or otherwise.
5. (a) The annual costs for the service, net of grants and other revenues, shall be apportioned among the participating area as follows:
 - (i) Fifty (50) per cent of the costs shall be recovered on the basis of population of the participating areas; and
 - (ii) Fifty (50) per cent on the converted value of land and improvements in the participating areas.
- (b) Population, for the purpose of this section, is the population estimate determined annually by the Regional Planning Services Department of the Capital Regional District.

Maximum Requisition

6. The maximum amount that may be requisitioned under Section 803 for the Service will be the greater of:
 - (a) Two Hundred thousand dollars (\$200,000.00); or
 - (b) an amount equal to the amount that could be raised by a property value tax rate of **\$0.003** per ONE THOUSAND DOLLARS (\$1,000.00) which when applied to the net taxable value of the land and improvements within the Service Area, will yield the maximum amount that may be requisitioned under Section 806.1 and 805.1 of the *Local Government Act* for the Service.

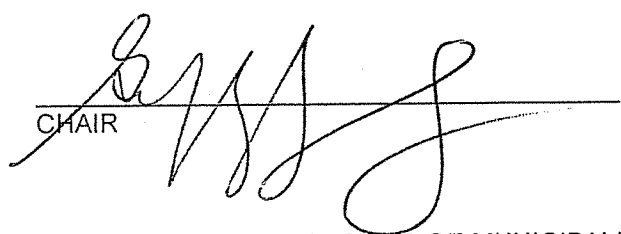
Withdrawal from Service

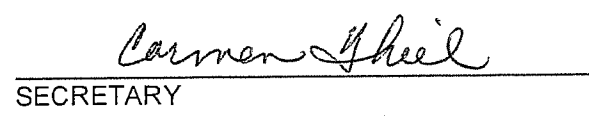
7. After two years from the date of adoption of this bylaw, a participating area may withdraw from the service provided that written notice that the participating area intends to withdraw is delivered to the CRD officer responsible for corporate administration on or before July 1st in any year to be effective as of January 1st the following year.

Citation

8. This bylaw may be cited as the "Capital Regional District Climate Action and Adaptation Service Establishment Bylaw, 2008."

READ A FIRST TIME THIS 13th day of February 2008
READ A SECOND TIME THIS 13th day of February 2008
READ A THIRD TIME THIS 9th day of July 2008
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS 19th day of December 2008
ADOPTED THIS 14th day of January 2009


CHAIR


SECRETARY

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS 19th day of January 2009

**REPORT TO THE FINANCE COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 3, 2016**

SUBJECT BYLAW NO. 4058: CAPITAL REGIONAL DISTRICT CLIMATE ACTION AND ADAPTATION SERVICE ESTABLISHMENT BYLAW AMENDMENT

ISSUE

The need to increase the maximum allowable requisition for the Capital Regional District (CRD) Climate Action and Adaptation Service.

BACKGROUND

The Climate Action Program was developed through the Climate Action and Adaptation Service Establishment Bylaw No. 3510 in 2008. The Program launched in spring 2009, and serves the region's municipalities and electoral areas by acting as a resource, hub and facilitator on both climate mitigation and adaptation issues.

Climate change continues to be a complex and multi-year challenge facing the capital region. The CRD Board has acknowledged that taking action on climate change remains a priority, as exemplified in the four strategic priorities directly related to advancing community and corporate climate action in the 2015 - 2018 Board Strategic Plan.

The CRD Climate Action Service facilitates regional coordination on climate action and provides direct support to municipalities, electoral areas and the CRD in achieving their objectives to reduce energy use and greenhouse gas emissions and prepare for climate change impacts. Staff also provide technical data and scientific expertise, disseminate information and engage community stakeholders on climate related issues.

Since 2010, the Service has been able to leverage over \$850,000 in external funding and grants for climate-related studies and programming in the capital region. Many of these new grant opportunities require partial financial contributions to be eligible for participation and also require staff time to manage the programming.

The Climate Action Program's budget is provided through an annual CRD tax requisition on behalf of all of the participants in the capital region. The Service's maximum allowable requisition has reached its limit and is no longer sufficient to support increased service initiatives. The increase of the Service's budget to maximum requisition would enable the Climate Action Service to continue to leverage funding to undertake regional studies, policy development, educational programming and implement projects that will advance the Board's climate action-focused objectives.

The proposed bylaw amends Bylaw No. 3510, "Capital Regional District Climate Action and Adaptation Service Establishment Bylaw, 2008" to increase the maximum allowable requisition. Given that this increase is less than 25% over five years, the proposed bylaw does not require Inspector approval.

Pursuant to Section 349 of the *Local Government Act*, this bylaw amendment requires the consent of at least 2/3 of the participating area municipalities and electoral areas.

ALTERNATIVES

That the Finance Committee recommend to the CRD Board:

1. That Bylaw No. 4058, "Capital Regional District Climate Action and Adaptation Service Establishment Bylaw No. 1, 2008, Amendment Bylaw No. 1, 2016" be introduced and read a first and second time, read a third time.
2. That Bylaw No. 4058 be deferred pending further information from staff.

IMPLICATIONS

The proposed bylaw amendment increases the maximum allowable requisition to the greater of \$299,708. or an amount that could be raised by a property value tax rate of \$0.0036/\$1,000 net taxable value of land and improvements within the service area. At a maximum, this allowable requisition would result in an increase of \$0.0006/\$1,000 or \$0.3205 per \$530,059 average household assessed at 2016 rates. The actual impact per household depends upon the annual budget as approved by the CRD Board.

CONCLUSION

The increase of the Service's budget to maximum requisition would enable the Climate Action Service to continue to leverage funding to undertake regional studies, policy development, educational programming and implement projects that will advance the Board's climate action-focused objectives. Given that the maximum requisition increase is less than 25% over five years, the proposed bylaw amendment does not require Inspector approval.

Pursuant to Section 349 of the *Local Government Act*, the bylaw amendment requires the consent of at least 2/3 of the participating area municipalities and electoral areas.

RECOMMENDATION

That the Finance Committee recommend to the Capital Regional District Board:

That Bylaw No. 4058, "Capital Regional District Climate Action and Adaptation Service Establishment Bylaw No. 1, 2008, Amendment Bylaw No. 1, 2016" be introduced and read a first and second time, and read a third time.

Submitted by:	Rajat Sharma, MBA, CPA, CMA, Senior Manager, Finance
Concurrence:	Diana E. Lokken, CPA, CMA, General Manager, Finance and Technology
Concurrence:	Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

Attachments: Bylaw 4058

Climate Action Program 2014 Annual Report

CRD | Capital Regional District



Climate change may be the single biggest issue facing our planet today. Whether it is impacts to our ecological or economic systems, human health or social systems, our communities will need to find ways to reduce energy and emissions and prepare for the climate of tomorrow.

The Case for Action

Mitigation Investing in emission reduction activities generates a wide range of benefits. These benefits are both quantitative, such as cost savings from improving energy efficiency and reducing operation and maintenance requirements, and qualitative, such as improved public health and community well-being.

Adaptation Despite emission reductions, the capital region will continue to experience the impacts of climate change. The region will see increases in extreme weather events, shifting weather patterns and sea level rise. However, planning can be done now to minimize long-term costs of adaptation and reduce climate-related risks.

CRD Climate Action

Since 2008, the Capital Regional District (CRD) has been working to understand regional climate impacts, support municipalities in reaching their climate goals and undertake activities that reduce corporate and community emissions, and prepare for climate change.

This report provides an overview of: CRD climate commitments to date, climate action trends in the capital region, the 2014 activities of the CRD Climate Action Program and a discussion of 2015 programming.

More information is available at www.crd.bc.ca.

Climate Action Requirements & Commitments

The Capital Regional District is required to take action to reduce corporate and community greenhouse gas (GHG) emissions and prepare for the impacts of climate change under the following regulations and commitments:

Local Government (Green Communities) Statutes Amendment

Act (Bill 27) requires regional districts and local governments to include targets, policies and actions for the reduction of GHG emissions in Regional Growth Strategies and Official Community Plans. The Act also provides powers to local and regional governments to support mitigation and adaptation through development permit areas, development cost charges and parking and building code requirements.

In 2009, all local governments in the region, including the CRD, became signatories of the **BC Climate Action Charter**. This includes commitments to:

- Become carbon neutral in corporate operations starting in 2012
- Work to create compact, more energy efficient communities
- Measure and report on our community's greenhouse gas emissions profile

Since 2009, the CRD has participated in the provincial **Carbon Tax Rebate Incentive Program (CARIP)**. By annually reporting on corporate energy use and corporate and community climate actions, the CRD receives a rebate for the carbon tax it pays.

In 2008, CRD Environment Committee adopted the target to reduce 33% of greenhouse gas (GHG) emissions by 2020 from a base year of 2007.

The CRD has been measuring and reporting on corporate GHG emissions since 2009 and has been carbon neutral since 2012. Policies and actions supporting this commitment are included in the draft Regional Sustainability Strategy, which will be finalized in 2015. The CRD provides data to support the provincial development of the Community Energy and Emissions Inventories (CEEI).

In 2015, the CARIP rebate will be used to support a one-year position focused on identifying corporate GHG reduction and energy saving opportunities.

CRD Climate Related Plans

In previous years, the CRD has recognized that climate action is a priority. This has been documented in the following plans:



2007: CRD Capital Region Community Energy Plan

2008: CRD Corporate Climate Action Plan

2009 – 2011: CRD Strategic Plan. Climate action identified as a strategic priority

2012 – 2014: CRD Strategic Plan. Climate action continued as a strategic priority

2013: CRD began development of the Regional Sustainability Strategy. Both climate mitigation and adaptation related targets, policies and actions are embedded into strategy

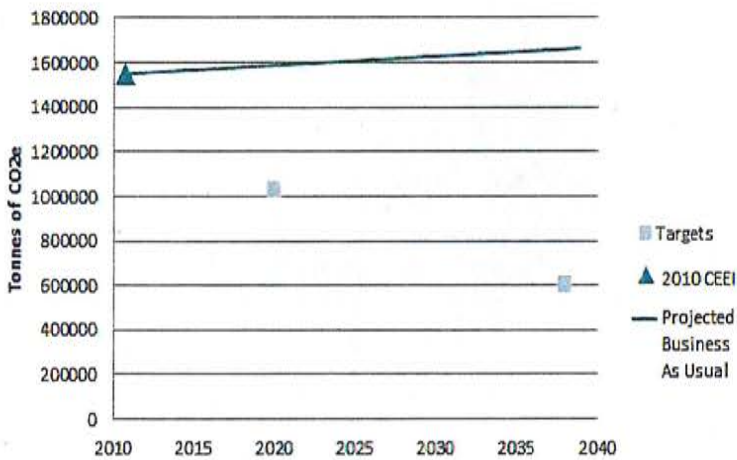
2014: CRD undertook development of a Climate Action Blueprint, a resource identifying further actions



Climate Action Community Emissions

In order to achieve the region's targets for 2020 and beyond, significant actions will be required.

Community Greenhouse Gas Emission Targets

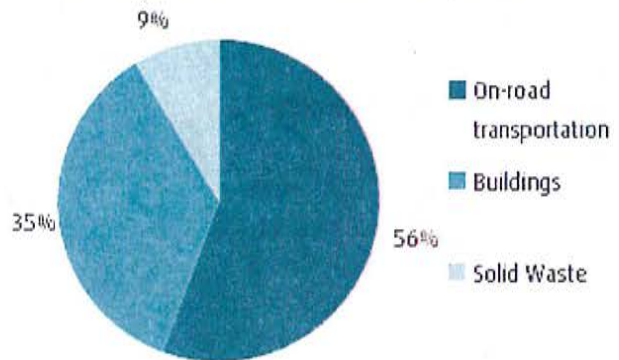


Source: Community Energy & Emissions Inventory (CEEI, 2014), Province of BC

A 33% reduction in emissions by 2020 represents a decrease in emissions by over 500,000 tonnes of CO₂e.

CEEI includes production-based emissions from transportation, buildings and waste. It does not include marine, rail or air transportation within local government boundaries. The Province produces CEEI reports for local governments. The 2012 CEEI report is expected shortly.

2010 Greenhouse Gas Emissions by Source



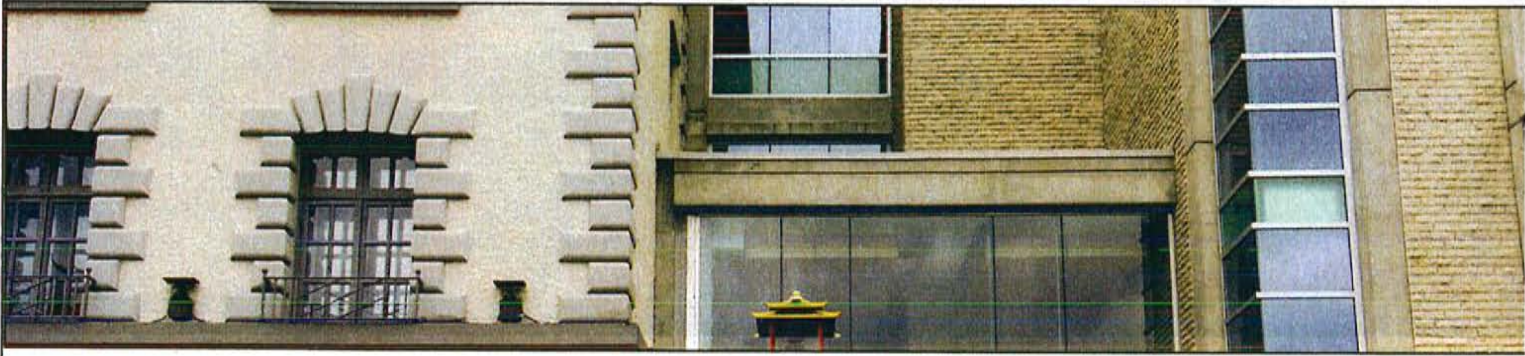
Source: Community Energy & Emissions Inventory (CEEI, 2014), Province of BC

Transportation is largely responsible for region-wide emissions, followed by buildings, then waste. Emissions data are useful in informing regional actions, policies and programming.

The CRD recognizes that local and senior levels of government, utilities, businesses, institutions and residents all play a role in reaching the community GHG reduction targets.

Opportunities:

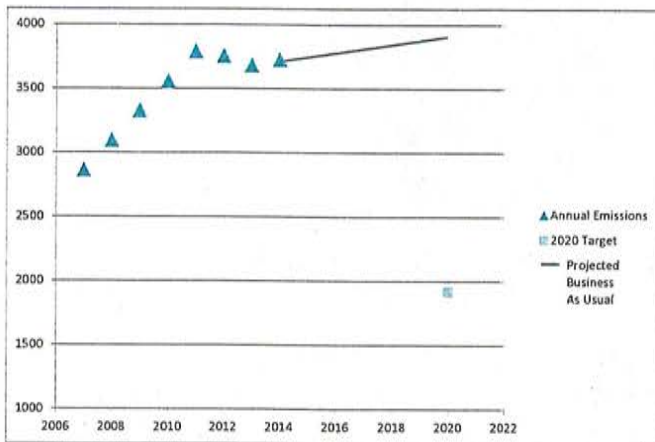
- Energy and GHG reductions through:
 - Buildings (residential, commercial, institutional)
 - Transportation
 - Waste
- Land use creating complete, compact communities
- Behavioural change
- Support Regional Sustainability Strategy policies and actions
- Advocacy to senior levels of government



Climate Action Corporate Emissions

The CRD also set a target to reduce corporate greenhouse gas (GHG) emissions 33% by 2020.

Corporate GHG Emission Targets

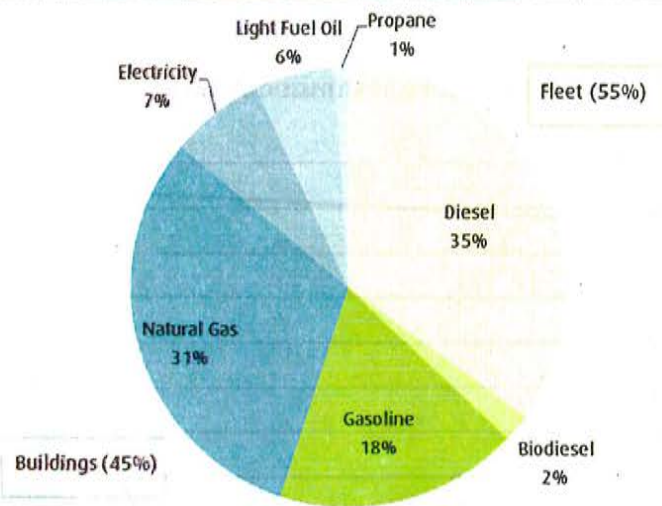


2014 Corporate GHG Inventory

The CRD generated 3,726 tonnes of CO2e within corporate operations and services in 2014. This represents an increase of approximately 1% above 2013 levels, and 30% above 2007 levels.

Note: Emissions liability is dictated by provincial reporting methodology. Numbers do not include Capital Regional Housing Corporation, CRD landfill emissions or emissions from buildings the CRD leases to the Vancouver Island Health Authority.

2014 Corporate Emissions Breakdown



The main source of emissions from CRD operations is from our vehicle fleet, and from the power to heat and cool our buildings.

Carbon Neutrality

Under the Climate Action Charter, the CRD is committed to measuring emissions, reducing emissions and offsetting residual emissions to achieve carbon neutrality. The CRD is carbon neutral in 2014 due to a landfill gas capture balancing project (as per provincial reporting methodology).

Opportunities:

- Energy and GHG reductions through:
 - buildings (real-time energy monitoring, feasibility studies, retrofits)
 - fleet (right sizing, low emission vehicles, driver training)
 - infrastructure (asset management)
- Staff engagement
- Update of corporate climate action plan and corporate policies

Climate Action Adaptation

The climate is changing. Scientists project that the capital region will experience:

- A shift in annual weather patterns
- More extreme precipitation events
- An increase in extreme temperatures with hotter, drier summers
- More frequent and intense rain and wind storms
- Sea level rise

Without action, these changes threaten a variety of regional and local government services, as well as overall community health and wellbeing. The CRD needs to anticipate and prepare for these changes.

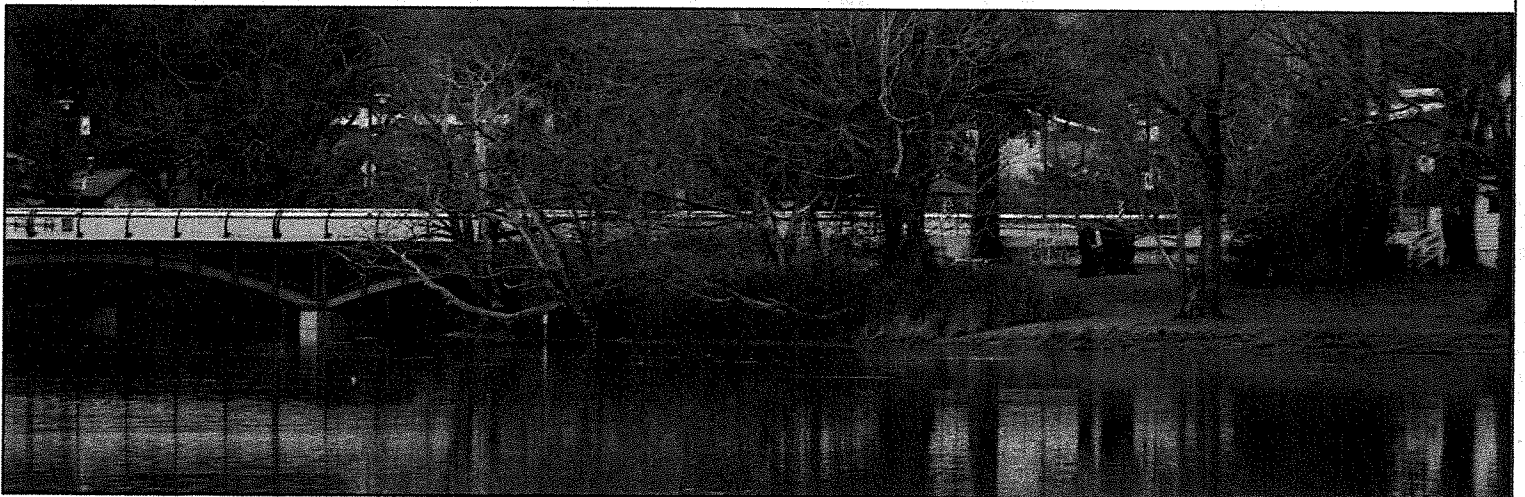
Sea Level Rise Related Projects

In 2014, working with a municipal project team, the CRD Climate Action Program led an initial project to understand sea level rise (SLR) implications within the region. The objective of the project is to guide future analysis, as well as support initial policy discussions on sea level rise. The first phase of this project was to identify and map areas that are potentially vulnerable to sea level rise; a secondary task was to understand the potential economic consequences of sea level rise. The second phase of the project, to be completed in 2015, will be development of a decision-making framework to assist the CRD and local governments in determining appropriate approaches to sea level rise.

Concurrently, the province announced proposed amendments to the Flood Hazard Management Land Use Guidelines to include considerations for sea level rise. The CRD participated in the provincial working group in order to understand some of the implications, and provided feedback to the province during the consultation period. Work on this will continue throughout 2015.

Opportunities:

- Corporate focus on adaptation (ecosystem management, asset management, water management, etc.)
- Region-wide projects that better prepare residents for the impacts of climate change in both the rural and urban environment (e.g., sea level rise planning, biodiversity, community health, food and agriculture, climate preparedness, invasive species)
- Region-wide education on adaptation
- Advocacy to senior levels of government



Climate Action Service Overview

The CRD Board established the service in 2009 to serve local governments and support the CRD in reaching our climate action goals. The program directly supports stakeholders through five important roles:

- **Assisting local governments** in developing and implementing emissions reductions and climate adaptation policies, actions and programs under their corporate and community portfolios.
- **Providing scientific information, data and indicators** related to local and regional GHG emissions and projected climate impacts for the region.
- **Increasing public awareness of climate change issues and catalyzing action** through partnerships with public and private sectors, non-governmental organizations and community organizations.
- **Liaising with senior levels of government** on climate change related programs, policies and legislation that impact the capital region.
- **Supporting the CRD** in fulfilling its own corporate climate objectives on mitigation and adaptation.

By acting as a resource, hub and facilitator on climate change issues, the Climate Action Program supports the necessary shifts in policy, infrastructure, behaviour and planning that are required to create a vibrant, low-carbon, climate resilient region.

The Climate Action Program was developed through the Climate Action and Adaptation Service Establishment Bylaw No. 3510 in 2008. The program consists of 1.5 FTE. The Program's budget is provided through an annual CRD requisition of \$279,000 on behalf of all of the municipalities and electoral areas in the capital region.

The Climate Action Program reports to the CRD Environmental Services Committee.



Climate Action 2014 Program Accomplishments & Highlights

Local Government Support

Each community within the region has unique priorities for climate action. In order to respond to the ongoing needs of local governments, the program hosts a Climate Action Inter-Municipal Working Group and a Climate Action Inter-Municipal Steering Committee. Staff and elected officials participate on these groups to share information, collaborate, review Climate Action Program deliverables, and provide input on the direction of future work of the service.

In addition to ongoing support provided through these groups, program staff supported municipalities through the following activities:

- Assisting in the development of corporate and community-wide policies, programs, information reports and education initiatives
- Sharing information on projected climate impacts for the region
- Undertaking research on best practices related to climate mitigation and adaptation
- Communicating information and providing reporting support related to the BC Climate Action Charter Commitments
- Sharing updates on provincial programming, regulations and guidance documents
- Hosting capacity-building workshops, including:
 - A solar hot water training workshop for building inspectors.
 - A seminar for local government staff on the potential legal implications of the proposed amendments to the BC Flood Hazard Land Use Management Guidelines.

The program produces a monthly e-newsletter that includes information, events, resources and funding opportunities for local government staff that is distributed to municipal partners and the public.



In 2014, the CRD partnered with the City of Colwood to offer solar hot water incentives across the region. The incentives were funded by the Government of Canada through the Clean Energy Fund.

Climate Action in Your Community

Mitigation	Adaptation	Community Outreach
Solar CRD Program	CRD Coastal Sea Level Rise Mapping and Risk Assessment Project**	Quarterly Resilient Region Breakfast Exchange
My Green High School Plan	Consultation on proposed amendments to the BC Flood Hazard Land Use Management Guidelines	Climate Change Showdown Education Program (Grade 4 -6)
LiveSmart Small Business Program*		YesBC Youth Climate Action Summit & Off the Grid Festival (High school)
Regional Sustainability Strategy and Climate Action Blueprint development support.		Climate Action To Go Kits in local libraries & local schools
		Climate Action Community E-newsletter
		Attendance at 21 community events & presentations

Leveraging Funding

* In 2013, CAP received provincial funding to administer this LiveSmart Small Business Program until early 2014.

** The CRD Coastal Sea Level Rise Project was made possible thanks to support received from Natural Resources Canada, Tides Canada, City of Victoria and the District of Saanich.

*** In 2014, CAP obtained a grant from BC Hydro to coordinate energy conservation messaging within relevant existing and new programming. CAP was able to use this funding to develop and administer community outreach programming.

In 2014, CAP directly engaged more than 3,700 citizens through targeted education & speaking engagements.



My Green High School Plan Partners





Climate Action Corporate Support

Each CRD service, through its respective department, is responsible for implementing climate action in the respective work plans. The Climate Action Program provides support (e.g., data, research, logistics) to departments and staff on an as-needed basis. This includes:

- Reviewing grant applications for climate considerations
- Providing messaging for public outreach campaigns
- Disseminating climate mitigation and adaptation information to departments, as required
- Linking information from higher levels of government to operational needs and opportunities
- Supporting the development of relevant planning documents (such as the Regional Sustainability Strategy, strategic plans, etc.)

Fulfilling the BC Climate Action Charter

As part of the CRD's Climate Action Charter Commitments, the program is responsible for leading the annual GHG reporting on behalf of the organization. Each year, staff works with the Finance division to improve data collection and streamline reporting processes.

In 2014, the CRD was able to claim carbon neutrality by applying landfill gas collection practices that are in place in advance of impending regulatory requirements.

Annual Requirements:

Measure - Measure corporate emissions

Reduce - Continuously review corporate GHG reduction opportunities

Offset - Balance corporate emissions through a landfill gas capture project

Report - Report to external stakeholders, including the province

Climate Action Corporate Activities

The CRD is required to publicly report on both the corporate GHG emissions and corporate and community climate actions. This includes an annual survey of all corporate and community focused climate actions that CRD departments engaged in.

Some highlights reported by CRD departments in 2014 include:

Parks & Environmental Services:

- Ongoing land acquisition strategy to purchase forested lands for carbon sequestration.
- Planting 150 indigenous trees along Regional Trails
- Continuing to generate electricity from landfill gas and optimize gas capture by installing 11 new gas wells and commissioning 15 additional gas wells
- Hosting Native Plant Workshops promoting drought tolerant plants, replacement of high water use lawns, increasing food security and composting
- Implementing Green 365 Community Education and Outreach campaign with outdoor, indoor, kitchen/cooking and spring cleaning components of integrated program messaging

Planning and Protective Services:

- Developing the Regional Sustainability Strategy (continuation), Regional Transportation Plan, Regional Food and Agriculture Sub-Strategy
- Leading an innovative Cycling Infrastructure Funding Program and Active Transportation Special Event Funding Program for local governments and electoral areas

Integrated Water Services:

- Conducting annual monitoring to detect forest insects/diseases and invasive species that could threaten forests and ecosystems in the Greater Victoria Watershed Area (ongoing)
- Upgrading drainage structures to incorporate 13% increase in peak flows in adapting to predicted climate changes (ongoing)
- Using energy efficient Variable Frequency Drives to reduce energy use at wastewater treatment plants

Executive Services:

- Undertaking heat recovery project at headquarters data centre
- Investigating an energy management program in 9 facility management buildings
- Installing solar panels on the Juan de Fuca administration building
- Installing rain harvesting equipment at the Salt Spring Island library

Capital Regional Housing Corporation:

- Working with BC Hydro to implement the Energy Conservation Assistance Program for residents

See the *2014 Climate Action CARIP Public Report (Interim)* at www.crd.bc.ca for a full list of reported actions.





Climate Action Looking Ahead to 2015

In 2015, the CRD will continue to focus on supporting municipalities in their climate action goals, while undertaking projects that reduce corporate and community emissions and better prepare the region for climate changes. Some of the planned 2015 community work will include:

- **Sea Level Rise Planning Approaches Project:** Development of a decision-making framework to assist local governments in navigating the various approaches to adapting to sea level rise.
- **Resilient Region Breakfast Series:** A quarterly breakfast meet-up designed to bring together stakeholders interested in fostering a sustainable region.
- **Tap by Tap Multi-Unit Residential Building Program:** A high efficient faucet aerator and showerhead swap out program.
- **Climate Action To Go Kits:** A unique way to reach households through the library system. Kits include books, videos, technology, tools and activities to inform residents on how to reduce household emissions.
- **Climate Action Blueprint:** A guidebook that offers a myriad of climate actions the CRD and our partners can take to reduce emissions and adapt to climate change.

On the corporate side, the CRD will support a 1-year staff position to address the goal of reducing GHG emissions 33% by 2020 within corporate operations. Funded through the CRD's accumulated carbon tax rebate, this position will identify strategies and actions to meet the reduction target and determine a cost of implementation. Throughout 2015, the pilot position will focus on:

- Developing a 2007 Corporate GHG Emissions Baseline and identifying CRD progress towards meeting emissions reduction targets.
- Conducting a detailed review of CRD fleet performance through the Energy Environment Excellence (E3) Fleet Program.
- Working with CRD utility providers (BC Hydro and Fortis Energy) to analyze and review opportunities to generate GHG emissions reductions, energy savings and financial savings within operation of CRD-owned facilities and infrastructure.

2016 to 2019 Budget Planning

The CRD recognizes that current resources limit the amount of support the Climate Action Program can provide to local governments and the corporation. The program will look for direction from the CRD Board and Committees to determine climate action priorities in anticipation of our commitments for 2020 and beyond.



Making a difference...together

Items to take into account:

- 1) Requisition for 2016 PROJECTION ONLY
- 2) Population and Converted Assessments change each year
- 3) RPS Population is calculated in January
- 4) Converted Assessments provided by BC Assessment at end of March
- 5) Bylaw 4058 indicates maximum to be greater of \$299,708.00 or
 - property value tax rate of \$0.0036 per \$1,000.00
- 6) Maximum property value tax rate is calculated on participants' Total Actual Assessments for the year of the requisition as provided by BC Assessment

1.309 CLIMATE ACTION and ADAPTATION

- Bylaw 3510 - CRD Climate & Adaptation Est. bylaw, Jan. 2009, Bylaw 4058 amends max. levies, Feb. 2016

Municipalities	50% of RPS Population	Basis of Apportionment 50% Converted Assessments	Percent of Total	Approved Requisition in 2015	PROPOSED/DRAFT 2016 Requisition
City of Colwood	16,506	296,052,205	3.77%	9,047	11,346
City of Victoria	83,361	2,461,885,818	24.16%	57,930	72,041
District of Central Saanich	16,456	434,175,867	4.50%	10,780	13,453
Township of Esquimalt	16,734	284,856,092	3.74%	8,978	11,159
City of Langford	32,566	755,379,428	8.35%	20,017	25,590
District of Saanich	113,058	2,579,527,106	28.76%	68,951	86,146
District of Oak Bay	18,361	595,881,967	5.60%	13,439	16,852
District of North Saanich	11,422	386,298,445	3.57%	8,558	10,907
District of Metchosin	4,969	95,011,368	1.17%	2,798	3,449
Town of Sidney	11,505	340,058,357	3.34%	7,999	9,960
Town of View Royal	9,967	215,596,166	2.47%	5,929	7,391
District of Highland	2,176	53,527,431	0.57%	1,376	1,707
District of Sooke	12,563	220,795,438	2.85%	6,828	8,551
Electoral Areas	349,644	8,719,045,688	92.85%	222,628	278,553
Juan de Fuca	4,703	154,578,180	1.45%	3,467	4,374
Sallspring Island	10,601	316,633,226	3.09%	7,412	9,111
Southern Gulf Islands	5,094	247,374,456	1.99%	4,767	5,837
First Nations	20,398	718,585,862	6.53%	15,646	19,322
Tsawout	1,759	13,665,981	0.31%	738	907
Songhees	1,727	15,784,880	0.31%	754	926
Maximum Levy:	373,528	9,467,082,411	100.00%	239,766	299,708
	Rate/\$1,000	Amount	Amount	Rate \$0.0036	Amount \$301,250
	\$0.003	\$239,766			



Royal Canadian
Mounted Police

Gendarmerie royale
du Canada

Security Classification/Designation
Classification/désignation sécuritaire

Sooke Detachment
2076 Church Road, Box 40
Sooke, B.C.
V9Z 0E4

District of Sooke

MAR 07 2016

Received

Your File - Votre référence

Our File - Notre référence

Mayor Maja Tait
District of Sooke
2205 Otter Point Road
Sooke, B.C.
V9Z 1J2

Date

March 2, 2016

Re: Monthly Mayor Report – February 2016

There were three hundred and ninety-six (396) calls or occurrences (year to date calls –789) received during the month of February in the District of Sooke. Below is an overview of various police occurrences for the month and from previous years.

Occurrences	This Month	2016 YTD	2015 YTD	2014 YTD	2013 YTD
Sexual Assaults	0	0	1	1	1
Assaults	5	17	13	5	8
Break & Enter – Business	1	2	7	1	1
Break & Enter - Residence	1	6	6	6	3
Break & Enter – Other	1	5	1	2	0
Theft of Vehicle	5	6	2	0	0
Theft fm Vehicle - Over \$5000	0	0	0	0	0
Theft fm Vehicle - Under \$5000	14	31	26	21	23
Theft Over \$5000	0	0	1	1	0
Theft Under \$5000	11	30	22	15	10
Mental Health Act	12	31	21	25	20
Mischief/Property Damage Over	0	0	0	0	0
Mischief/Property Damage Under	16	30	25	17	25
Total Calls for Service	396	789	612	586	655

There were four hundred and eighty-two (482) calls or occurrences received by Sooke Detachment for the month of February (year to date – 990).

Also, please find information as noted below for the month of February.

! Traffic Report
! Guardroom statistics: 20
! Criminal record check statistics: Paid – 22 Volunteer - 21

Sincerely,



Staff Sergeant Jeff McArthur
Non Commissioned Officer in Charge
Sooke Detachment

Monthly Mayor's Report

Traffic Statistics February-2016

STATISTICS	This Month	Previous Month	YTD
Total MVI's:	18	14	32
Fatals	0	0	0
Injury MVI's	5	4	9
Non-Injury MVI's	13	10	23

215 /IRP's	2	5	7
Impaired Drivers/Drive Over .08	2	0	2
Liquor Act Charges	0	0	0

Prohibited Drivers	1	2	3
Road Checks	0	1	1
Traffic Warnings	9	10	18
Vehicle Impounds	2	4	6

Total Violation Charges:	18	20	42
Fail to Stop for School Bus	0	0	0
Cross Double Solid Line	1	0	1
Fail to Wear Helmet	1	0	1
Drive Contrary to Restrictions	0	3	3
Drive to Fast for Conditions	0	0	0
Drive Without Consideration	1	2	3
Drive Without Due Care & Attention	2	0	2
Fail to Yield	1	0	1
Pass When Unsafe	0	1	1
Fail to Display "L" Sign	0	1	1
Fail to Display "N"	0	0	0
Fail to Keep Right	0	0	0
Fail to Obey Traffic Control Device	0	0	0
Parking Offences	0	0	0
Fail to Produce Drivers Licence	1	3	4
Fail to Produce Insurance	0	1	1
Tinted Windows	0	0	0
Fail to Stop for Police	0	0	0
Reverse when Unsafe	0	0	0
Fail to Wear Seatbelt	0	1	1
Insecure Load	0	0	0
Follow Too Closely	4	1	5
Illegal Plate	0	1	1
Improper Turn at Intersection	0	0	0
No Drivers Licence	1	2	3
Fail to Change Address on Licence	0	1	1
No Insurance	1	5	6
Fail to Yield to Emergency Vehicle	0	0	0
Fail to Remain Scene of Accident	0	1	1
Pass on Right	0	0	0
Speeding	3	1	4
Stop Sign	1	0	1
Use Electronic Device While Driving	16	0	1

Tina Hansen

Subject: FW: Sewage Regulations: Motion for CRD Appeal to Government of Canada
Attachments: Motion - CRD Board.doc; Focus Article Mar 2016.pdf

Sent: Wednesday, March 02, 2016 7:06 AM

To: CSaaMunHall; Bob Thompson; Niall Paltiel; Zeb King; Carl Jensen; Christopher Graham; Alicia Cormier; Ryan Windsor; Terry Trace; Rob Martin; Lilja Chong; Jason Nault; Gordie Logan; Cynthia Day; Carol Hamilton; Olga Liberchuk; Meagan Brame; Barb Desjardins; Beth Burton-Krahn; Lynda Hundleby; Tim Morrison; Karel Roessingh; Marcie MaLean; Karen Burns; Gord Baird; Ann Baird; Ken Williams; Leslie Anderson; M&C Langford; Kyara Kahakauwila; Andy MacKinnon; Bob Gramigna; M&C Metchosin; Moralea Milne; John Ranns; Murray Weisenberger; Jack Thornburgh; Celia Stock; Geoff Orr; Jack McClintock; Heather Gartshore; Alice Finall; E Zhelka; T Ney; K Murdoch; M Kirby; T Croft; H Braithwaite; N Jensen; M&C Oak Bay; L Wergland; V Sanders; C Plant; D Murdock; F Haynes; V Dreman; J Brownoff; S Brice; Saanich Mayor; M&C Saanich; Peter Wainwright; Cam McLennan; Mervyn Lougher-Goodey; Barbara Fallot; Tim Chad; Erin Bremmer; Steve Price; Info; G Young; C Thornton-Joe; P Madoff; M Lucas; J Loveday; B Isitt; C Coleman; M Alto; M&C Victoria; David Screech; Aaron Weisgerber; M&C View Royal; John Rogers; Ron Mattson; CRDBoard@crd.bc.ca
Cc: amacleod@theyee.ca; CHarnett@timescolonist.com; jetkino@yahoo.ca; Leslie Campbell; focusedit@shaw.ca; news@mondaymag.com; edit@martlet.ca; Arti Prasad; kirk@theq.fm; nexus@nexusnewspaper.com; dave.biro@bellmedia.ca; Ryan Price; robert.buffam@bellmedia.ca; islandcontactus@ctv.ca; islandnews@ctv.ca; Frank Stanford; cfaxnews@cfax1070.com; editor@vicnews.com; bmackenzie@timescolonist.com; localnews@timescolonist.com; tips@cheknews.ca; lisa.cordasco@cbc.ca; news@cheknews.ca; news@village900.ca; amarjeet.sohi@parl.gc.ca; Ministre / Minister (EC/EC); Min@dfm-mpo.gc.ca; justin.trudeau@parl.gc.ca; scott.brison@parl.gc.ca; Kevin Laird; DBly@timescolonist.com

Subject: Sewage Regulations: Motion for CRD Appeal to Government of Canada

March 2, 2016.

To Mayors and Councilors in the Capital Regional District of Victoria,

We strongly recommend that you apprise yourself of the information in an article in the March issue of Focus magazine, attached and at this link <http://focusonline.ca/?q=node/1054>. It is a synopsis of evidence which supports a motion, also attached to this email, for an appeal to the federal government.

We have sent this motion and supporting article to you and all other elected officials of all thirteen municipalities of the CRD, including those who are directors on the Board of the CRD. We encourage you to discuss it seriously with members of your Council and, if possible, with members of other Councils. We firmly believe that CRD Directors should ensure that the motion is put on the agenda of a meeting of the Board of the CRD very soon.

The Focus article is but a snippet of the wealth of evidence at the Institute of Ocean Sciences, the University of Victoria, the CRD, and on the CCME's own website, which can be drawn from to make a cogent case to the federal government as proposed in the motion.

There is nothing wrong with advising legislators and/or regulators that the federal wastewater regulations may need to be amended. Statutes include language for their amendment, and they are routinely amended.

Our sincere hope is that CRD Directors will see, or that members of their respective Councils will convince them, of the wisdom of the motion.

Brian Burchill, Chair,

On behalf of the Board of

The Association for Responsible and Environmentally Sustainable Sewage Treatment

Copied:

The Rt. Hon. Justin Trudeau, Prime Minister of Canada

The Hon. Catherine McKenna, Minister of the Environment and Climate Change

The Hon. Amarjeet Sohi, Minister of Infrastructure and Communities

The Hon. Hunter Tootoo, Minister of Fisheries and Oceans and the Canadian Coast Guard

The Hon. Scott Brison, President of the Treasury Board of Canada

Local Media

Motion for Correction of the Risk Classification of the CRD's Existing Marine-Based Wastewater Treatment System

Whereas

1. The 2012 federal Wastewater Systems Effluent Regulations (the Regulations) have classified our existing system of natural marine wastewater treatment as high risk;
2. According to the Canadian Council of Ministers of the Environment's (CCME's) published documents, the classification of high risk applies only to treatment systems which discharge into fresh water receiving environments;
3. The classification of high risk is, therefore, not applicable to the CRD's existing marine-based treatment system because it discharges into salt water;
4. The CCME's published definition of medium risk is not applicable to our existing treatment system because its discharge flow volume of approx. 1 m³/sec. is not "a moderate portion" of the Strait's flow volume of approx. 100,000 m³/sec.;
5. The CCME's published definition of low risk applies perfectly to our existing system because its discharge volume is "a minor portion" of the flow volume of the Strait (1/100,000 = 0.001%), and meets all of the definition's requirements for a marine discharge;
6. Classifying our system as low risk would accord with such facts as:
 - a) metals in our wastewater are not at toxic concentrations, but are as low as 1000 times less than drinking water standards and
 - b) no illness has been attributed to the discharge from the system's deep-sea outfalls;
7. Any risk to the marine environment by plastic micro-beads will diminish as manufacturers' commitments to stop using the beads, and as planned legislation banning their use in consumer products, come into effect;
8. The Regulations, which are being interpreted as requiring the CRD to develop and implement a wastewater treatment plan, are in a statute of the Dept. of Fisheries and Oceans (DFO);
9. This interpretation of the DFO's Regulations is not supported by the DFO's own 2014 study which concluded that:
 - a) federal requirement of secondary treatment will have a negligible effect on present levels of nitrogen, organic carbon, and PCBs in the Straits, and that
 - b) source control can be more effective than treatment for removal from the environment of persistent contaminants, such as PolyBrominated Diphenyl Ethers (flame retardants);
10. The CRD has not yet complied with the CCME's published policy for implementation of the Regulations, which states that it is not acceptable to simply presume that benefits of a wastewater treatment plant will exceed its costs, but that cost-benefit analysis is required;
11. Prime Minister Justin Trudeau's published opinion about the CRD's drive to create and implement the plan is that it's a "push of ideology over sound scientific evidence" and that "There will be no net environmental benefit from this secondary treatment plant";

12. The Prime Minister's Office has forwarded to the Minister of the Environment and Climate Change, and to the Minister of Infrastructure, a Victoria citizens' plea for review whether or not the federal government ought to provide funding for the CRD's sewage project;
13. Consultants to the CRD have estimated that construction of the land-based system will produce 15,516 tonnes of greenhouse gases (GHGs), and that operation of the system will produce 7,917 tonnes of GHGs annually;
14. Construction of the system would, therefore, be contrary to CRD municipalities' commitments to significantly reduce their emissions of GHGs, and contrary to the Ministerial Mandate Letters issued by Prime Minister Trudeau, which identify that a top priority of the federal government is to reduce emissions of GHGs to combat climate change;
15. Our present system has a low carbon footprint because its auto-purification treatment process is powered by the safe, reliable, sustainable, non-polluting energy of ocean currents;
16. The P3 Canada deadline of March 31, 2016, for eligibility of a grant may no longer be in effect because the Mandate Letter to the federal Minister of Infrastructure specifically instructs the Minister to remove the P3 screening process for infrastructure projects;
17. Protestations that discharges from the CRD's deep-sea outfalls are polluting Puget Sound are not supported by oceanographic studies which have determined that it is highly improbable that the Strait's currents ever carry material from the discharges into Puget Sound;
18. Correction of the CRD's present treatment system's classification from high risk to low risk would carry with it a change of compliance deadline from 2020 to 2040;

Be it resolved that the CRD vigorously pursue negotiations with the federal government to correct the risk classification of Victoria's present treatment system of long, deep-sea outfalls from high risk to low risk.

Give us responsible, rational sewage stewardship

BRIAN BURCHILL

Is it time to head to Ottawa to discuss Victoria's mistaken and expensive risk classification for sewage treatment?

Critics of our existing sewage treatment system seem to be unaware of, or unwilling to accept, the sound scientific evidence that certain regions of the ocean are sufficiently rich in oxygen and microbes to subject sewage effluent to the same processes of degradation and oxidation that occur in land-based sewage treatment plants. The Strait of Juan de Fuca is one such region of the ocean.

The World Bank has labelled this marine treatment process auto-purification, and institutions such as the World Health Organization, a British Royal Commission, the US Congress, and the US National Research Council have concluded that it is a viable, acceptable, sometimes preferable, treatment option. The process is driven by the non-polluting, renewable, reliable, and free, energy of ocean currents, which aligns with commitments to reduce greenhouse gas emissions to combat climate change.

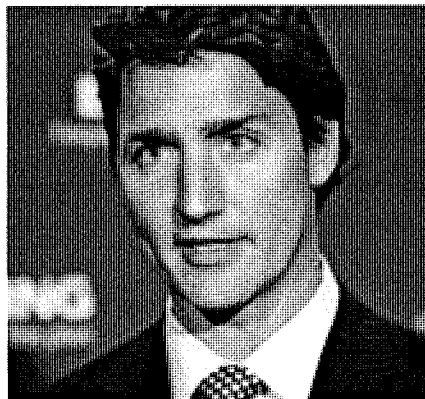
Many US coastal communities, such as San Diego, as well as Guernsey in the UK, use this treatment option. Victoria does too, and the claims that Victoria is the only city in the civilized world with such a system are simply false.

The design and engineering of our existing marine-based treatment system using long deep-sea outfalls is based on research done at the University of California at Berkeley and at the California Institute of Technology. In 1968, the BC Pollution Control Branch approved the CRD's application to install this system, but with the proviso that the CRD constantly monitor it and keep the data available for assurance that it really does work.

About 40 years of monitoring data and studies have consistently shown that our system is indeed effective. The accusations that Victoria's discharges are causing vast fecal coliform contamination of our waterfront, spewing toxic metals, and fouling Puget Sound, are egregious misrepresentations.

A study determined that metals in our wastewater are not at toxic concentrations, but are as low as 1000 times less than drinking water standards, which is due to the CRD's exemplary source control program and lack of heavy industry in Greater Victoria.

A study of 1700 samples taken over a 13-year period determined that, by 400 metres (0.4 km) from the outfalls, fecal coliforms diminished to natural background levels. The



"THERE WILL BE NO NET environmental benefit from this secondary treatment plant."

—Justin Trudeau, 2012

coliforms, which thrive in the warmth of the human gut, quickly succumb to the cold of the deep seawater or to attack by marine microbes.

The joint claim by three environmental groups in October, 2012, that our discharges were causing vast fecal coliform contamination across the Victoria waterfront was a hoax. Their claim was based on a mere 7 samples taken one afternoon at distances of 2 to 10.5 km from the outfalls, far beyond the 0.4 km. The coliforms detected at those distances were what naturally carpet the seabed from the teeming life in the ocean.

Sadly, television news amplified the groups' misinformation by giving it 140 seconds of coverage, but gave a mere 13 seconds for a public health officer to try to dispel fears and assure the public that the groups' claim was a fallacy. No illness has been attributed to the discharge from the system's deep-sea outfalls in the four decades of their operation.

When pharmaceuticals and personal care products (PPCPs) in our wastewater are discharged into the ocean, they rapidly dissipate to infinitesimal concentrations and degrade in the harsh saline environment. The cumulative effects of continual low-dose loadings of PPCPs into the environment are unknown, and what concentrations are toxic for marine species are also unknown. It's recommended that studies be done to determine these. Without

such data, we can't determine whether any secondary or tertiary treatment plan would provide sufficient benefit to justify its cost.

As has been done with freon, dioxins, PCB, and PBDEs (flame retardants), the recommended way to deal with PPCPs of concern is source control. For example Triclosan, a non-essential ingredient in some personal care products, has been targeted by Environment Canada for voluntary removal from them. Source control is the method being accepted to also control micro-plastics.

Plastic micro-beads from personal care products and micro-fibers from clothing are being touted as justification to replace our present treatment system. The consensus of treatment plant operators elsewhere is that implementing tertiary treatment is too expensive a solution to the micro-plastics issue and, once again, source control is the preferred solution.

Major corporations which manufacture products which contain micro-beads are voluntarily planning to discontinue the beads within two to three years. Also, the Canadian and US federal governments are taking action to ban products with microbeads within a similar time span. Until those source controls take effect, and until similar actions are taken to tackle micro-fibres, each of us has the power to begin right now to reduce the effect of micro-plastics by not purchasing products which contain them.

Regarding Puget Sound, studies of the currents in Juan de Fuca Strait have determined that it would be a rare event if they ever carried matter from Victoria's discharges into the Sound. The complaints that Victoria's discharges are fouling the Sound are made by uninformed Washington State politicians and journalists, and are not supported by their own scientists. In 1994, a joint study by BC and Washington state marine scientists concluded that the effect of our discharges on the Strait of Juan de Fuca was negligible. A study in 2005 for the CRD reaffirmed that 1994 study.

The new federal Wastewater Regulations, which the CRD claims are forcing them to develop their wastewater plan, are in the Fisheries Act, a statute of the Department of Fisheries and Oceans (DFO). The absurdity is that a DFO study in 2014 concluded

Customized accounting and tax expertise

that the secondary treatment mandated by the Regulations will have a negligible effect on the levels of nitrogen, organic carbon, and PCBs in the Straits.

Justin Trudeau has stated that, "There will be no net environmental benefit from this secondary treatment plant" and that the CRD's insistence to proceed with it is a "push of ideology over sound scientific evidence." His Mandate Letters instruct his Ministers to fulfill his election promise of evidence-based decision-making.

On the website of the Canadian Council of Ministers of the Environment (CCME), policy for implementation of the Regulations states clearly that it is no longer acceptable to simply assume that the benefits of a wastewater treatment facility will exceed the costs. Policy requires that a cost-benefit analysis be done.

Given the above evidence, and given that the impact on organisms living in the sediments around the present outfalls is no more than that around the outfalls of secondary treatment systems elsewhere, there seems to be substantial reason to doubt that we will gain an environmental benefit that will justify hundreds of millions, or billions, of dollars for an alternative treatment system. It seems critical that the CRD conduct the cost-benefit analysis.

A document on the CCME website identifies that the classification of "high risk" applies only to treatment systems which discharge into fresh water receiving environments. Their definition of "low risk" applies perfectly to our existing system. Hence, by the regulators' own definitions, our system has been incorrectly classified as high risk.

Correction of the risk classification would change the CRD's compliance deadline from 2020 to 2040. Victorians could then be proud of not receiving federal funding 20 years prematurely so that it can be directed to replacement of systems in Canada that truly are high risk.



Brian Burchill is chairperson of the Association for Responsible and Environmentally Sustainable Sewage Treatment. <http://aresst.ca/>

Accountants Kim Sterling and Ashley Stanford have come to appreciate each other's dedication to working with clients in a certain way, one that is tailored to each client's unique needs and preferences. It's fitting that, after six years of working together, they recently joined forces in a formal business partnership.

Sterling Stanford is a fully licensed, full service accounting firm, conveniently located at the Oak Bay Avenue—Fort Street junction. The firm assists individuals with tax and estate planning; and helps small and medium businesses and non-profits with a host of services depending on needs—from setting up efficient accounting systems to full audits and corporate year ends and Charity Returns.

Kim and Ashley, both Chartered Professional Accountants (CPAs), work with many individuals who have small businesses, aiming to reduce the stress that many business owners associate with record keeping and taxes. Kim assures, "We're here all year round to assist with tax planning, book-keeping issues, and to help in any dealings with Canada Revenue Agency."

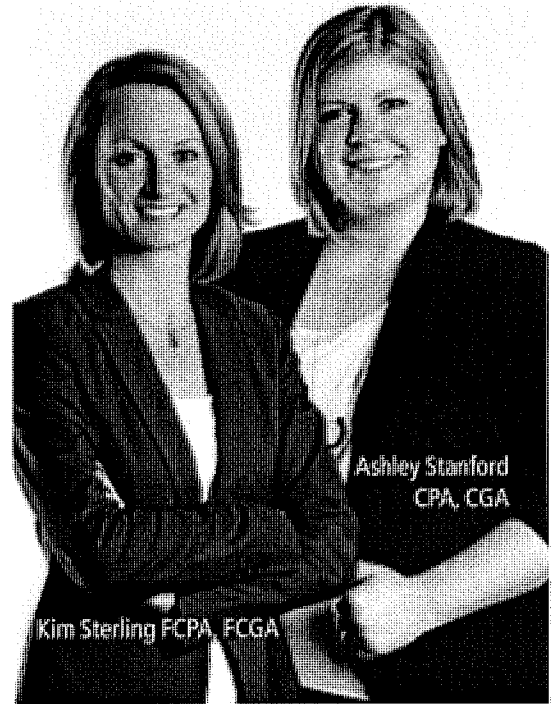
Kim, who has been a CGA/CPA for 25 years, says "Everyone's different, so it's all about listening to what our clients need and then coming up with tailored solutions that work for them."

Ashley says, "I enjoy helping new businesses and setting up systems to help them grow."

The feeling seems mutual. One of the business people Ashley helps, Cristen DeCarolis, owner of Pizzeria Prima Strada, wrote her recently saying, "You care about our business as much as we do. You take the time and make the extra effort to help us be better, knowing that we are committed and always open to improving. You've taken the time to learn about our business so you know how to help us best grow and change. You are a part of our team and we value your input, rely on your input."

Ashley has taken a special interest in cloud-based accounting. She's been coaching clients on the use of these programs, which allow for convenient access—and therefore consultation—between herself and clients at any time. It makes far better use of everyone's time because these programs link to bank and credit card transactions, eliminating enormous amounts of data-entry. Kim notes, "It just doesn't make sense anymore to pay a bookkeeper to do hours of data-entry."

These cloud-based accounting programs are fully customizable, so whether you need payroll, forecasting, or an integration with other software like Shopify or Stripe, there are many add-ons available. The program also allows business owners to access up-to-date financial records "on the go," offering the ability to use a smart phone or other mobile device



"Our clients have been very pleased at the ease, productivity and convenience of cloud based accounting." —Ashley Stanford

to conveniently bill clients, pull up recent bank transactions, process payroll and much more. As a Diamond Level—Quickbooks Online Pro Advisor, they can offer the highest level of support to clients on Quickbooks online as well as provide the software to clients at a 50 percent discount, often for just \$10 month.

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Sterling Stanford
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District of Sooke

MAR 07 2016

Received

The Corporation of the District of Central Saanich

February 26, 2016

File No. 0400-60

Mayor Maja Tait
District of Sooke
2205 Otter Point Road
Sooke, BC V9Z 1J2

Dear Mayor Tait:

Re: Take the Pledge for Parity

Reference is made to a Notice of Motion regarding Taking the Pledge for Parity for International Women's Day. We have enclosed a copy of this Notice of Motion for your information.

At the Regular Council Meeting held on February 22, 2016, the Municipal Council of the District of Central Saanich passed a motion to Take the Pledge for Parity at <http://www.internationalwomensday.com/Pledge> and send notification to all Mayor/Chief and Councils in the CRD to encourage they also consider **Taking the Pledge** to:

- help women and girls achieve their ambitions
- challenge conscious and unconscious bias
- call for gender-balanced leadership
- value women and men's contributions equally
- create inclusive, flexible cultures

Please join the District of Central Saanich in Taking the Pledge for Parity and celebrate the social, economic, cultural and political achievement of women.

Yours truly,

as per Liz Cornwell
Corporate Officer

Enclosure (1)

NOTICE OF MOTION

Re: 100th Anniversary of Women's First Right to Vote in Canada

For the February 22, 2016 Committee of the Whole Meeting

Submitted by Councillor Alicia Cormier

WHEREAS: 2016 marks the 100th anniversary of women's first right to vote in Canada; and,

WHEREAS: International Women's Day (March 8) is a global day celebrating the social, economic, cultural and political achievements of women. The day also marks a call to action for accelerating gender parity; and,

WHEREAS: The World Economic Forum predicted in 2014 that it would take until 2095 to achieve global gender parity. Then one year later in 2015, they estimated that a slowdown in the already glacial pace of progress meant the gender gap wouldn't closed entirely until 2133.

BE IT RESOLVED: that the District of Central Saanich will take the Pledge For Parity at <http://www.internationalwomensday.com/Pledge> and will send notification to all Mayor/Chief and Councils in the CRD to encourage they also consider **Taking the Pledge** to:

- Help women and girls achieve their ambitions
- Challenge conscious and unconscious bias
- Call for gender-balanced leadership
- Value women and men's contributions equally
- Create inclusive, flexible cultures

Council Reader File

05 Feb 2016
(Forwarded to Council via e-mail on this date)

DATE RECEIVED	FILE NUMBER	FROM	TOPIC	ACTION
Jan 15, 2016	0400-01	The Canadian Union of Postal Workers	Resolution for part two of the save Canada Post Campaign	For Information
Jan 25, 2016	1790-20	Acting Mayor, Kerrie Reay	Letter to Mr and Mrs McClimon	Response letter
Jan 25, 2016	0400-20	Seniors BC	e-Newsletter	For Information
Jan 27, 2016	0230-20	Sooke Region Chamber of Commerce	Invitation to Collaboration Meeting	For Information
Jan 29, 2016	0230-20	Sooke Region Tourism Association	SRTA AGM Announcement	For Informaiton
Jan 29, 2016	0400-01	Diane & Mike Ius	We are new to Sooke	Response Letter
Feb 3, 2016	5040-01	Greater Victoria Coalition to end homelessness	Home for Hope News	For Information
Feb 4, 2016	0230-20	Sooke Region Chamber of Commerce	Media Release	For Information

Council Reader File

12 Feb 2016
(Forwarded to Council via e-mail on this date)

DATE RECEIVED	FILE NUMBER	FROM	TOPIC	ACTION
Feb 5, 2016	0230-01	Sooke Region Chamber of Commerce	Women in Business Afternoon Tea	For Information
Feb 5, 2016	0230-01	Cool Aid Society	Big News in Fairfield	For information
Feb 09, 2016	0230-20	Sooke Region Volunteer Centre	Community Connections – February 2016	For information
Feb 10, 2016	0220-01	Rear-Admiral Gilles Couturier	Invitation	For information
Feb 11, 2016	0220-01	Cool Aid Society	Come chat with us about Mt. Edwards	For information

Council Reader File

19 Feb 2016
(Forwarded to Council via e-mail on this date)

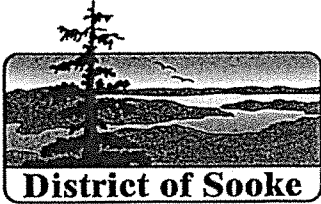
DATE RECEIVED	FILE NUMBER	FROM	TOPIC	ACTION
Feb 12, 2016	2810-01	Simon Fraser University	Webinar – Public Engagement Beyond “the usual suspects” March 3, 2016	For information
Feb 15, 2016	0230-01	BCEDA	E-Blast – 2016 BC Economic Development Awards	For information
Feb 16, 2016	0390-01	CIB	Green City Conference Vancouver Invitation	For information
Feb 16, 2016	0230-01	BCEDA	Breaking News – 2016 BC Budget Summary	For information
Feb 18, 2016	0220-01	Our Place Society	Easter Meal – Tuesday March 22, 2016	For information
Feb 18, 2016	0220-01	Royal Canadian Navy	Invitation	For information

Council Reader File

26-Feb-2016

(Forwarded to Council via e-mail on this date)

DATE RECEIVED	FILE NUMBER	FROM	TOPIC	ACTION
Jan 31, 2016	0400-01	Rev. Jeremy Bellsmith	Please help us improve our service	For information
Feb 21, 2016	0230-20	Elida Peers	JdF Salmon Restoration Society has applied for a water license to supply the facility	For information
Feb 22, 2016	0400-20	Seniors BC	e-Newsletter	For information
Feb 23, 2016	0230-20	Sooke Region Volunteer Centre	5 th Annual Sooke Region Volunteer Fair	For information
Feb 24, 2016	0230-20	Sooke Region Tourism Association	SRTA Annual General Meeting Reminder	For information



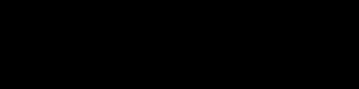
2205 Otter Point Road, Sooke, British Columbia, Canada V9Z 1J2

Phone: (250) 642-1634 • Fax: (250) 642-0541 • Email: info@sooke.ca • Website: www.sooke.ca

File No 1790-20

January 25, 2016

Mr. & Mrs. David T. McClimon



Dear Mr. & Mrs. McClimon


Thank you for your email to Council of January 10, 2016 expressing your appreciation for the work that our previous greenspace contractor, Steve McKague, has provided for the District of Sooke. We too recognize his excellent work ethic and can find no fault with his performance.

Council believes the community must be assured that purchasing decisions are made for the benefit of the District and are without favour or bias. Accordingly, Council follows its Purchasing Policy (Policy No. 5.6) which sets out the general practices for purchasing goods and services. The submissions for the recent request for proposals for greenspace maintenance were evaluated through a point system based on performance measures. These included the companies' capability, quality, historical performance and bid price. Also, under the Policy, Council gives preference to local companies when considering awarding a contract for services.

The District must strive for the best value and service and therefore, of the two local companies bidding for the contract, Mr. McKague's point score was less than the company that was awarded the contract.

We trust this addresses your concerns and again thank you for taking the time to write to us.

Yours truly,


Kerrie Reay
Acting Mayor

cc. Council
Teresa Sullivan, CAO

Teresa Burket

0400-01

From: Info
Sent: Friday, January 29, 2016 10:58 AM
To: 'Diane Trueman Ius'
Cc: 'Mike Ius'
Subject: RE: We are new to Sooke

Hello Mike & Diane,

Welcome to Sooke. I would try contacting the Sooke Region Volunteer center and they may be able to better help you with what options are available. I have attached a link to their website. <http://www.sookeregionresources.com/sooke-region-volunteer-centre>


Sincerely

Teresa Burket

District of Sooke
2205 Otter Point Rd
Sooke BC V9Z1J2
250-642-1634



 Please consider the environment before printing this e-mail

 Rethink Reduce Reuse Repair Recycle

From: Diane Trueman Ius [REDACTED]
Sent: Wednesday, January 27, 2016 11:14 AM
To: Info
Cc: 'Mike Ius'
Subject: We are new to Sooke

Hi,

We received a letter welcoming us to Sooke as we moved here last April 2016. The letter mentions lots of opportunities for volunteering and we would be interested in seeing what options are out there. If you have anything you could send us, that would be greatly appreciated.

Thank you!

Mike & Diane

Diane & Mike Ius

Gordons Beach Farm Stay B&B





RECEIVED

FEB 29 2016

Ref: 112204

FEB 26 2016

Mr. Al Richmond
President
Union of British Columbia Municipalities
525 Government Street
Victoria, BC V8V 0A8

Dear Mr. Richmond: *AL*:

I am writing to provide you with an update regarding the ongoing arrivals of Syrian refugees into communities across British Columbia (BC).

At last count, just over 21,000 Syrian refugees have arrived in Canada since November 2015. The federal government indicates it is confident that it will resettle 25,000 refugees to Canada by the end of the month. Approximately 1,700 refugees have arrived or will soon be arriving in 31 communities across BC, including about 300 awaiting onward travel arrangements from Toronto or Montreal. Immigration, Refugees and Citizenship Canada (IRCC) informs me that 800 additional arrivals will be destined to BC before early March. In order to meet its commitments, IRCC is looking for additional capacity to resettle large numbers of Syrian refugees as soon as possible.

IRCC recently issued an open call for proposals for currently-funded Settlement Service Provider Organizations (SPOs) across Canada to apply for additional funding under the Refugee Assistance Program (RAP), to establish new centres to receive Government-Assisted Refugees (GARs). I am pleased to inform you that, as of last week, the Inter-Cultural Association (ICA) of Greater Victoria was the first successful applicant under this call for proposals. As a result, Victoria will join Vancouver in welcoming Syrian GARs to BC in the very near future, and these GARs may settle in communities throughout southern Vancouver Island. I have encouraged SPOs in Kelowna and Prince George to apply to become additional RAP centres in order to facilitate the resettlement of GARs across the province.

.../2

Ministry of Jobs, Tourism and
Skills Training and Minister
Responsible for Labour

Office of the Minister

Mailing Address:
PO Box 9071 Stn Prov Govt
Victoria BC V8W 9E2
Phone: 250 356-2771
Fax: 250 356-3000

Location:
Room 138
Parliament Buildings
Victoria BC

www.gov.bc.ca/jtst

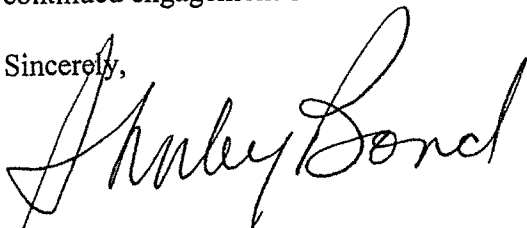
Mr. Al Richmond
Page 2

Vancouver's RAP provider, the Immigrant Services Society of BC (ISSofBC), has been working closely with SPOs in several BC communities including Abbotsford, Nanaimo, Kelowna, Kamloops, and Prince George to develop a sub-contract arrangement. This approach would enable these communities to receive GARs without becoming a stand-alone RAP centre. ISSofBC staff are travelling to these communities to provide training to the settlement SPOs, and discussions are underway about the possible number and flow of refugees that each community can receive.

In addition, IRCC has developed a new process for municipalities that are outside of the traditional network of refugee resettlement to receive and support Syrian refugees. My federal colleagues have encouraged municipalities to identify themselves to IRCC and develop a Community Partnership Settlement Plan as soon as possible. The federal government criteria for municipalities who wish to submit a Community Partnership Settlement Plan are listed here: <http://news.gc.ca/web/article-en.do?nid=1031849>. BC supports the resettlement of refugees outside of Vancouver as much as possible when supports are in place to successfully integrate refugees into the community and the workforce.

Please feel free to share this letter with your members as appropriate. Thank you again for your time and ongoing commitment to the refugee settlement process in BC. I look forward to our continued engagement on this matter.

Sincerely,



Shirley Bond
Minister

Enclosure

pc: Honourable Peter Fassbender
Ministry of Community, Sport, and Cultural Development
and Minister Responsible for TransLink

APPENDIX 1: Syrian Refugee Arrivals by BC Destination

(Source: <http://www.cic.gc.ca/english/refugees/welcome/map.asp>)

City	Admitted GARs	Admitted BVORs	Admitted PSRs	PSRs in Inventory	Total
Abbotsford	0	1 to 4	0	8	9 to 12
Burnaby	0	14	44	30	88
Campbell River	0	0	0	16	16
Charlie Lake	0	0	0	1 to 4	1 to 4
Chilliwack	0	8	0	0	8
Clearwater	0	1 to 4	0	0	1 to 4
Coquitlam	0	0	1 to 4	5	6 to 9
Cowichan Bay	0	0	1 to 4	7	8 to 11
Dawson Creek	0	1 to 4	0	0	1 to 4
Duncan	0	7	0	0	7
Fernie	0	0	1 to 4	0	1 to 4
Fruitvale	0	0	0	1 to 4	1 to 4
Gabriola	0	6	0	0	6
Gibsons	0	0	0	1 to 4	1 to 4
Kamloops	0	12	0	1 to 4	13 to 16
Kelowna	0	23	9	15	47
Ladysmith	0	0	1 to 4	0	1 to 4
Langley	0	5	5	0	10
Maple Ridge	0	0	0	9	9
Nanaimo	0	18	0	0	18
New Westminster	0	0	11	9	20
North Vancouver	0	5	5	7	17
Oliver	0	5	0	0	5
Osoyoos	0	1 to 4	0	0	1 to 4
Pender Island	0	6	0	0	6
Port Coquitlam	0	0	0	1 to 4	1 to 4
Port Moody	0	0	0	1 to 4	1 to 4
Prince George	0	6	5	5	16
Richmond	0	6	7	8	21
Salmon Arm	0	6	0	0	6
Salt Spring Island	0	0	0	5	5
Smithers	0	5	5	0	10
Squamish	0	0	0	9	9
Summerland	0	5	0	0	5
Surrey	0	6	23	30	59
Vancouver	1411	20	41	41	1513
Vernon	0	0	0	1 to 4	0
Victoria	0	28	11	25	64
West Vancouver	0	0	5	0	5
White Rock	0	0	1 to 4	0	0
TOTAL	1411	195 to 207	175 to 187	236 to 257	2016 to 2062

Tina Hansen

Subject: FW: Native Deer Cull

Resent-From: <kreay@sooke.ca>

From: JUDY HOLZEMER [REDACTED]

Date: February 20, 2016 at 1:10:44 PM MST

To: <mtait@sooke.ca>, <kpearson@sooke.ca>, <kreay@sooke.ca>, <bberger@sooke.ca>, <rkasper@sooke.ca>, <elogins@sooke.ca>, <bberger@sooke.ca>

Subject: Native Deer Cull

Feb 20, 2016.

Dear Madam Mayor and Councilmen and Councilwomen of Sooke,

I am writing to you as a concerned resident of the Whiffin Spit area of Sooke. On Monday, Feb 15, there was an incident in our neighborhood. I wasn't personally home at the time, but my husband and neighbors ([REDACTED]) were. Around 5 pm a deer with an arrow in her head went running by my neighbor's front window. A few minutes later, man was cutting through the front part of our yards. My neighbor went out to ask him what he wanted and he explained there was an active deer cull going on at the Brooks Christmas Tree Farm and a deer had been shot and it got away. My neighbor questioned the fact that he was obviously NOT native, and he explained that he had a native son. Approximately 20 minutes later, the doe was found dead, in my yard with an arrow in her face. I'm sure in order to save me the grief of witnessing the horror on my own garden, my husband told them to get it off our property and they better make sure this doesn't happen again.

[REDACTED] called the RCMP and a constable came out and made a report. He spoke with [REDACTED] about the safety concern and proximity to peoples' homes and was told "It's legal. We do a spring cull and a fall cull." Basically, a "Its our land we'll do what we want" attitude. That's all fine, everyone should be able to whatever they want on their own land, but this incident isn't the first of this kind. Last year conservation officers were called to the Gibson's home to shoot a deer that had been improperly shot with an arrow. The neighbor on the other side of the [REDACTED] has found bloody arrows on his property as well. So....back to the "everyone should be able to do what they want on their own land" part. This dangerous way of culling the deer poses a huge risk to those of us who share a property line with the tree farm. Most of us have dogs and/or cats and/or kids/grandkids, not to mention the people and cyclists that walk and ride by the farm on Whiffin Spit Rd at all hours. We have a physically challenged dog right now and are out in our yard every 3 hours 24/7, not to mention the hours we spend gardening. We shouldn't have to avoid the back part of our property for fear of our dogs or us either being shot, or being hurt by an injured deer panicking and running through our yard.

Whether or not anyone loves or hates having the deer around, or agrees or disagrees with a deer cull, the manner in which these poor animals are being executed is disgusting. Regardless of how many clean shots and dead does and yearling fawns they have to their credit, the people the [REDACTED] have hired to annihilate the deer in this area clearly don't have the skills to do it safely or humanely.

The deer are a part of Sooke. They were here long before the town and all of us. Wildlife and trees and open space is why many of us live here. I can't count the times tourists have pulled over to admire the deer and take photos in this area. Great tourism plug for our beautiful town to see a doe or fawn run by bleeding, or collapsing from being shot with an arrow. If the Town or Sooke or CRD decides it is time for a controlled, humane deer cull, that is a completely different thing. For one person in a neighborhood to decide for all of us that the deer have to go, and then arrange a reckless, cruel, self-serving slaughter without even the common decency to advise the neighbors of the obvious dangers is way beyond wrong.

In closing, I would hope what is going on in our neighborhood disturbs you enough to investigate and perhaps consider a bylaw that would prohibit hunting by anyone in a residential area.

Thank-you for your consideration in this matter,

Sincerely,

Judy Holzemer

Tina Hansen

From: Maja Tait
Sent: February-24-16 10:12 AM
To: Teresa Sullivan; Tina Hansen
Subject: Fw: Personal Safety Whiffin Spit Deer Cull
Attachments: Sooke Council.docx

Importance: High

Follow Up Flag: Follow up
Flag Status: Flagged

From: Bonny Gibson <[REDACTED]>
Sent: Wednesday, February 24, 2016 7:27 AM
To: Maja Tait; Bev Berger; Rick Kasper; Ebony Logins; Brenda Parkinson; Kevin Pearson; Kerrie Reay; Medea Mills; Gabryel Joseph
Cc: Conservation Office <[REDACTED]>
Subject: Personal Safety Whiffin Spit Deer Cull

Please find attached a letter to Major Tait and all members Sooke Council regarding recent events at my home involving a deer cull and resulting concerns of personal safety within the residential municipality.

I look forward to your response.

Bonny Gibson
[REDACTED]

24 February 2016

Sooke Municipal Mayor and Council
2205 Otter Point Road
Sooke B.C.

Re – Personal Safety Concern Whiffin Spit Deer Cull

RCMP File Number [REDACTED]

I have lived at [REDACTED] in Sooke, for thirty years. It has been brought to my attention recently when I witnessed the presence of a deer pierced with an arrow running through my property on Monday February 15, 2016 at 4.50pm with an individual chasing such animal.

Upon inquiry it was been made clear to me that my neighbor has hired First Nation hunters to “cull deer” off his existing tree farm. The nature of our abutting properties is that there is no fence, no obvious division of lines. I am shocked that within a municipality in a residential area that such dangerous activities are permitted. We spend a lot of time in our backyard and have pets who roam there. We are extremely concerned for our safety and safety of our pets, due to the pursuing of injured animals across our property by individuals involved in an active deer cull.

Secondly as a long term resident within the community boundaries I feel that I should not have to be exposed to such cruel and potentially dangerous activities. My preliminary discussions with my bordering neighbors agree with this sentiment.

The RCMP member involved in his issue has informed me that a deer cull is hired every Spring and Fall.

Though I believe at the very least signs should be posted announcing the pending danger, I strongly fear that my safety within my own yard should outweigh any “right” to hunt. Upon speaking with the Conservation Officer, Mr. Peter Pauwels, Sooke is the only municipality with no bow hunting bylaw.

I urge you to look into this allegation and provide me with an acceptable response.

I look forward to hearing from you soon.

Don Gibson

Bonny Gibson
[REDACTED]

Tina Hansen

Subject: FW: Protection of Old Growth Forests AVICC Resolution
Attachments: Protection of Old-Growth AVICC Resolution.pdf

From: tammie van swieten [<mailto:tvanswieten@metchosin.ca>]

Sent: Thursday, March 10, 2016 11:01 AM

To: (obcouncil@oakbay.ca); admin@northsaanich.ca; Central Saanich (municipalhall@csaanich.ca); City of Colwood (info@colwood.ca); Esquimalt (council@esquimalt.ca); Lindy Kaercher, Langford; Saanich (council@saanich.ca); Sidney (admin@sidney.ca); Info; Tina Neurauter; Victoria (mayorandcouncil@victoria.ca); View Royal (mayorandcouncil@viewroyal.ca)

Subject: Protection of Old Growth Forests AVICC Resolution

Good Morning, please find attached a resolution made by the District of Metchosin Council at their February 17, 2016 regular Council meeting.

Council has asked that I forward the resolution, Protection of Old-Growth Forests, to the CRD Municipalities to give it more exposure before AVICC, please distribute to Mayor and Council. Thank you.

Tammie Van Swieten

Deputy Corporate Officer

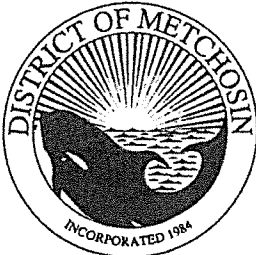
District of Metchosin

4450 Happy Valley Road

Victoria, B.C. V9C 3Z3

Ph: 250-474-3167

tvanswieten@metchosin.ca



DISTRICT OF METCHOSIN

File No. 0360-20-20

February 18, 2016

Association of Vancouver Island and Coastal Communities
Local Government House
525 Government Street
VICTORIA, BC V8V 0A8

Re: Protection of Old-Growth Forests

This is to advise that at its Special Council Meeting held on Monday, February 17, 2016 the District of Metchosin Council made the following resolution to protect Vancouver Island's remaining old growth forests on Crown Land.

2016 Resolutions - AVICC Annual General Meeting

PROTECTION OF OLD-GROWTH FORESTS

Metchosin

WHEREAS old-growth forest is increasingly rare on Vancouver Island, and is gone for centuries once logged;

And WHEREAS old-growth forest has significant economic, social and environmental value as wildlife habitat, tourism resource, carbon sink and much more;

And WHEREAS current plans on provincial Crown Land call for logging the remaining old-growth forest, outside of protected areas, Old-Growth Management Areas, and similar reserves, over the next 10-20 years.

THEREFORE be it resolved that the old growth forest on provincial Crown Land on Vancouver Island be protected from logging;

AND BE IT FURTHER RESOLVED that the Association of Vancouver Island Coastal Communities send a letter to the Provincial Government- Minister of Forests, Lands and Natural Resource Operations - as well as relevant government organizations requesting that the *Vancouver Island Land Use Plan* be amended to protect all of Vancouver Island's remaining old growth forest on provincial Crown Land.

Sincerely,

John Ranns
Mayor
District of Metchosin

4450 Happy Valley Road, Victoria, B.C. V9C 3Z3

Administration Office (250) 474-3167 Fax 474-6298

Building Inspection Department (250) 474-3196 Fax 474-6298



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

Phone: (250) 642-1634

Fax: (250) 642-0541

email: info@sooke.ca

website: www.sooke.ca

REPORT OF IN CAMERA RESOLUTIONS

March 7, 2016 Special Council Meeting – Closed Portion

RI-2 Disposition of Soule Road Right of Way Discussion

MOVED and seconded to direct staff to proceed with the public consultation process for the closure and disposition of the Soule Road Right of Way.

AND TO release this resolution to the public.