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## REGULAR COUNCIL MEETING AGENDA

7:00 p.m. in Council Chamber

May 9, 2016

2225 Otter Point Road, Sooke, B.C.

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

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

<b>CALL TO ORDER</b>		
<b>INTRODUCTION OF NEW BUSINESS/SUPPLEMENTARY INFORMATION</b>		
<b>APPROVAL OF THE AGENDA</b>		
<b>ADOPTION OF COUNCIL AND COW MEETING MINUTES:</b>		
April 25, 2016	Regular Council Meeting	1
<b>RECEIPT OF DRAFT COUNCIL COMMITTEE MINUTES FOR INFORMATION:</b>		
April 27, 2016	Sooke Program for the Arts	9
<b>DELEGATIONS – REQUESTS TO ADDRESS COUNCIL (or Presentations - 5 minute time limit each)</b>		
<b>D-1</b>	KPMG – Audited Financial Statement • DRAFT Audited Financial Statements	13
<b>D-2</b>	Terrance Martin – Boat Launch Operations Contract	41
<b>PUBLIC QUESTION AND COMMENT PERIOD (10 minutes – 2 minutes time limit per person)</b>		
<b>BYLAWS</b>		
<b>B-1</b>	<b>Bylaw No. 633, Zoning Amendment Bylaw (600-23) – 7105 Grant Road West</b> • Council to consider adoption of Bylaw No. 633	43
<b>B-2</b>	<b>Bylaw No. 637, Zoning Amendment Bylaw (600-25) – 7109 Grant Road West</b> • Council to consider adoption of Bylaw No. 637	47
<b>B-3</b>	<b>Bylaw No. 635, Sooke Core Sewer Specified Area Amendment Bylaw (147-26) – Sooke Core Sewer Specified Area Proposed Boundary Adjustment for 7105 and 7109 Grant Road West</b> • Council to consider adoption of Bylaw No. 635	51



<b>B-4</b>	<b>Bylaw No. 639, Five Year Financial Plan Bylaw, 2016</b> <ul style="list-style-type: none"> <li>• Council to rescind third reading, amend Bylaw No. 639 and give third reading.</li> </ul>	57
	<b>Bylaw No. 640, Property Tax Rate Bylaw, 2016</b> <ul style="list-style-type: none"> <li>• Council to rescind third reading, amend Bylaw No. 640 and give third reading.</li> </ul>	87
<b>REPORTS Requiring Action:</b>		
<b>RA-1</b>	<b>Development Permit and Development Variance Permit Application for 6689 Goodmere Road (Lot1, Section 10, Sooke District, Plan 26588)</b> <ul style="list-style-type: none"> <li>• Council to consider recommendation</li> </ul>	97
<b>RA-2</b>	<b>Rhodonite Eakin Drainage Replacement – Award Contract</b> <ul style="list-style-type: none"> <li>• Council to consider recommendation</li> </ul>	137
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<b>RA-4</b>	<b>Sooke Program for the Arts Recommendations</b> <ul style="list-style-type: none"> <li>• Council to consider recommendation</li> </ul>	187
<b>RA-5</b>	<b>Appointment of Deputy Corporate Officer</b>	195
<b>REPORTS For Information – Council, Committees, COW and Commissions and Staff (CAO, Development Services)</b>		
<b>RI-1</b>	<b>Mayor and Council Reports (Verbal)</b>	--
<b>RI-2</b>	<b>Public Boat Launch Community Services Agreement</b>	197
<b>NEW BUSINESS</b>		
<b>CORRESPONDENCE for Information:</b>		
<b>CI-1</b>	<b>Information and Correspondence Received April 20 – May 4, 2016</b>	217
<b>ADJOURNMENT</b>		





## DISTRICT OF SOOKE

Minutes of the Regular Meeting of Council  
on April 25, 2016  
7:00 p.m.  
Council Chamber

### COUNCIL PRESENT

M. Tait  
B. Berger  
R. Kasper  
E. Logins  
B. Parkinson  
K. Pearson  
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  
Sarah Temple, Corporate Services Clerk

### CALL TO ORDER

Mayor Tait called the open portion of the Regular Council meeting to order at 7:00 p.m.

### APPROVAL OF THE AGENDA

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

### ADOPTION OF MINUTES

**MOVED** and seconded that the minutes of the Committee of the Whole meeting held on April 11, 2016 be adopted as circulated.  
**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Regular Council meeting held on April 11, 2016 be adopted as amended.  
**CARRIED UNANIMOUSLY**

### DELEGATIONS

#### D-1 David Babbage – Shadow West Security

David Babbage, representing Shadow West Security, addressed Council regarding his proposal for augmented community security through private residential street patrol. Mr. Babbage provided an overview of his written proposal to Council.

**MOVED** and seconded to direct staff to explore opportunities to utilise private security firms to augment security in the District.  
**CARRIED UNANIMOUSLY**

## **D-2 Pivotal IRM, Advanced Gasification of Waste**

Graeme Bethell, representing Pivotal IRM, addressed Council regarding opportunities for gasification of municipal waste, including sewage treatment, residential garbage and kitchen scraps.

**MOVED** and seconded to direct staff to work with Pivotal IRM Inc to explore options for advanced gasification of waste in Sooke, including other options for addressing organic wastes, and provide a report to Council.  
**CARRIED UNANIMOUSLY**

## **PUBLIC QUESTION AND COMMENT PERIOD**

Council heard from the following members of the public:

1. Gail Hall, Sooke resident, spoke regarding public consultation requirements for the Financial Plan, as well as the Sunriver Playing Fields Agreement.
2. Jeff Bateman, Sooke resident, spoke regarding the Climate Change Action Committee.

## **PUBLIC HEARINGS AND RELATED BYLAWS**

### **PH-1 Report of Public Hearing - 7105 Grant Rd**

- **Bylaw No. 633, *Zoning Amendment Bylaw (600-23) – 7105 Grant Rd***

The Planning department gave a presentation and summary of the rezoning application for 7105 Grant Road.

Mayor Tait called the Public Hearing for Bylaw No. 633, *Zoning Amendment Bylaw (600-23) – 7105 Grant Rd* to order at 7:43 pm.

Mayor Tait advised that any person who believes that their interest in property is affected by the proposed bylaw would be given a reasonable opportunity to be heard or to present written submissions at the public hearings.

#### **Public Submissions:**

- Ellen Lewers, Sooke resident, addressed Council regarding challenges with ensuring adequate parking is available in developments where suites are allowed.

Mayor Tait called three times for submissions to the Public Hearings for Bylaw No. 633, *Zoning Amendment Bylaw (600-23)* – 7105 Grant Rd. Hearing none, she closed the public hearing at 7:45 pm.

**Council consideration of third reading of Bylaw No. 633, *Zoning Amendment Bylaw (600-23)* - 7105 Grant Rd**

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

**CARRIED UNANIMOUSLY**

**PH-2 Report of Public Hearing - 7109 Grant Rd**

- **Bylaw No. 637, *Zoning Amendment Bylaw (600-25)* – 7109 Grant Rd**

The Planning department gave a presentation and summary of the rezoning application for 7109 Grant Road.

Mayor Tait called the Public Hearing for Bylaw No. 637, *Zoning Amendment Bylaw (600-25)* – 7109 Grant Rd to order at 7:50 pm.

Mayor Tait advised that any person who believes that their interest in property is affected by the proposed bylaw would be given a reasonable opportunity to be heard or to present written submissions at the public hearings.

**Public Submissions:**

- Ellen Lewers, Sooke resident, addressed Council regarding challenges with ensuring adequate parking is available in developments where suites are allowed. Ms. Lewers further encouraged Council to require additional parking as a condition of use and to revisit allowing suites in every zone.
- John Brohman, applicant, addressed Council and spoke regarding parking availability in the proposed development at both 7105 and 7109 Grant Road. The proposed development is not high density and therefore there will have adequate parking. Mr. Brohman further encouraged Council to consider increasing density allowances in Sooke to compete with Langford's allowance of smaller lots.

Mayor Tait called three times for submissions to the Public Hearings for Bylaw No. 637, *Zoning Amendment Bylaw (600-25)* – 7109 Grant Rd. Hearing none, she closed the public hearing at 7:55 pm.

**Council consideration of third reading of Bylaw No. 637, *Zoning Amendment Bylaw (600-25)* – 7109 Grant Rd.**

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

## **PUBLIC INPUT MEETINGS AND RELATED REPORTS**

### **PI-1 Development Permit and Development Variance Permit Application – 6689 Goodmere Road (Lot 1, Section 10, Sooke District, Plan 26588)**

The Planning department gave a presentation and overview of the Development Permit and Development Variance Permit for 6689 Goodmere Road.

Mayor Tait advised that any person who has an interest in the item will have an opportunity to make a submission to Council.

#### **Public Input:**

- Eric Phillips, Sooke resident, addressed Council regarding parking challenges in the neighbourhood.
- Ruma Roy, Sooke resident, addressed Council regarding drainage issues in the neighbourhood. Ms. Roy stated that site preparation at 6689 Goodmere, which includes removal of topsoil, has affected drainage onto her property. Ms. Roy further stated that she supports business development, but that development should be done responsibly.
- Richard Phillips, Sooke resident, addressed Council regarding parking challenges in the neighbourhood.
- Gwen Fisher (applicant), addressed Council regarding parking issues. Ms. Fisher stated that she has an existing shared use agreement with the Holy Trinity Church for parking, which she will encourage her staff to utilise. Ms. Fisher suggested that culverts could help to alleviate both drainage and parking issues and further stated that her property has storm water management features that ensure she does not contribute to the neighbourhood's larger drainage issues, which also include underground springs.
- Judith Bridon, Sooke resident and neighbour of 6689 Goodmere Road, addressed Council regarding parking, drainage, and privacy concerns. Ms. Bridon stated that the proposed viewing platform will impinge upon her privacy.
- Cindy Heggelund, Sooke resident, addressed Council regarding parking challenges in the neighbourhood.
- Ed Fisher, applicant, addressed Council regarding the proposed variance and layout requirements for wheelchair and delivery ramps.

#### **Council Discussion:**

- Parking is a challenge in this area and also in other areas throughout the community. I
- Possibility of incentive for employees to bike/walk to work to get staff out of their cars in order to free up parking spaces in the neighbourhood.



- Long-term plans are to connect the east end of Goodmere Rd. to Brownsey Blvd. There will be challenges, but individual developers should not have to bear all the costs.
- Point of clarification - there is no light pollution at night from the proposed greenhouse.
- Council would like to see more study of the neighbourhood and the challenges identified. A subsequent staff report should include discussion of post-development water flows and reference the underground springs.

**MOVED** and seconded to direct staff to work with the applicant and neighbours of 6689 Goodmere Road to find possible solutions for the parking, drainage, and privacy concerns raised during the April 25, 2016, Public Input and Information Meeting.

**CARRIED UNANIMOUSLY**

## **BYLAWS**

### **B-1 Bylaw No. 639, *Five Year Financial Plan Bylaw, 2016***

The Financial Services department gave an overview of the written staff report.

Council Discussion:

- Clarification of public consultation requirements for Financial Plan as stated in the *Community Charter*.

**MOVED** and seconded that Bylaw No. 639, *Five Year Financial Plan Bylaw, 2016* be read a first time.

**CARRIED UNANIMOUSLY**

**Councillor Logins opposed the motion.**

**MOVED** and seconded to amend Section 4 of Bylaw No. 639, *Five Year Financial Plan Bylaw, 2016* to add the word "designated" immediately before the word "Councillor".

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to amend Schedule A of Bylaw No. 639, *Five Year Financial Plan Bylaw, 2016* to include the capital costs of the new sewer centrifuge in the "capital expenditures fund" and remove it from the "other municipal expenditures fund".

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that Bylaw No. 639, *Five Year Financial Plan Bylaw, 2016* be read a second time, as amended.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that Bylaw No. 639, *Five Year Financial Plan Bylaw, 2016* be read a third time, as amended.

**CARRIED UNANIMOUSLY**

**B-2 Bylaw No. 640, *Property Tax Rate Bylaw, 2016***

The Financial Services department gave an overview of the written staff report.

**MOVED** and seconded that Bylaw No. 640, *Property Tax Rate Bylaw, 2016* be read a first time.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that Bylaw No. 640, *Property Tax Rate Bylaw, 2016* be read a second time.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that Bylaw No. 640, *Property Tax Rate Bylaw, 2016* be read a third time.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to direct staff to advertise fourth reading of both Bylaw No. 639, *Five Year Financial Plan Bylaw, 2016* and Bylaw No. 640, *Property Tax Rate Bylaw, 2016*.

**CARRIED UNANIMOUSLY**

**REPORTS REQUIRING ACTION**

**RA-1 Atherly Close Drainage Replacement – Award of Request for Quote**

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

**MOVED** and seconded to approve Wittich Environmental Services as the successful proponent under the request for quotes for the Atherly Close Drainage Replacement project;

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

**CARRIED UNANIMOUSLY**

**REPORTS FOR INFORMATION**

**RI-1 Mayor and Council Reports (Verbal)**

Councillor Reay reported on attending the CREST finance committee. Councillor Reay further reported on the Vancouver Island Regional Library Board's five-year contract with BCGEU, and also plans to extend facility plans to 15 years, thereby reducing costs to municipalities.

Councillor Berger reported on the SEAPARC Land Purchase Referendum taking place on April 30 .

Councillor Kasper reported on the CRD Water Commission's recommendation to implement additional watering restrictions on municipalities, as well as continuing discussions around access to Leech watershed lands. Councillor Kasper also reported on ongoing discussions at the CRD regarding waste handling in the Capital Region. Additionally, Councillor Kasper spoke regarding promoting local conferences similar to one recently held in Port Angeles by the kayaking community, and also regarding a recent delegation at the SEAPARC Board by the local seniors community, who are seeking an interim location for the Sooke Senior's Drop-In Centre.

Councillor Logins reported on ongoing Sooke Community Centre discussions, and specifically about the seniors delegation at SEAPARC. The Sooke Community Centre Advisory Committee plans to attend an upcoming Committee of the Whole meeting for an open dialogue with Council on their next steps. Councillor Logins additionally reported on the Sooke Region Chamber of Commerce awards and the Victoria Family Court and Youth Justice Committee.

Mayor Tait reported that she intends to keep flexible office hours and has notified staff of her upcoming office hours. Mayor Tait encouraged Council to participate in the Sooke Rotary Auction and Spring Fair on Saturday, April 30, as well as the VE Day/Battle of the Atlantic Parade and services at the Legion on Sunday, May 1.

Chief Administrative Officer, Teresa Sullivan, provided an overview of a News Release outlining plans for landscaping the town centre roundabout. Work is planned for early mornings and evenings to avoid traffic disruption.

## **RI-2 Quarterly Fire Department Report**

The Fire Chief gave an overview of the written staff report.

**MOVED** and seconded to receive the Quarterly Fire Department report for information.  
**CARRIED UNANIMOUSLY**

## **RI-3 Park Maintenance Service Agreement (verbal)**

The Chief Administrative Officer gave a verbal update on Park Maintenance Service Agreements and indicated a written report would come forward at an upcoming Council meeting.

## **CORRESPONDENCE FOR INFORMATION**

### **I-1 Information and Correspondence received April 5 – 19, 2016**

**MOVED** and seconded to provide a response to the Request for Letter of Recognition for Retirement of Petty Officer.  
**CARRIED UNANIMOUSLY**

**MOVED** and seconded to proclaim May as Motorcycle Awareness Month.  
**CARRIED UNANIMOUSLY**

**MOVED** and seconded to receive the remaining correspondence received April 5 – 19, 2016 for information.  
**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)(c) labour relations or other employee relations;
- 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

**MOVED** and seconded to adjourn the meeting at 10:55 p.m.  
**CARRIED UNANIMOUSLY**

**Certified Correct:**

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**Mayor**

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**Corporate Officer**



# MEETING MINUTES

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

<b>Committee:</b>	Sooke Program for the Arts Committee		
<b>Date:</b>	April 27, 2016	<b>Call to Order Time:</b>	9:30 am

**Attendees:**

Drew Johnston, Chair	P	Lorna Cospers	P
Councillor Brenda Parkinson	P	Gabryel Joseph, Staff	P
Bob Tully	P	Danica Rice, Staff	A
Brianna Shambrook	P		
Frederique Phillips	P		
John David Russell	P		
Linda Anderson	P		

P-Present, A-Absent, G-Guest

<b>Approval of the Agenda:</b>	Bob Tully (m), Frederique Phillips (s)	<b>Moved</b>	✓	<b>Carried</b>	✓
Amendments	Removal of Visioning Exercise Summary				
<b>Approval of Minutes:</b>	Lorna Cospers (m), Linda Anderson (s)	<b>Moved</b>	✓	<b>Carried</b>	✓
Amendments	none				

<b>Agenda Topic:</b>	Wood Carving Project
<b>Presenter:</b>	Paul Unwin

What is the cost for upkeep? Do you have a proposal prepared? What would it cost to build a model scaled to size. A 3D printer would be able to create a visual.

**Discussion:**

- Life size bald eagle – wood carving
- 3 carvers, 40 feet in diameter – wishing pond, water feature, park setting, memorial stones
- Vision – Incorporate art into Sooke
- Waterfall, heron, town clock, bald eagle
- Totem pole would be nice feature
- Tourist draw – weddings, markets, botanical gardens
- Town beautification
- Identify why we live here
- Community project
- Speaking to all community clubs, Chamber, Council, Rotary, businesses, schools
- Location is important
- Wood carvings around town – Chamber of Commerce, Eve Grove, Lannon Creek Park
- \$200,000 approximately
- Canada 150 – fabulous project – memorial project
- Gabryel to work with Paul.

<b>Agenda Topic:</b>	Working Group Update – Canada 150 Mosaic
<b>Presenter:</b>	John David Russell and Drew Johnston
<b>Discussion:</b>	
<ul style="list-style-type: none"> <li>• Based on research by John – would require additional funding, volunteers, security, space for involvement, storage and handling</li> <li>• Logistical issues – you need space, location, commitment</li> <li>• Acknowledge the support from those that have helped</li> <li>• 5 day event to produce the project – art piece</li> <li>• Private company – 150<sup>th</sup> Anniversary – whether you want this or a different project.</li> <li>• Refund of the deposit \$2500.00</li> <li>• Approximately 23 submissions received</li> <li>• Need a long term plan – development</li> <li>• Short term and long term project</li> </ul>	
<b>Motion:</b>	
<p>Recommend that Council withdraws from the Canada 150 Mosaic project and that staff send a letter to all who submitted artwork and return their renderings.  Drew Johnston (m) Lorna Cospers (s) – <b>CARRIED</b></p>	

<b>Agenda Topic:</b>	Working Group Update - Communities in Bloom
<b>Presenter:</b>	Drew Johnston
<b>Discussion:</b>	
<ul style="list-style-type: none"> <li>• Funding for \$3000.00</li> <li>• Support staff required – 15 to 20 hours per week for 2 months</li> <li>• Council supportive – no staff support – contract out</li> <li>• Time and duties 60 hrs x \$30.00 = \$1800.00</li> <li>• Do we have finances for: <ul style="list-style-type: none"> <li>○ Harbour House – donation</li> <li>○ Chamber – Brenda to confirm</li> <li>○ Sunriver Gardens - \$500.00</li> <li>○ Museum - \$300.00</li> <li>○ Prestige – Brenda to confirm</li> <li>○ SEAPARC – tour</li> </ul> </li> <li>• Proceeding with Communities in Bloom</li> </ul>	

<b>Agenda Topic:</b>	Visioning Exercise Summary
<b>Presenter:</b>	Danica Rice
<b>Discussion:</b>	
<p>Danica not present</p>	

<b>Agenda Topic:</b>	Sooke Program for the Arts Committee Terms of Reference - Revision			
<b>Presenter:</b>	Drew Johnston			
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• Work with developers for artwork inside or outside liaise with the community on new art initiatives</li> <li>• Acquisition of art work</li> <li>• What about graffiti art? Not tagging!</li> <li>• Need to inform the community that it is a respectful project</li> <li>• Do we want to have a separate committee for Heritage.</li> </ul>			
<b>Motion:</b>	<p>Recommend that Council amend the Sooke Program for the Arts Committee Terms of Reference as submitted for consideration.  Drew Johnston (m) Bob Tully (s) – <b>CARRIED</b></p>			
<b>Next Meeting:</b>	Tuesday, May 24, 2016			
<b>Adjournment Time:</b>	11:45 am	<b>Moved</b>	✓	<b>Carried</b> ✓

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Chair

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Corporate Officer







**REQUEST FOR DECISION**  
Regular Council  
Meeting Date: May 9, 2016

To: Teresa Sullivan, Chief Administrative Officer  
From: Financial Services  
Re: **2015 Audited Financial Statements**

**RECOMMENDATION:**

**THAT COUNCIL** receive the DRAFT 2015 Audited Financial Statements for information.

**1. Executive Summary:**

In accordance with the *Community Charter*, the District must prepare annual financial statements in accordance with Generally Accepted Accounting Principles. These statements must be audited by the appointed municipal auditor. The municipal auditor, KPMG, must prepare a report to Council on these financial statements. The draft 2015 Audited Financial Statements are attached to this report and the municipal auditor, KPMG, has attached a draft unqualified audit opinion.

The District must comply with subsections 2 and 3 of section 124 of Part 8 of the *School Act* and section 12(2) of the *Home Owner Grant Act*. The District has engaged the municipal auditor, KPMG, to audit the District's compliance with these *Acts*. While not included as an attachment to this report, staff can report that the municipal auditor, KPMG, will be issuing unqualified opinions for 2015 on these two audits.

**Attached Documents:**

- 1. DRAFT 2015 Audited Financial Statements

Respectfully,

Brent Blackhall, CPA, CA  
Director of Financial Services

Approved for Council Agenda  
  
Development Services  
  
Corporate Services  
  
Financial Services  
  
CAO



***DRAFT*** Financial Statements of

**DISTRICT OF SOOKE**

Year ended December 31, 2015

# DISTRICT OF SOOKE

Financial Statements

***DRAFT***

Year ended December 31, 2015

## Financial Statements

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## **MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS**

The accompanying financial statements of District of Sooke (the "District") are the responsibility of management and have been prepared in compliance with applicable legislation, and in accordance with public sector accounting standards for governments as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in note 1 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The District's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

Mayor and Council meet with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by KPMG LLP, independent external auditors appointed by the District. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the District's financial statements.

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*Chief Administrative Officer*

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*Director of Finance*

# INDEPENDENT AUDITORS' REPORT

*To the Mayor and Councillors of District of Sooke*

We have audited the accompanying financial statements of District of Sooke, which comprise the statement of financial position as at December 31, 2015, the statements of operations, change in net debt and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

## *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

## *Auditors' Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## *Opinion*

In our opinion, the financial statements present fairly, in all material respects, the financial position of District of Sooke as at December 31, 2015, and its results of operations, its change in net debt and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Chartered Professional Accountants

Month DD, YYYY  
Victoria, Canada

# DISTRICT OF SOOKE

Statement of Financial Position

**DRAFT**

December 31, 2015, with comparative information for 2014

	2015	2014
		(restated - note 12)
<b>Financial assets:</b>		
Cash and cash equivalents (note 2)	\$ 12,360,972	\$ 10,402,072
Property taxes receivable	1,424,697	1,588,618
Accounts receivable	319,995	469,383
Other assets (note 10(a))	129,138	125,914
	<u>14,234,802</u>	<u>12,585,987</u>
<b>Financial liabilities:</b>		
Accounts payable and accrued liabilities	5,147,718	2,654,311
Deposits	574,330	824,844
Deferred revenue (note 3)	3,025,214	3,096,215
Employee benefit obligations (note 4)	276,941	193,092
Long-term liabilities (note 5)	6,224,473	6,730,897
	<u>15,248,676</u>	<u>13,499,359</u>
<b>Net debt</b>	(1,013,874)	(913,372)
<b>Non-financial assets:</b>		
Tangible capital assets (note 6)	101,224,468	99,181,516
Prepaid expenses	528,784	444,574
	<u>101,753,252</u>	<u>99,626,090</u>
<b>Accumulated surplus (note 7)</b>	<u>\$ 100,739,378</u>	<u>\$ 98,712,718</u>

Commitments and contingent liabilities (note 10)

The accompanying notes are an integral part of these financial statements.

On behalf of the District:

\_\_\_\_\_  
Director of Finance

# DISTRICT OF SOOKE

Statement of Operations

**DRAFT**

Year ended December 31, 2015, with comparative information for 2014

	Financial Plan (note 11)	2015	2014
Revenue:			
Net taxes available for municipal purposes (note 8)	\$ 6,713,340	\$ 7,363,863	\$ 7,012,071
Sales and user fees	80,496	150,068	66,529
Government transfers (note 9)	900,125	1,029,610	2,778,113
Investment income	100,000	196,862	196,027
Penalties and fines	215,000	210,908	221,198
Licenses and permits	477,562	450,201	486,488
Lease and rental	54,000	50,840	51,363
Donations and contributions	1,061	1,872,917	1,974,221
Developer cost charges	887,209	401,577	1,262,339
Sewer operating revenue	1,970,152	1,972,334	1,906,630
Casino revenue sharing	250,000	244,641	232,936
Total revenue	11,648,945	13,943,821	16,187,915
Expenses:			
General government	2,361,289	2,218,142	2,261,319
Protective services	3,139,471	3,100,838	3,151,596
Engineering	2,665,421	2,705,537	2,752,325
Recreation and culture	399,035	1,115,949	1,002,943
Planning and development	720,321	669,671	705,884
Sewer	2,201,990	2,107,024	2,106,831
Total expenses	11,487,527	11,917,161	11,980,898
Annual surplus	161,418	2,026,660	4,207,017
Accumulated surplus, beginning of year, as restated (note 12)	98,712,718	98,712,718	94,505,701
Accumulated surplus, end of year	\$ 98,874,136	\$ 100,739,378	\$ 98,712,718

The accompanying notes are an integral part of these financial statements.



# DISTRICT OF SOOKE

Statement of Change in Net Debt

**DRAFT**

Year ended December 31, 2015, with comparative information for 2014

	Financial Plan (note 11)	2015	2014
Annual surplus	\$ 161,418	\$ 2,026,660	\$ 4,207,017
Acquisition of tangible capital assets	(4,910,834)	(3,282,284)	(2,262,835)
Developer contributions of tangible capital assets	-	(1,373,037)	(1,964,376)
Amortization of tangible capital assets	2,487,890	2,607,194	2,640,917
Loss on disposal of tangible capital assets	-	975	65,026
Proceeds on disposal of tangible capital assets	-	4,200	35,000
	(2,422,944)	(2,042,952)	(1,486,268)
Acquisition of prepaid expenses	-	(84,210)	(51,121)
Change in net debt	(2,261,526)	(100,502)	2,669,628
Net debt, beginning of year, as restated (note 12)	(913,372)	(913,372)	(3,583,000)
Net debt, end of year	\$ (3,174,898)	\$ (1,013,874)	\$ (913,372)

The accompanying notes are an integral part of these financial statements.

# DISTRICT OF SOOKE

## Statement of Cash Flows

### **DRAFT**

Year ended December 31, 2015, with comparative information for 2014

	2015	2014
Cash provided by (used in):		
<b>Operating activities:</b>		
Annual surplus	\$ 2,026,660	\$ 4,207,017
Items not involving cash:		
Developer contributions of tangible capital assets	(1,373,037)	(1,964,376)
Amortization of tangible capital assets	2,607,194	2,640,917
Loss on disposal of tangible capital assets	975	65,026
Actuarial adjustment on debt	(121,769)	(102,734)
Changes in non-cash operating assets and liabilities:		
Property taxes receivable	163,921	(143,385)
Accounts receivable	149,388	(231,962)
Other assets	(3,224)	(3,547)
Accounts payable and accrued liabilities	2,493,407	166,028
Deposits	(250,514)	144,689
Employee benefit obligations	83,849	9,537
Deferred revenue	(71,001)	(2,692,346)
Prepaid expenses	(84,210)	(51,121)
	5,621,639	2,043,743
<b>Capital activities:</b>		
Acquisition of tangible capital assets	(3,282,284)	(2,262,835)
Proceeds on disposal of tangible capital assets	4,200	35,000
	(3,278,084)	(2,227,835)
<b>Financing activities:</b>		
Debt payments	(384,655)	(382,539)
Increase (decrease) in cash and cash equivalents	1,958,900	(566,631)
Cash and cash equivalents, beginning of year	10,402,072	10,968,703
Cash and cash equivalents, end of year	\$ 12,360,972	\$ 10,402,072
Supplemental cash flow information:		
Cash paid for interest	\$ 433,108	\$ 437,896
Cash received from interest	144,368	162,270

The accompanying notes are an integral part of these financial statements.

# DISTRICT OF SOOKE

Notes to Financial Statements

**DRAFT**

Year ended December 31, 2015

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District of Sooke (the "District") is a municipality in the Province of British Columbia and operates under the provisions of the Local Government Act and the Community Charter of British Columbia.

The District provides municipal services such as fire, public works, engineering, planning, parks, recreation, community development, and other general government operations.

## **1. Significant accounting policies:**

The financial statements of the District are prepared by management in accordance with Canadian public sector accounting standards for governments as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada. Significant accounting policies adopted by the District are as follows:

### **(a) Reporting entity:**

The financial statements include a combination of all the assets, liabilities, accumulated surplus, revenues and expenses of all of the District's activities and funds. Inter-departmental balances and organizational transactions have been eliminated.

The District does not control any significant external entities and accordingly no entities have been consolidated with the financial statements.

### **(b) Basis of accounting:**

The District follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

### **(c) Government transfers:**

Government transfers without stipulations restricting their use are recognized in the financial statements as revenue in the period in which the transfers are authorized, any eligibility criteria are met, and reasonable estimates of the amounts can be made. Government transfers with stipulations restricting their use are recognized in the financial statements as revenues in the period in which the eligible expenditures are incurred, providing they are authorized and eligibility criteria are met.

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2015

---

## 1. Significant accounting policies (continued):

### (d) Deferred revenue:

Deferred revenue includes grants, contributions and other amounts received from third parties pursuant to legislation, regulation and agreement which may only be used in certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed, or the tangible capital assets are acquired, thereby extinguishing the related liability.

Development cost charges are amounts which are restricted by government legislation or agreement with external parties. When qualifying expenditures are incurred development cost charges are recognized as revenue in amounts which equal the associated expenses.

### (e) Property tax revenue:

Property tax revenue is recognized on the accrual basis using the approved tax rates and the anticipated assessment related to the current year.

### (f) Investment income:

Investment income is reported as revenue in the period earned. When required by the funding government or related legislation, investment income earned on deferred revenue is added to the investment and forms part of the deferred revenue balance.

### (g) Deposits:

Receipts restricted by third parties are deferred and reported as deposits under certain circumstances. Deposits are returned when the third party meets their obligations or the deposits are recognized as revenue when qualifying expenditures are incurred.

### (h) Cash and cash equivalents:

Cash and cash equivalents include investments in the Municipal Finance Authority of British Columbia ("MFA") Money Market Funds and are recorded at cost plus earnings reinvested in the funds.

### (i) Long-term debt:

Long-term debt is recorded net of related payments and actuarial earnings.

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2015

---

## 1. Significant accounting policies (continued):

### (j) Employee future benefits:

The District and its employees make contributions to the Municipal Pension Plan. These contributions are expensed as incurred.

Sick leave and other retirement benefits are also available to the District's employees. The costs of these benefits are determined based on service and best estimates of retirement ages and expected future salary and wage increases. The obligations under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits.

### (k) Non-financial assets (continued)::

Non financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

#### (i) Tangible capital assets

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land, are amortized on a straight line basis over their estimated useful lives as follows:

Asset	Useful life - years
Land improvements	10 - 50
Buildings	25 - 40
Equipment, furniture and vehicles	4 - 25
Roads and sidewalks	25 - 75
Storm sewer	60
Sanitary sewer	25 - 60

Amortization is charged annually, including in the year of acquisition and disposal. Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets are written down when conditions indicate that they no longer contribute to the District's ability to provide goods and services, or when the value of the future economic benefits associated with the asset are less than the book value of the asset.

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2015

---

## 1. Significant accounting policies (continued):

### (k) Non-financial assets (continued):

#### (ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

#### (iii) Works of art and cultural and historic assets

Works of art and cultural and historic assets are not recorded as assets in these financial statements.

#### (iv) Interest capitalization

The District does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

#### (v) Leased tangible capital assets

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

### (l) Use of estimates:

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Significant estimates include assumptions used in estimating historical cost and useful lives of tangible capital assets and estimating provisions for accrued liabilities including employee future benefits. Actual results could differ from these estimates.

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2015

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## 1. Significant accounting policies (continued):

(m) Adoption of new accounting policy:

The District adopted Public Sector Accounting Board Standard PS 3260 Liability for Contaminated Sites effective January 1, 2015. Under PS 3260, contaminated sites are defined as the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard. This Standard relates to sites that are not in productive use and sites in productive use where an unexpected event resulted in contamination. The District adopted this standard on a retroactive basis and there were no adjustments as a result of the adoption of this standard.

## 2. Cash and cash equivalents:

	2015	2014
Bank deposits	\$ 1,092,839	\$ 1,215,930
Municipal Finance Authority Money Market Funds	11,268,133	9,186,142
	<u>\$ 12,360,972</u>	<u>\$ 10,402,072</u>

## 3. Deferred revenue:

	2015	2014
Development cost charges	\$ 2,986,428	\$ 2,987,701
Other deferred revenue	38,786	108,514
<b>Total deferred revenue</b>	<u><b>\$ 3,025,214</b></u>	<u><b>\$ 3,096,215</b></u>

Included in other deferred revenue are grants received by the District for business licenses, building permits, emergency planning and West Nile assistance.

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2015

### 3. Deferred revenue (continued):

#### Development Cost Charges

	2015	2014
Opening balance of unspent funds	\$ 2,987,701	\$ 3,807,570
Add:		
Development cost charges during the year	384,720	420,267
Interest earned	15,584	22,203
	400,304	442,470
Less amount recorded as revenue	(401,577)	(1,262,339)
	\$ 2,986,428	\$ 2,987,701

In accordance with Bylaw 408, development cost charges were reduced by \$nil in 2015 (2014 - \$nil).

### 4. Employee benefit obligations:

	2015	2014
Accrued vacation	\$ 52,444	\$ 70,336
Other contract obligations	224,497	122,756
	\$ 276,941	\$ 193,092

Employee benefit obligations represent accrued benefits as at December 31, 2015. Accrued vacation is the amount of vacation entitlement carried forward into the next year. Other contract obligations include banked overtime payable to the District's employees, accumulated sick leave banks and retirement benefits for possible drawdown at future dates. These sick leave entitlements may only be used while employed by the District and are not paid out upon retirement or termination of employment.



# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2015

## 4. Employee benefit obligations (continued):

### Municipal Pension Plan

The District and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trusted pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. The plan has about 185,000 active members and approximately 80,000 retired members. Active members include approximately 37,000 contributors from local government.

The latest valuation as at December 31, 2012 indicated a \$1,370 million funding deficit for basic pension benefits. The next valuation will be December 31, 2015 with results available later in 2016.

Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution plan accounting). This is because the Plan record accrued liabilities and accrued assets for the Plan in aggregate, with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the Plan.

The District paid \$245,429 (2014 - \$226,037) for employer contributions to the Plan in fiscal 2015, while employees contributed \$204,249 (2014 - \$190,960) to the plan in fiscal 2015.

## 5. Long-term liabilities:

	2015	2014
Tax supported debt bearing interest at 6.75% and matures in 2017 (municipal hall and fire hall)	\$ 156,203	\$ 226,977
Tax supported debt bearing interest at 4.52% and matures in 2027 (ladder truck)	420,642	448,686
Debenture debt for sewer capital project bearing interest at 4.43% and matures in 2026	5,647,628	6,055,234
<b>Long-term liabilities</b>	<b>\$ 6,224,473</b>	<b>\$ 6,730,897</b>

### (a) Debenture debt:

The loan agreements with the Capital Regional District ("CRD") and the MFA provide that if, at any time, the scheduled payments provided for in the agreements are not sufficient to meet the MFA's obligations in respect of such borrowings, the resulting deficiency becomes a liability of the District.

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2015

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## 5. Long-term liabilities (continued):

(a) Debenture debt (continued):

The District issues its debentures through the MFA. Debentures are issued on a sinking fund basis, whereby the MFA invests the District's principal payments so that the payments, plus investment income, will equal the original outstanding debt amount at the end of the repayment period. The gross value of debenture debt at December 31, 2015 and 2014 is \$9,417,101.

(b) The principal payments required on the District's long-term debt during each of the next five years are as follows:

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	Total
2016	\$ 391,794
2017	396,894
2018	316,243
2019	316,243
2020	316,243

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(c) Total interest expense on long-term debt for the year ending December 31, 2015 amounted to \$433,054 (2014 - \$437,529).

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2015

## 6. Tangible capital assets:

	Land		Buildings	Equipment, furniture and vehicles		Roads and sidewalks	Storm sewer	Sanitary sewer	Work in progress	Total 2015	Total 2014
	Land improvements	Land									
Balance, beginning of year	\$28,843,405	5,349,441	3,970,293	4,189,028	47,673,273	10,899,814	25,780,744	2,201,059	\$128,907,057	\$124,867,726	
Additions	1,300,995	614,582	-	75,225	1,522,344	179,624	141,968	2,800,433	6,635,171	4,234,127	
Disposals	-	-	-	(8,467)	-	-	-	(1,979,850)	(1,988,317)	(194,796)	
Balance, end of year	30,144,400	5,964,023	3,970,293	4,255,786	49,195,617	11,079,438	25,922,712	3,021,642	133,553,911	128,907,057	
<b>Accumulated amortization:</b>											
Balance, beginning of year	-	1,932,294	2,030,912	2,324,501	18,582,901	1,039,687	3,815,246	-	29,725,541	27,172,478	
Disposals	-	-	-	(3,292)	-	-	-	-	(3,292)	(87,854)	
Amortization	-	204,019	138,664	198,587	1,445,087	141,667	479,170	-	2,607,194	2,640,917	
Balance, end of year	-	2,136,313	2,169,576	2,519,796	20,027,988	1,181,354	4,294,416	-	32,329,443	29,725,541	
<b>Net book value, end of year</b>											
	\$30,144,400	3,827,710	1,800,717	1,735,990	29,167,629	9,898,084	21,628,296	3,021,642	\$101,224,468	\$99,181,516	

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2015

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## 6. Tangible capital assets (continued):

### (a) Work in progress:

Work in progress having a value of \$3,021,642 (2014 - \$2,201,059) have not been amortized. Amortization of these assets will commence when the asset is available for service.

### (b) Contributed tangible capital assets:

Contributed tangible capital assets have been recognized at fair market value at the date of contribution. The value of contributed capital assets received during the year is \$1,373,037 (2014 - \$1,964,376) comprised of land (\$942,325), land improvements (\$70,300) roads and sidewalks (\$210,956), storm sewer (\$76,540) and sanitary sewer (\$72,916).

### (c) Tangible capital assets disclosed at nominal values:

Where an estimate of fair value could not be made, the tangible capital asset has been recognized at a nominal value.

### (d) Works of art and historical treasures:

The District manages and controls various works of art and non-operational historical cultural assets including buildings, artifacts, paintings and sculptures located at District sites and public display areas. These assets are not recorded as tangible capital assets and are not amortized.

### (e) Write-down of tangible capital assets:

No write-down of tangible capital assets occurred during the year.

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2015

## 7. Accumulated surplus:

Accumulated surplus consists of individual fund surplus and reserves and reserve funds as follows:

	2015	2014
<b>Surplus:</b>		
Equity in tangible capital assets	\$ 94,999,995	\$ 92,120,139
Operating Fund	2,454,480	2,622,085
<b>Total surplus</b>	<b>97,454,475</b>	<b>94,742,224</b>
<b>Reserve Funds:</b>		
Gas Tax Reserve	409,373	1,705,698
Fire Equipment Reserve	106,970	63,257
Parkland Reserve	205,742	204,672
Land (Non-park) Reserve	5,543	115,184
Casino Revenue Reserve	212,365	632,241
Capital Improvement Financing Reserve	42,678	50,422
SPA Revenue Reserve	48,104	41,120
Capital Works Reserve	52,705	176,589
Emergency Road Repair / Snow Removal Reserve	183,723	182,767
Carbon Tax Rebate Reserve	3,509	1,750
Community Amenities Reserve	112,156	54,029
Risk Management Reserve	30,870	30,870
Property Tax Stabilization Reserve	51,000	51,000
Revenue Smoothing Reserve	71,000	5,000
Capital Asset Replacement Reserve	657,753	312,912
Future Sewer Expenditures Reserve	310,993	135,248
Seniors/Youth Centre Reserve	100,000	-
Playing Field Reserve	400,826	-
Future Policing Costs Reserve	43,869	-
Future Road Liabilities Reserve	169,095	142,948
Harbour Park Reserve	18,998	17,156
Marine Boardwalk Reserve	5,520	5,520
Banner Contributions Reserve	500	500
Knott / Demamiel Watershed Reserve	6,700	6,700
Street Lighting Reserve	4,000	4,000
Frontage Improvements Reserve	30,911	30,911
<b>Total reserve funds</b>	<b>3,284,903</b>	<b>3,970,494</b>
	<b>\$100,739,378</b>	<b>\$ 98,712,718</b>

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2015

## 8. Taxation:

As well as taxes for its own purposes, the District is required to collect taxes on behalf of, and transfer these amounts to, the government agencies noted below. Taxes levied over or under the amounts requisitioned are recorded as accounts payable or receivable.

	2015	2014
Taxes:		
Property tax	\$ 15,981,720	\$ 15,551,114
Payments in lieu of taxes	38,532	39,549
1% Utility tax	144,547	141,387
	<u>16,164,799</u>	<u>15,732,050</u>
Less taxes levied on behalf of:		
Provincial government - school taxes	4,684,038	4,664,968
Capital Regional District	2,679,427	2,602,277
Capital Regional Hospital District	663,172	675,142
Municipal Finance Authority	443	436
BC Assessment Authority	136,433	139,539
BC Transit Authority	637,423	637,617
	<u>8,800,936</u>	<u>8,719,979</u>
Net taxes available for municipal purposes	<u>\$ 7,363,863</u>	<u>\$ 7,012,071</u>

## 9. Government transfers:

The Government transfers reported on the statement of operations and accumulated surplus are:

	2015	2014
Provincial Small Community Protection	\$ 362,218	\$ 241,538
Provincial Traffic Fine Revenue	98,758	60,819
Multi-use Trail Grants	19,572	305,427
Gas Tax Agreement Funds	517,456	2,142,273
Other	31,606	28,056
Total revenue	<u>\$ 1,029,610</u>	<u>\$ 2,778,113</u>

## 10. Commitments and contingent liabilities:

In the normal course of business, the District enters into commitments for both capital and operational expenses. These commitments have been budgeted for within the appropriate annual financial plan and have been approved by Council.

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2015

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## 10. Commitments and contingent liabilities (continued):

(a) Municipal Finance Authority debt reserve fund deposits:

Under borrowing arrangements with the MFA, the District is required to lodge security by means of demand notes and interest-bearing cash deposits based on the amount of the borrowing. As a condition of these borrowings, a portion of the debenture proceeds is withheld by the MFA as a debt reserve fund. These deposits totaling \$129,138 (2014 - \$125,914) are included in the District's financial assets as other assets and are held by the MFA as security against the possibility of debt repayment default. If the debt is repaid without default, the deposits are refunded to the District. At December 31, 2015 there were contingent demand notes of \$272,296 (2014 - \$272,296) which are not included in the financial statements of the District.

(b) The CRD debt, under the provision of the Local Government Act, is a direct, joint and several liability of the CRD and each member municipality within the CRD, including the District.

(c) The District is a shareholder and member of the Capital Regional Emergency Service Telecommunications ("CREST") Incorporated whose services provide centralized emergency communications, and related public safety information services to municipalities, regional districts, the provincial and federal governments and their agencies, and emergency service organizations throughout the Greater Victoria region and the Gulf Islands. Members' obligations to share in funding ongoing operations and any additional costs relating to capital assets are to be contributed pursuant to a Members' Agreement.

(d) As part of the normal course of business, the District has entered into various agreements and contracts for services with periods ranging up to five years. These amounts will be recorded in the accounts in the period that the goods and services are received.

(e) The District entered into a long-term contract with the Royal Canadian Mounted Police for the provision of police services effective April 1, 2002. Under the terms of this contract, the District is responsible for 70% of policing costs. The 2016 estimated cost of this contract is \$1,702,497.

(f) The District has entered into an agreement with its sewer utility operator which expires on September 30, 2016. Annual operating fees are estimated at \$1,138,489 in 2016. Operating fees for the 2014 - 2016 period will be determined based on budgets established from the base operating fees in 2011 - 2012.

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2015

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## 10. Commitments and contingent liabilities (continued):

- (g) The District is a defendant in various lawsuits. The District records an accrual in respect of legal claims that are likely to be successful and for which a liability amount is reasonably determinable. The remaining claims, should they be successful as a result of litigation, will be recorded when a liability is likely and determinable. The District is covered through an independent insurance program against certain claims.

The District is self-insured for general liability claims through membership in the Municipal Insurance Association of British Columbia, a reciprocal insurance exchange. Under this program, member municipalities jointly share claims against any member in excess of their deductible. Should the Association pay out claims in excess of premiums received, it is possible that the District, along with the other participants, would be required to contribute towards the deficit. The District's deductible is \$10,000.

## 11. Financial plan data:

The financial plan data presented in these financial statements is based upon the 2015 operating and capital financial plans approved by Council on May 11, 2015. The following reconciles the approved financial plan to the figures reported in these financial statements.

	Financial plan amount
Revenues:	
Financial plan, as approved by Council	\$ 18,961,974
Less:	
Transfers from other funds	(4,825,139)
Amortization offset	(2,487,890)
Total revenue	11,648,945
Expenses:	
Financial plan, as approved by Council	18,961,974
Less:	
Capital expenditures	(4,910,834)
Transfer to other reserves	(2,158,625)
Debt principal payments	(404,987)
Total expenses	11,487,527
Annual surplus	\$ 161,418

The annual surplus above represents the planned results of operations prior to budgeted transfers between reserve funds, debt repayments and capital expenditures.



# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2015

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## 12. Restatement of comparative information:

Certain comparative figures have been corrected to adjust balances previously classified as deferred revenue and accounts payable to surplus reserve accounts. The impact of this adjustment is a reduction in deferred revenue and accounts payable of \$336,238 and a corresponding increase in opening accumulated surplus in fiscal 2014.

## 13. Segmented information:

The District is a diversified municipal organization that provides a wide range of services to its citizens. For management reporting purposes, the District's operations and activities are organized and reported by service areas. Municipal services are provided by departments and their activities are reported in these service areas. Service areas that have been separately disclosed in the segmented information, along with the services they provide, are as follows:

(a) General Government:

General government is comprised of Corporate Services, Finance, Human Resources and Information Technology. This segment also includes any other functions categorized as non-departmental.

(b) Protective services:

Protective services is comprised of three different functions, including the District's emergency management, fire, and police services. The emergency management agency prepares the District to be more prepared and able to respond to, recover from, and be aware of, the devastating effects of a disaster or major catastrophic event that will impact the community. The fire department is responsible for providing critical, life-saving services in preventing or minimizing the loss of life and property from fire and natural or man-made emergencies. Policing services are provided to the District under a long term agreement with the Royal Canadian Mounted Police.

(c) Engineering:

The Engineering Department is responsible for the planning, design and construction of the District's infrastructure. This department, working closely with the Planning Department, ensures that the District is developed in a fashion consistent with the Official Community Plan while at the same time making sure that good engineering practices are maintained.

(d) Recreation and culture:

Recreation and culture is responsible for the construction and maintenance of the District's parks and greenspaces. This includes formal parks such as Ed Macgregor Park and the Marine Boardwalk, local play parks and numerous natural areas such as Whiffin Spit Park.

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

**DRAFT**

Year ended December 31, 2015

---

## 13. Segmented information (continued):

(e) Planning and development:

Development work to achieve the District's community planning goals and economic development through the official community plan, and other policy initiatives. This segment also includes the municipal Geographic Information System function which provides mapping and property information to District of Sooke staff and to the public.

(f) Sewer:

The sewer protects the environment and human health from the impacts of liquid wastes generated as a result of human occupation and development in the District.

Certain allocation methodologies have been employed in the preparation of the segmented financial information. The General Fund reports on municipal services that are funded primarily by taxation such as property taxes and other tax revenues. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in note 1.

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2015

## 13. Segmented information (continued):

2015	General Government	Protective Services	Engineering	Recreation and culture	Planning and development	Sewer	Total
<b>Revenue:</b>							
Taxation	\$ 7,363,863	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,363,863
User charges	361,588	326,401	147,413	-	132,523	2,268,004	3,235,929
Government transfers	250,090	460,976	563,185	-	-	-	1,274,251
Investment income	196,862	-	-	-	-	-	196,862
Other	-	-	1,872,917	-	-	-	1,872,917
<b>Total revenue</b>	<b>8,172,403</b>	<b>787,377</b>	<b>2,583,515</b>	<b>-</b>	<b>132,523</b>	<b>2,268,004</b>	<b>13,943,822</b>
<b>Expenses:</b>							
Salaries and wages	1,144,139	933,994	713,415	-	437,964	-	3,229,512
Contracted and general services	242,355	1,569,163	421,704	911,930	224,321	1,073,207	4,442,680
Supplies and materials	645,760	355,880	125,331	-	7,386	23,140	1,157,497
Interest and bank charges	47,224	43,214	-	-	-	389,840	480,278
Amortization	138,664	198,587	1,445,087	204,019	-	620,837	2,607,194
<b>Total expenses</b>	<b>2,218,142</b>	<b>3,100,838</b>	<b>2,705,537</b>	<b>1,115,949</b>	<b>669,671</b>	<b>2,107,024</b>	<b>11,917,161</b>
<b>Annual surplus (deficit)</b>	<b>\$ 5,954,261</b>	<b>\$ (2,313,461)</b>	<b>\$ (122,022)</b>	<b>\$ (1,115,949)</b>	<b>\$ (537,148)</b>	<b>\$ 160,980</b>	<b>\$ 2,026,661</b>

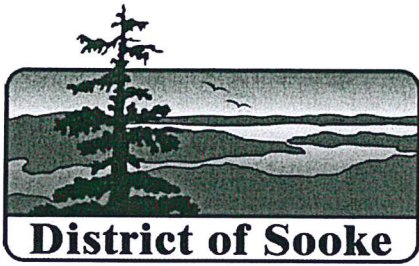
# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2015

## 13. Segmented information (continued):

2014	General Government	Protective Services	Engineering	Recreation and culture development	Planning and development	Sewer	Total
<b>Revenue:</b>							
Taxation	\$ 7,012,071	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,012,071
User charges	341,637	356,258	998,523	-	97,105	2,201,024	3,994,547
Government transfers	232,936	302,357	2,475,756	-	-	-	3,011,049
Investment income	196,027	-	-	-	-	-	196,027
Other	-	-	1,974,221	-	-	-	1,974,221
<b>Total revenue</b>	<b>7,782,671</b>	<b>658,615</b>	<b>5,448,500</b>	<b>-</b>	<b>97,105</b>	<b>2,201,024</b>	<b>16,187,915</b>
<b>Expenses:</b>							
Salaries and wages	1,102,356	849,318	706,250	-	484,673	-	3,142,597
Contracted and general services	261,046	1,737,782	392,796	815,953	209,958	1,084,517	4,502,052
Supplies and materials	725,681	288,326	175,113	-	11,253	17,635	1,218,008
Interest and bank charges	33,570	53,914	-	-	-	389,840	477,324
Amortization	138,666	222,256	1,478,166	186,990	-	614,839	2,640,917
<b>Total expenses</b>	<b>2,261,319</b>	<b>3,151,596</b>	<b>2,752,325</b>	<b>1,002,943</b>	<b>705,884</b>	<b>2,106,831</b>	<b>11,980,898</b>
<b>Annual surplus (deficit)</b>	<b>\$ 5,521,352</b>	<b>\$ (2,492,981)</b>	<b>\$ 2,696,175</b>	<b>\$ (1,002,943)</b>	<b>\$ (608,779)</b>	<b>\$ 94,193</b>	<b>\$ 4,207,017</b>



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

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## 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: May 2/16 REQUESTED MEETING DATE: May 9/16

NAME: Terrance martin

ORGANIZATION NAME (if applicable): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

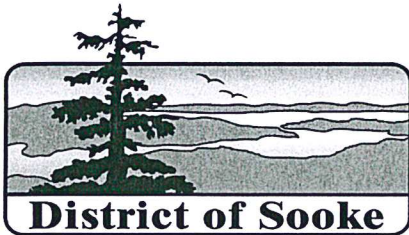
CONTACT NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TOPIC: Boat Launch operations Contract

AUDIO/VISUAL NEEDS (if any): \_\_\_\_\_





File No. 3900-01

**REQUEST FOR DECISION**  
Regular Council  
Meeting Date: May 9, 2016

To: Teresa Sullivan, Chief Administrative Officer  
From: Corporate Services Department  
Re: **Bylaw No. 633, Zoning Amendment Bylaw (600-23) – 7105 Grant Road West**

**RECOMMENDATION:**

**THAT COUNCIL** adopt Bylaw No. 633, *Zoning Amendment Bylaw (600-23) – 7105 Grant Road West*

On March 29, 2016, Council gave first and second reading to Bylaw No. 633 to amend *Bylaw No. 600, Sooke Zoning Bylaw, 2013* for the purpose of amending the zoning on the property legally described as Lot B, Section 1, Sooke District, Plan VIP58124 from Rural Residential Zone (RU4) to Small Lot Residential Zone (R3).

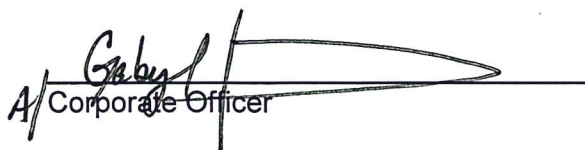
Council received public input at a Public Hearing held on April 25, 2016. At the same meeting, Council gave third reading to Bylaw No. 633.

The Ministry of Transportation and Infrastructure approved Bylaw No 633 in writing in accordance with section 52(3) of the *Transportation Act* on May 4, 2016.

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

**Attached Documents:**

1. Bylaw No. 633 at third reading

  
A/ Corporate Officer

Approved for Council Agenda:

  
Development Services

  
Corporate Services

  
Financial Services

  
CAO







## DISTRICT OF SOOKE

### BYLAW No. 633

---

A bylaw to amend Bylaw No. 600, *Sooke Zoning Bylaw, 2013* for the purpose of amending the zoning on the property legally described as Lot B, Section 1, Sooke District, Plan VIP58124 from Rural Residential Zone (RU4) to Small Lot Residential Zone (R3).

---

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

1. This bylaw is cited as *Zoning Amendment Bylaw (600-23)*.
2. Bylaw No. 600, *Sooke Zoning Bylaw, 2013* is amended in **Schedule A** by changing the zoning on the property legally described as Lot B, Section 1, Sooke District, Plan VIP58124 as shown outlined in black and hatched on Schedule A from Rural Residential Zone (RU4) to Small Lot Residential Zone (R3).

Introduced and read a first time the 29<sup>th</sup> day of March, 2016.

Read a second time the 29<sup>th</sup> day of March, 2016.

Public hearing held the 25<sup>th</sup> day of April, 2016.

Read a third time the 25<sup>th</sup> day of April, 2016.

Approved by Ministry of Transportation and Infrastructure the 4th day of May, 2016.

Adopted on the      day of      , 2016.

Certified by:

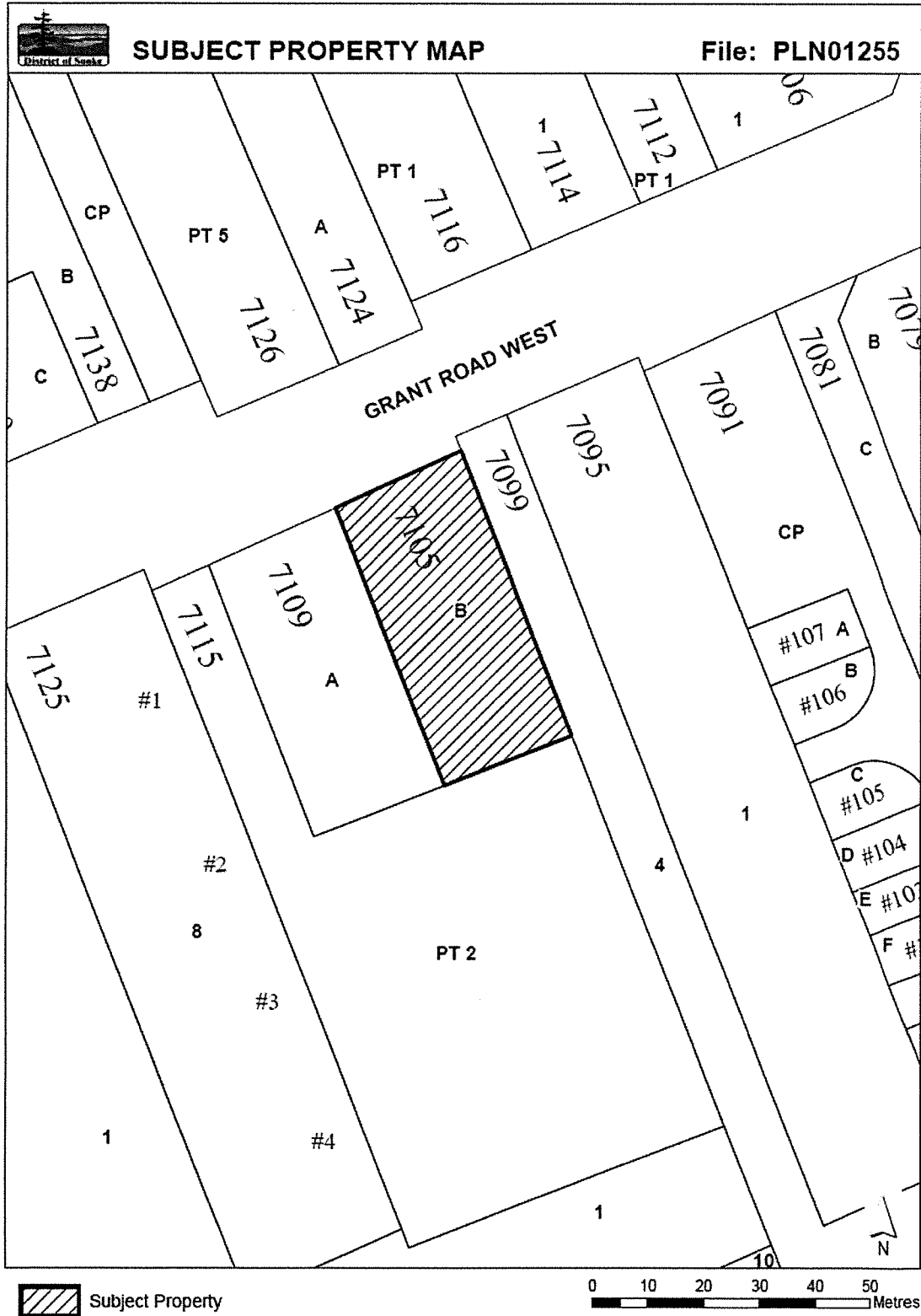
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Maja Tait  
Mayor

---

Gabryel Joseph  
Acting Corporate Officer

**SCHEDULE A**





File No. 3900-01

**REQUEST FOR DECISION**  
Regular Council  
Meeting Date: May 9, 2016

To: Teresa Sullivan, Chief Administrative Officer  
From: Corporate Services Department

Re: **Bylaw No. 637, Zoning Amendment Bylaw (600-23) – 7109 Grant Road West**

**RECOMMENDATION:**

**THAT COUNCIL** adopt Bylaw No. 637, *Zoning Amendment Bylaw (600-23) – 7109 Grant Road West*

On March 29, 2016, Council gave first and second reading to Bylaw No. 637 to amend *Bylaw No. 600, Sooke Zoning Bylaw, 2013* for the purpose of amending the zoning on the property legally described as Lot B, Section 1, Sooke District, Plan VIP58124 from Rural Residential Zone (RU4) to Small Lot Residential Zone (R3).

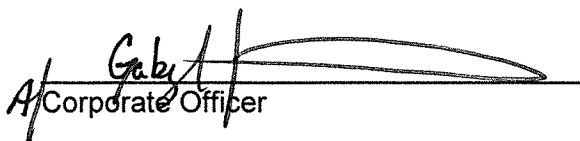
Council received public input at a Public Hearing held on April 25, 2016. At the same meeting, Council gave third reading to Bylaw No. 637.

The Ministry of Transportation and Infrastructure approved Bylaw No 637 in writing in accordance with section 52(3) of the *Transportation Act* on May 4, 2016.

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

**Attached Documents:**

- 1. Bylaw No. 637 at third reading

  
Corporate Officer

Approved for Council Agenda:

Development Services

Corporate Services

Financial Services

CAO





## DISTRICT OF SOOKE

### BYLAW No. 637

---

A bylaw to amend Bylaw No. 600, *Sooke Zoning Bylaw, 2013* for the purpose of amending the zoning on the property legally described as Lot A, Section 1, Sooke District, Plan VIP58124 from Rural Residential Zone (RU4) to Small Lot Residential Zone (R3).

---

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

1. This bylaw is cited as *Zoning Amendment Bylaw (600-25)*.
2. Bylaw No. 600, *Sooke Zoning Bylaw, 2013* is amended in **Schedule A** by changing the zoning on the property legally described as Lot A, Section 1, Sooke District, Plan VIP58124 as shown outlined in black and hatched on Schedule A from Rural Residential Zone (RU4) to Small Lot Residential Zone (R3).

Introduced and read a first time the 29<sup>th</sup> day of March, 2016.

Read a second time the 29<sup>th</sup> day of March, 2016.

Public hearing held the 25<sup>th</sup> day of April, 2016.

Read a third time the 25<sup>th</sup> day of April, 2016.

Approved by Ministry of Transportation and Infrastructure the 4th day of May, 2016.

Adopted on the      day of      , 2016.

Certified by:

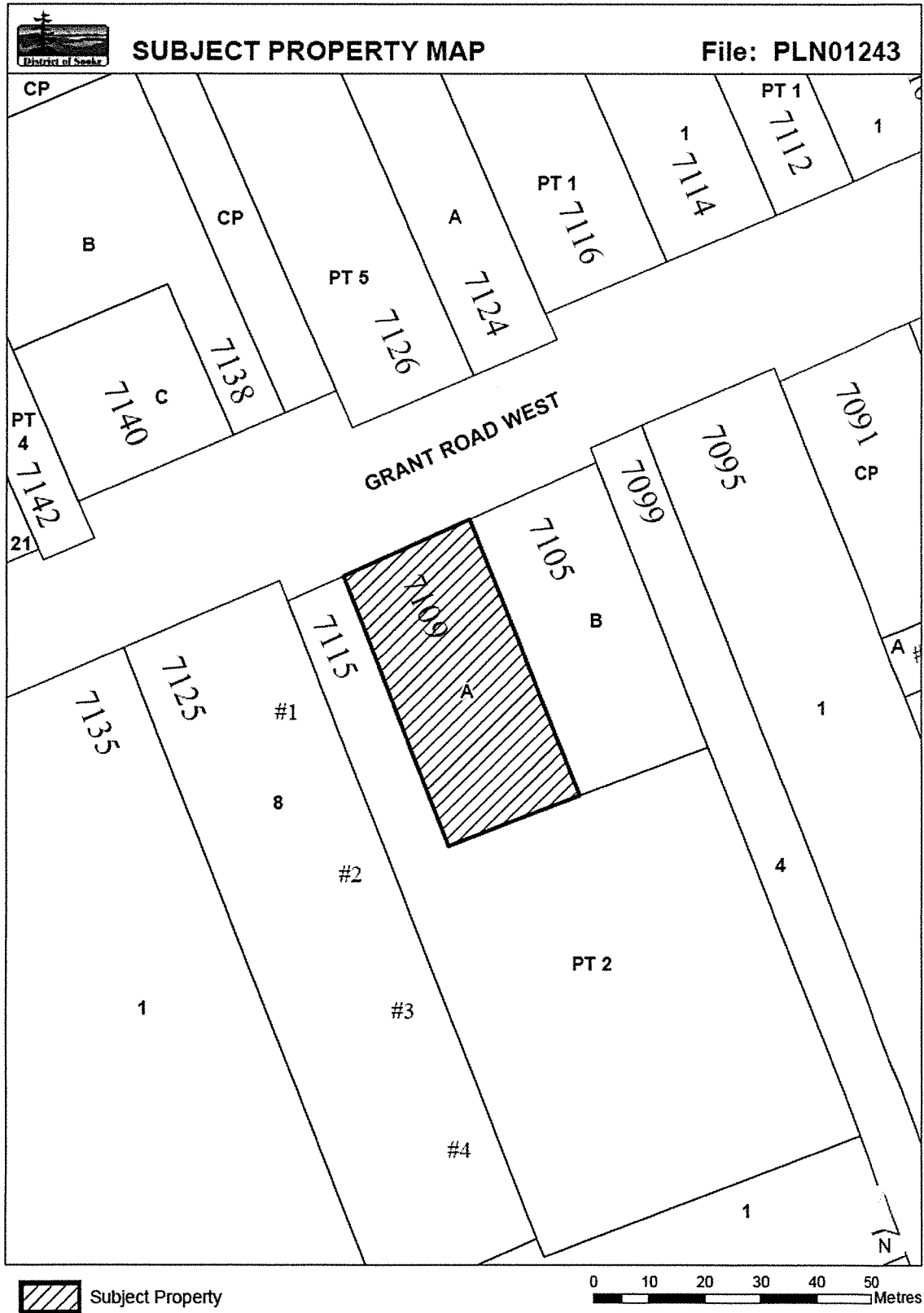
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Maja Tait  
Mayor

---

Gabryel Joseph  
Acting Corporate Officer

**SCHEDULE A**





File No. 3900-01

**REQUEST FOR DECISION**  
Regular Council  
Meeting Date: May 9, 2016

To: Teresa Sullivan, Chief Administrative Officer  
From: Corporate Services Department

Re: **Bylaw No. 635, Sooke Core Sewer Specified Area Amendment Bylaw (147-24) – Sooke Core Sewer Specified Area Proposed Boundary Adjustment for 7105 and 7109 Grant Road West**

**RECOMMENDATION:**

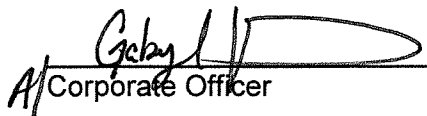
**THAT COUNCIL** adopt Bylaw No. 635, *Sooke Core Sewer Specified Area Amendment Bylaw (147-24) – Sooke Core Sewer Specified Area Proposed Boundary Adjustment for 7105 and 7109 Grant Road West.*

On March 29, 2016, Council gave first, second and third reading to Bylaw No. 635 to amend the *Sooke Core Sewer Specified Area Bylaw, 2003* to enlarge the community sewer system service area to include parcels located at 7105 and 7109 Grant Road West.

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

**Attached Documents:**

- 1. Bylaw No. 635 at third reading

  
Corporate Officer

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







## DISTRICT OF SOOKE

### BYLAW No. 635

---

A bylaw to amend *Sooke Core Sewer Specified Area Bylaw, 2003* to enlarge the community sewer system service area to include parcels located at 7105 and 7109 Grant Road West.

---

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

1. This Bylaw is cited as *Sooke Core Sewer Specified Area Amendment Bylaw (147-26)*.
2. Bylaw No. 147, *Sooke Core Sewer Specified Area Bylaw, 2003* is amended in Schedule A by adding to the Sooke Core Sewer Specified Area the parcels shown outlined in black and hatched on Schedule A to this bylaw and legally described as:

(PID 018-605-559) Lot A, Section 1, Sooke District, Plan VIP58124 (also known as 7109 Grant Road West)

And

(PID 018-605-567) Lot B, Section 1, Sooke District, Plan VIP58124 (also known as 7105 Grant Road West)

Petition certified sufficient and valid the 8<sup>th</sup> day of March, 2016.

Introduced and read a first time the 29<sup>th</sup> day of March, 2016.

Read a second time the 29<sup>th</sup> day of March, 2016.

Read a third time the 29<sup>th</sup> day of March, 2016.

Adopted on the        day of        , 2016.

Certified by:

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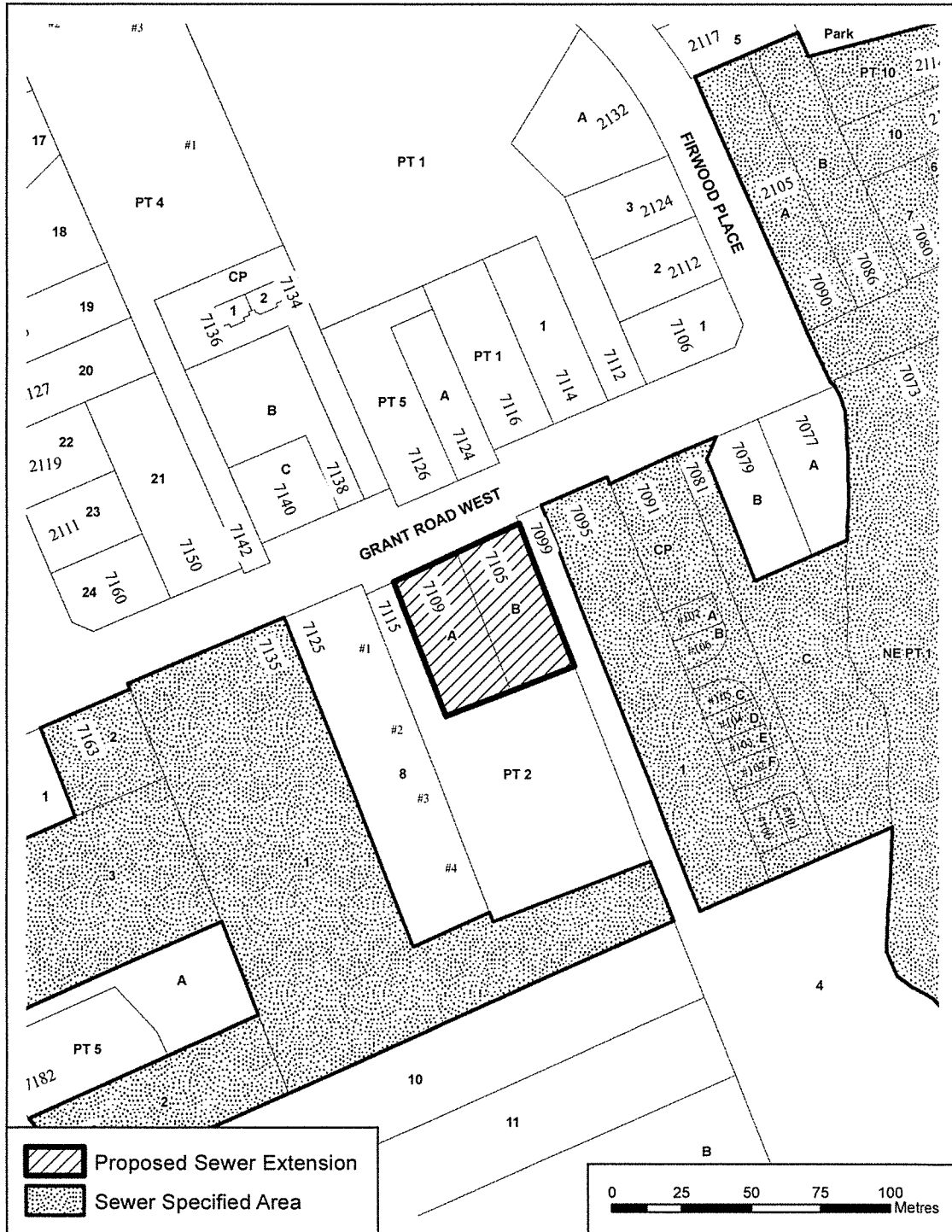
Maja Tait  
Mayor

---

Gabryel Joseph  
Acting Corporate Officer

## SCHEDULE A

### 7105 and 7109 Grant Road West



Petition attached for reference purposes only

District of Sooke  
FEB 17 2016  
Received

*PETITION FOR LOCAL AREA SERVICE  
and  
enlargement of the Sooke Core Sewer Specified Area (local service area)  
under the provisions of the Community Charter*

To the Corporate Officer,

By signing this petition, I propose that the Council of the District of Sooke provide my property (described below) with the community sewer system local area service by enlarging the Sooke Core Sewer Specified Area established by Bylaw No. 147, *Sooke Core Sewer Specified Area Bylaw, 2003*, as amended.

Property Civic Address: 7105 + 7109 Grand Rd

Property Legal Description: Lot B Section 1 Plan V1758124 + Lot A Section 1 Plan V1758124

*Service and Boundaries of Local Service Area*

The community sewer system service means a sewage collection system, treatment facility, disinfection system, extended marine outfall disposal system, and associated infrastructure and works for the collection, treatment and disposal of sewage and serves the Sooke Core Sewer Specified Area described and established by Bylaw No. 147.

*Estimate of Cost of Service and Borrowing*

As set out in Bylaw No. 147, the estimated net capital cost of the service is \$8,800,000. Under Bylaw No. 148, *Sooke Core Sewer Specified Area Borrowing Bylaw, 2003*, the Council is authorized to borrow \$8,800,000 for a maximum term of 20 years, and the entire cost of this borrowing is borne by the owners of property in the Sooke Core Sewer Specified Area.

*Cost Recovery for Sewer System Service*

The method of cost recovery of the construction and operation of the community sewer system is by way of parcel tax and sewer generation charge established by Bylaw No. 150, *Sooke Core Sewer Specified Area Cost Recovery Bylaw, 2003*, as amended.

\*\* All registered owners on the property title must sign this petition (copy of title to be provided)

Property Owner Name (please print): Gordon J. Boehman

[Signature]  
Signature

Feb/17/2016  
Date

Property Owner Name (please print): Jeffrey R. Boehman

[Signature]  
Signature

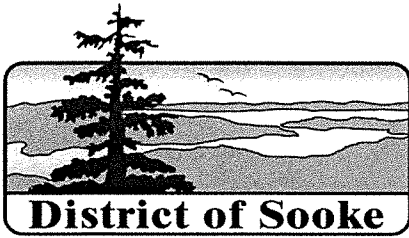
Feb/17/2016  
Date

4

Certified a true and correct copy  
of the original document(s)

Lana Hansen  
Corporate Officer, District of Sooke





File No. 1710-20

**REQUEST FOR DECISION**  
Regular Council  
Meeting Date: May 9, 2016

To: Teresa Sullivan, Chief Administrative Officer  
From: Financial Services  
Re: **2016 Five Year Financial Plan and Property Tax Rate Bylaws**

**RECOMMENDATION:**

**THAT COUNCIL:**

1. Rescind third reading of Bylaw No. 639, Five Year Financial Plan Bylaw, 2016.
2. Amend Bylaw No. 639, Five Year Financial Plan Bylaw, 2016, by reducing the "Property Taxes" and "Other Municipal Purposes" lines by \$25,000 each, in each of the years for 2017-2020.
3. That Council give third reading to Bylaw No. 639, Five Year Financial Plan Bylaw, 2016, as amended.

**THAT COUNCIL:**

1. Rescind third reading of Bylaw No. 640, Property Tax Rate Bylaw, 2016.
2. Amend Bylaw No. 640, Property Tax Rate Bylaw, 2016, by changing the rates for Row D "Regional Hospital District" as outlined in this report.
3. That Council give third reading to Bylaw No. 640, Property Tax Rate Bylaw, 2016, as amended.

**1. Executive Summary**

At the April 25, 2016 Regular Council meeting Bylaw 639, *Five Year Financial Plan Bylaw, 2016* was given third reading. The Bylaw amounts for 2017 – 2020 require amendment to the "Property Taxes" line and the "Other Municipal Purposes" line (reductions of \$25,000 in each) as they did not correctly reflect the 2016-2020 Approved Five Year Financial Plan document that was attached to the Bylaw.

Also at the April 25, 2016 Regular Council meeting Bylaw 640, *Property Tax Rate Bylaw, 2016*, was given third reading. The Bylaw requires amendment to the rates for Row D "Regional Hospital District" due to that taxing authority having a different assessment base than the other rows in the Bylaw.

## 2. Background

The 2016-2020 Five Year Financial Plan document was presented at public meetings on March 14, 2016 (Committee of the Whole), March 21, 2016 and March 23, 2016 (Special Council meetings). In addition, public meetings were held by the Fire Services Commission for the Fire Department budget on March 17, 2016 and March 22, 2016. Council received the final recommendations from the Fire Services Commission on April 11, 2016. The supporting Financial Plan document is attached for reference and includes all adjustments since it was first introduced at Committee of the Whole on March 14, 2016.


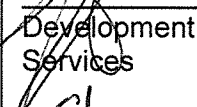
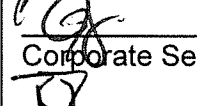
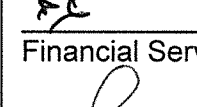
### Attached Documents:

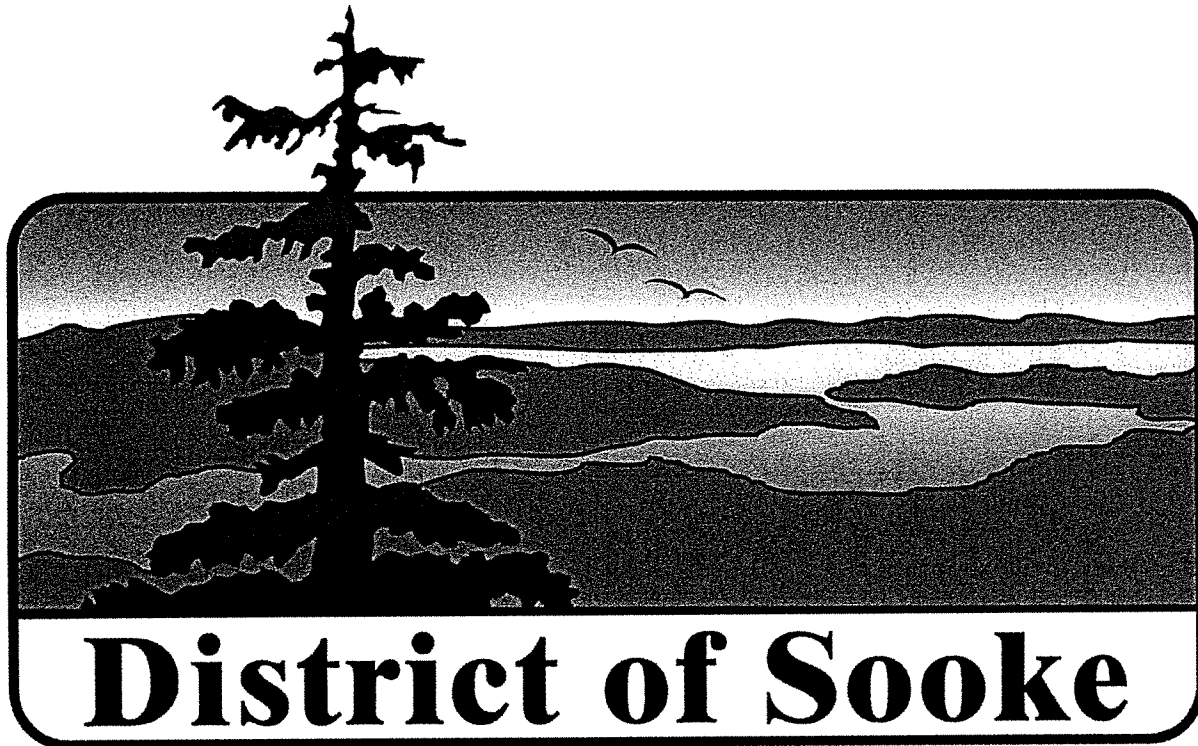
1. 2016 – 2020 Approved Five Year Financial Plan
2. Bylaw No. 639, *Five Year Financial Plan Bylaw, 2016.*
3. Bylaw No. 640, *Property Tax Rate Bylaw 2016.*

Respectfully,



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

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



**2016 – 2020**  
**Five Year Financial Plan**

Approved by Council on April 11, 2016

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**District of Sooke  
Financial Plan 2016 - 2020  
Adjustments - As at April 11, 2016**

	Page #	2016	2017	2018	2019	2020
<b>March 14, 2016 Proposed Five Year Financial Plan</b>						
Property Tax - Proposed Financial Plan from March 14, 2016		6,626,304	7,052,787	7,502,733	7,815,011	8,102,849
Non-market Change		118,127	100,000	100,000	100,000	100,000
<b>Total Property Taxes (including Non-market change)</b>		<b>6,744,431</b>	<b>7,152,787</b>	<b>7,602,733</b>	<b>7,915,011</b>	<b>8,202,849</b>
% increase per Proposed Five Year Financial Plan March 14, 2016		2.35%	4.57%	4.89%	2.79%	2.37%
<b>Adjustments (impact on taxes)</b>						
1 Transfer from surplus	2	(160,096)	(303,866)	(298,896)	(293,926)	(288,956)
2 Corporate Services - reception coverage	3	27,500				
3 Primary Health Care Services Working Group	5	5,000	5,000	5,000	5,000	5,000
4 Annual Grants	5	(3,528)	(3,528)	(3,528)	(3,528)	(3,528)
5 Engineering Operations - professional development	9	2,000	2,000	2,000	2,000	2,000
6 Planning Operations - professional development	9	4,000	4,000	4,000	4,000	4,000
7 Geographic Services - data acquisition and consulting	10			3,000		
8 Building Inspection - consulting	10	5,000	5,000	5,000	5,000	5,000
9 Subdivision fees	19	10,000	10,000	10,000	10,000	10,000
10 Council - Volunteer Recognition	3		2,500			
11 Annual Grants	5	3,528	3,528	3,528	3,528	3,528
12 Economic Development - Conference Hosting	10	5,000	5,000			
13 Seasonal adornment	10	5,000				
14 Fire Department - shifts	6	(25,000)				
15 Fire Department - professional development	6	(18,000)				
16 Fire Department - relief worker wages	7	(8,000)				
17 Council Contingency	3	51,000				
<b>Total adjustments</b>		<b>(96,596)</b>	<b>(270,366)</b>	<b>(269,896)</b>	<b>(267,926)</b>	<b>(262,956)</b>
Amended Property Tax		6,529,708	6,782,421	7,232,837	7,547,085	7,839,893
Non-market Change		118,127	100,000	100,000	100,000	100,000
<b>Total Property Taxes (including Non-market change)</b>		<b>6,647,835</b>	<b>6,882,421</b>	<b>7,332,837</b>	<b>7,647,085</b>	<b>7,939,893</b>
Amended % increase		0.85%	2.02%	5.09%	2.92%	2.52%

**District of Sooke  
2016 to 2020 Five Year Financial Plan  
Consolidated Summary**

	2016	2017	2018	2019	2020
<b>Funding Sources:</b>					
Municipal general property taxes	6,529,708	6,782,421	7,232,836	7,547,085	7,839,893
Non market change	118,127	100,000	100,000	100,000	100,000
Total municipal taxes	6,647,835	6,882,421	7,332,836	7,647,085	7,939,893
Net taxes available for municipal purposes	230,506	242,342	242,342	242,342	242,342
Sales and user fees	100,719	100,719	100,719	100,719	100,719
Penalties and fines	205,000	205,000	205,000	205,000	205,000
Developer cost charges	288,750	303,188	318,347	334,264	350,977
Licenses and permits	431,404	438,304	445,411	452,731	460,271
Sewer operating revenue	2,812,094	2,405,405	2,351,925	2,306,925	2,306,925
Lease and rental	52,340	52,340	52,340	52,340	52,340
Government transfers and grants	1,885,268	1,225,268	1,205,268	1,205,268	1,205,268
Investment income	60,000	60,000	60,000	60,000	60,000
Proceeds from borrowing	1,420,000	-	-	600,000	-
Transfers from reserves for capital	1,830,554	1,613,318	2,244,452	1,787,178	1,093,462
Transfers from surplus (capital)	176,427	-	-	-	-
Transfers from surplus	313,033	303,866	298,896	293,926	288,956
Transfers from surplus (sewer repayment)	135,169	67,480	-	-	-
Offset for amortization	2,537,650	2,563,026	2,601,472	2,653,501	2,680,036
<b>Total Funding Sources:</b>	<b>19,126,749</b>	<b>16,462,677</b>	<b>17,459,008</b>	<b>17,941,279</b>	<b>16,986,189</b>
<b>Expenditures:</b>					
General government	2,567,241	2,465,129	2,382,223	2,364,174	2,398,842
Protective services	3,242,765	3,440,600	3,496,960	3,538,662	3,572,251
Development services	3,593,487	3,595,875	3,625,276	3,686,764	3,700,655
Sewer operations	2,034,505	1,980,347	1,954,806	2,010,758	2,039,901
Sewer capital	325,000	-	-	-	-
Sewer debt	685,359	685,359	685,359	685,359	685,359
Debt servicing	296,133	438,581	347,511	471,391	464,508
Capital expenditures	4,616,928	2,067,618	3,072,552	3,338,979	2,185,762
Proceeds that must be transferred to reserves	1,065,641	1,071,579	1,095,238	1,111,155	1,127,868
Transfers to reserves	699,690	717,588	799,083	734,038	811,043
<b>Total Expenditures:</b>	<b>19,126,749</b>	<b>16,462,677</b>	<b>17,459,008</b>	<b>17,941,279</b>	<b>16,986,189</b>
Municipal General Property Taxes	6,529,708	6,782,421	7,232,836	7,547,085	7,839,893
% increase in property taxes	0.85%	2.02%	5.09%	2.92%	2.52%
Municipal General Property Taxes including Non Market Change	6,647,835	6,882,421	7,332,836	7,647,085	7,939,893

**District of Sooke  
2016 to 2020 Five Year Financial Plan  
General Government Services**

	2016	2017	2018	2019	2020
<b>General Government Services</b>					
<b>Council</b>					
Remuneration	81,280	81,280	81,280	81,280	81,280
Benefits	1,559	1,559	1,559	1,559	1,559
Travel/conferences/education	27,591	27,591	27,591	27,591	27,591
Volunteer recognition - o/s services	-	2,500	-	-	-
Contingency	86,000	35,000	35,000	35,000	35,000
	<b>196,431</b>	<b>147,931</b>	<b>145,431</b>	<b>145,431</b>	<b>145,431</b>
<b>Corporate Services</b>					
Salaries	559,604	549,165	473,315	476,684	480,105
Benefits	134,873	133,069	114,626	115,115	115,581
Specialty office supplies	1,500	1,500	1,500	1,500	1,500
Hospitality and meals	1,500	1,500	1,500	1,500	1,500
Travel	5,000	5,000	5,000	5,000	5,000
Professional Development	40,000	40,000	40,000	40,000	40,000
Memberships	3,500	3,500	3,500	3,500	3,500
Legislative Dues/Subscriptions	2,000	2,000	2,000	2,000	2,000
Advertising/Communications	30,000	30,000	30,000	30,000	30,000
Reception Coverage	27,500	-	-	-	-
Contingency	2,500	2,500	2,500	2,500	2,500
	<b>807,977</b>	<b>768,234</b>	<b>673,940</b>	<b>677,799</b>	<b>681,686</b>
<b>Finance and Information Technology</b>					
Salaries	301,293	300,497	303,288	306,122	308,998
Benefits	75,507	74,377	74,691	75,010	75,334
Subscriptions	150	150	150	150	150
Travel	1,000	1,000	1,000	1,000	1,000
Professional Development	9,000	9,000	9,000	9,000	9,000
Memberships	2,000	2,000	2,000	2,000	2,000
Tax adjustments	1,000	1,000	1,000	1,000	1,000
Banking	9,200	9,200	9,200	9,200	9,200
Property Tax Interest Expense (prepayment)	4,000	4,000	4,000	4,000	4,000
Tax forms and supplies	8,200	8,200	8,200	8,200	8,200
Property Tax Stabilization contingency	10,000	10,000	10,000	10,000	10,000
	<b>421,351</b>	<b>419,423</b>	<b>422,529</b>	<b>425,682</b>	<b>428,882</b>

## General Government Services

	2016	2017	2018	2019	2020
<b>Common Services - Vehicle Fleet</b>					
Fuel - Gas/Diesel (Highlander)	1,698	1,698	1,698	1,698	1,698
Repairs and Maintenance (Highlander)	416	416	416	416	416
Repairs and Maintenance (Nissan)	500	500	500	500	500
Vehicle Insurance (Highlander)	1,070	1,070	1,070	1,070	1,070
Vehicle Insurance (GMC & Chevrolet trucks)	1,700	1,700	1,700	1,700	1,700
Vehicle Maintenance (GMC & Chevrolet trucks)	700	700	700	700	700
	<b>6,084</b>	<b>6,084</b>	<b>6,084</b>	<b>6,084</b>	<b>6,084</b>
<b>Common services - Office</b>					
Interest on Refundable Deposits	4,000	4,000	4,000	4,000	4,000
Telephone	17,000	17,000	17,000	17,000	17,000
Copy/service charges	4,500	4,500	4,500	4,500	4,500
Equipment lease/rental	16,600	18,100	18,100	18,100	18,100
Freight/courier	1,200	1,200	1,200	1,200	1,200
Postage	5,500	5,500	5,500	5,500	5,500
Office supplies	18,000	18,000	18,000	18,000	18,000
Subscriptions and Memberships	7,500	7,500	7,500	7,500	7,500
Records management and offsite storage	35,000	35,000	35,000	35,000	35,000
Occupational Health and Safety	1,800	1,800	1,800	1,800	1,800
Website maintenance	2,000	2,000	2,000	2,000	2,000
Software Licensing	84,800	86,700	68,300	64,100	80,200
Staff IT Software Training	5,900	6,300	6,300	6,300	6,300
IT Consulting/Back-up	10,000	7,500	7,500	7,500	7,500
LAN/PC's/Networking/Internet	27,400	35,002	34,502	34,502	35,002
	<b>241,200</b>	<b>250,102</b>	<b>231,202</b>	<b>227,002</b>	<b>243,602</b>
<b>Common services - Building</b>					
Natural Gas	8,000	8,000	8,000	8,000	8,000
Water	5,200	5,200	5,200	5,200	5,200
Electricity	35,000	35,000	35,000	35,000	35,000
Waste removal	6,000	6,000	6,000	6,000	6,000
Operating supplies	5,000	5,000	5,000	5,000	5,000
Contracted maintenance	55,000	55,000	55,000	55,000	55,000
Other outside services	15,000	15,000	15,000	15,000	15,000
	<b>129,200</b>	<b>129,200</b>	<b>129,200</b>	<b>129,200</b>	<b>129,200</b>
<b>Special services</b>					
Recruitment costs - travel	4,000	2,500	2,500	2,500	2,500
Recruitment costs - advertising	1,500	1,500	1,500	1,500	1,500
Legal	100,000	102,000	104,040	106,121	108,243

**General Government Services**

	2016	2017	2018	2019	2020
Audit	34,000	34,000	34,000	34,000	34,000
Insurance premium	110,943	113,162	115,425	117,734	120,088
Insurance contingency	10,000	10,000	10,000	10,000	10,000
Insurance claims	10,000	10,000	10,000	10,000	10,000
Communities in Bloom	3,121	3,121	3,121	3,121	3,121
Primary Health Care Services Working Group	5,000	5,000	5,000	5,000	5,000
Elections	1,800	1,800	25,000	1,800	1,800
Public and government relations	5,500	5,500	5,500	5,500	5,500
Contingency (staffing coverage)	3,121	3,121	3,121	3,121	3,121
Boat Launch Expense	24,282	24,282	24,282	24,282	24,282
Canada Day Fireworks	2,653	2,653	2,653	2,653	2,653
	<b>315,920</b>	<b>318,639</b>	<b>346,142</b>	<b>327,332</b>	<b>331,809</b>

**Grants**

<b>Service Agreements</b>					
Sooke Region Community Health Initiative	17,500	17,500	17,500	17,500	17,500
Sooke Region Community Health Network MOU	40,000	20,000	-	-	-
Sooke Community Association	28,000	28,000	28,000	28,000	28,000
Chamber of Commerce	28,150	28,150	28,150	28,150	28,150
Sooke Region Tourism Association	23,000	23,000	23,000	23,000	23,000
Visitor Information Centre	20,808	20,808	20,808	20,808	20,808
Annual Grants	72,788	72,788	72,788	72,788	72,788
Bi-annual Community Grants	50,000	50,000	50,000	50,000	50,000
	<b>280,246</b>	<b>260,246</b>	<b>240,246</b>	<b>240,246</b>	<b>240,246</b>

**Plans**

Strategic Plan	-	-	-	15,000	-
OCP	5,000	-	20,000	-	20,000
Long-term Plans	20,000	20,000	20,000	20,000	20,000
	<b>25,000</b>	<b>20,000</b>	<b>40,000</b>	<b>35,000</b>	<b>40,000</b>

**Subtotal before amortization**

	<b>2,423,409</b>	<b>2,319,858</b>	<b>2,234,774</b>	<b>2,213,775</b>	<b>2,246,939</b>
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**Amortization - General Government**

	143,832	145,270	147,449	150,398	151,902
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**Total General Government**

	<b>\$ 2,567,241</b>	<b>\$ 2,465,129</b>	<b>\$ 2,382,223</b>	<b>\$ 2,364,174</b>	<b>\$ 2,398,842</b>
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**District of Sooke  
2016 to 2020 Five Year Financial Plan  
Protective Services**

<b>Protective Services</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Policing</b>					
Contract with RCMP	1,702,497	1,850,039	1,850,039	1,850,039	1,850,039
Integrated Mobile Crisis Response Team	5,792	5,792	5,792	5,792	5,792
Integrated Domestic Violence Unit	8,597	8,597	8,597	8,597	8,597
Mobile Youth Services Team	3,300	3,300	3,300	3,300	3,300
Crime Stoppers Funding	3,135	3,135	3,135	3,135	3,135
CR Action Team	1,307	1,307	1,307	1,307	1,307
Source Information	2,122	2,122	2,122	2,122	2,122
Community Liaison Officer	4,330	4,330	4,330	4,330	4,330
	<b>1,731,081</b>	<b>1,878,623</b>	<b>1,878,623</b>	<b>1,878,623</b>	<b>1,878,623</b>
<b>Emergency Program</b>					
Supplies	10,000	10,000	10,000	10,000	10,000
Office supplies	1,000	1,000	1,000	1,000	1,000
EOC radio operations	2,000	2,000	2,000	2,000	2,000
Emergency Program Vehicle	1,530	1,530	1,530	1,530	1,530
Communications	1,440	1,440	1,440	1,440	1,440
Professional Development	4,080	4,080	4,080	4,080	4,080
ESS - Training	1,600	1,600	1,600	1,600	1,600
Emergency planning - outside services (ESS Director)	2,100	2,100	2,100	2,100	2,100
	<b>23,750</b>	<b>23,750</b>	<b>23,750</b>	<b>23,750</b>	<b>23,750</b>
<b>Fire Department</b>					
<b>Administration</b>					
Salaries	551,561	539,572	558,105	578,544	592,135
Benefits	141,199	133,899	136,223	138,693	140,347
Shifts	20,000	47,500	50,000	52,500	55,000
Operating supplies	3,500	3,500	3,500	3,500	3,500
Office supplies	2,500	2,500	2,500	2,500	2,500
Office equipment leases	800	800	800	800	800
Professional Development	27,000	28,000	29,000	30,000	31,000
OH&S training	1,500	1,500	1,500	1,500	1,500
Memberships	1,188	1,188	1,188	1,188	1,188
Subscriptions	2,122	2,122	2,122	2,122	2,122
Hospitality - operating supplies	3,800	4,000	4,000	4,000	4,000
Insurance premiums	22,950	22,950	22,950	22,950	22,950
Annual dinner	12,000	12,000	12,000	12,000	12,000
	<b>790,121</b>	<b>799,531</b>	<b>823,888</b>	<b>850,298</b>	<b>869,042</b>

## Protective Services

	2016	2017	2018	2019	2020
<b>Volunteer Firefighters</b>					
Duty officer remuneration	33,310	33,310	33,310	33,310	33,310
First response duty remuneration	27,779	27,779	27,779	27,779	27,779
Relief worker wages/remuneration	65,918	67,636	69,773	71,728	73,703
Honorarium	25,000	30,000	35,000	40,000	45,000
Allowance - contract payment	37,779	37,779	37,779	37,779	37,779
WCB Benefits	450	450	450	450	450
Medical testing	2,900	2,900	2,900	2,900	2,900
Recruitment	2,000	2,500	3,000	3,000	3,000
Uniforms and operating supplies	14,014	14,014	14,014	14,014	14,014
	<b>209,150</b>	<b>216,368</b>	<b>224,005</b>	<b>230,960</b>	<b>237,935</b>
<b>Telecommunications</b>					
CREST	47,142	48,320	64,917	66,155	67,424
Telephone and Data services	11,241	11,241	11,241	11,241	11,241
Repairs/maintenance/replacement	2,645	2,645	2,645	2,645	2,645
	<b>61,028</b>	<b>62,206</b>	<b>78,803</b>	<b>80,041</b>	<b>81,310</b>
<b>Community Education</b>					
Operating supplies	3,843	3,843	3,843	3,843	3,843
	<b>3,843</b>	<b>3,843</b>	<b>3,843</b>	<b>3,843</b>	<b>3,843</b>
<b>Inspections</b>					
Operating supplies	1,119	1,119	1,119	1,119	1,119
	<b>1,119</b>	<b>1,119</b>	<b>1,119</b>	<b>1,119</b>	<b>1,119</b>
<b>Training</b>					
Operating supplies	1,855	1,855	1,855	1,855	1,855
Audio visual repair and replacement	1,123	1,123	1,123	1,123	1,123
	<b>2,978</b>	<b>2,978</b>	<b>2,978</b>	<b>2,978</b>	<b>2,978</b>
<b>Vehicle maintenance</b>					
Wages	11,978	11,978	11,978	11,978	11,978
Benefits	1,463	1,463	1,463	1,463	1,463
Fuel	14,705	14,705	14,705	14,705	14,705
Repairs and replacement	18,000	18,000	20,000	20,000	22,000
Other outside services	20,000	24,000	26,000	28,000	30,000
	<b>66,146</b>	<b>70,146</b>	<b>74,146</b>	<b>76,146</b>	<b>80,146</b>
<b>Equipment maintenance</b>					
Operation and Maintenance	30,000	30,000	30,000	30,000	30,000
SCBA maintenance	10,000	10,000	10,000	10,000	10,000
Tire replacement	2,500	2,500	2,500	2,500	2,500
Other outside services	4,000	4,000	4,000	4,000	4,000
	<b>46,500</b>	<b>46,500</b>	<b>46,500</b>	<b>46,500</b>	<b>46,500</b>

	2016	2017	2018	2019	2020
<b>Protective Services</b>					
Other					
Turnout gear operating supplies	9,156	9,156	9,156	9,156	9,156
Medical supplies	8,378	8,378	8,378	8,378	8,378
East Sooke Fire Contract	40,784	40,784	40,784	40,784	40,784
	58,318	58,318	58,318	58,318	58,318
<b>Total Fire Department</b>	<b>1,239,203</b>	<b>1,261,009</b>	<b>1,313,600</b>	<b>1,350,203</b>	<b>1,381,191</b>
<b>Subtotal before amortization</b>	<b>2,994,034</b>	<b>3,163,382</b>	<b>3,215,973</b>	<b>3,252,575</b>	<b>3,283,564</b>
Amortization - Protective Services	248,731	251,219	254,987	260,087	262,687
<b>Total Protective Services</b>	<b>3,242,765</b>	<b>3,414,600</b>	<b>3,470,960</b>	<b>3,512,662</b>	<b>3,546,251</b>



**District of Sooke  
2016 - 2020 Five Year Financial Plan  
Development Services**

	2016	2017	2018	2019	2020
<b>Development Services</b>					
<b>Engineering Operations</b>					
Salaries	389,765	382,573	386,600	390,687	394,837
Benefits	83,204	80,415	80,866	81,311	81,763
Specialty office supplies	1,061	1,061	1,061	1,061	1,061
Travel	1,061	1,061	1,061	1,061	1,061
Professional Development	10,000	10,000	10,000	10,000	10,000
Memberships	1,403	1,403	1,403	1,403	1,403
Consulting	10,000	10,000	10,000	10,000	10,000
	<b>496,494</b>	<b>486,512</b>	<b>490,991</b>	<b>495,524</b>	<b>500,124</b>
<b>Contract Services</b>					
Highway Maintenance Contract	244,084	244,084	244,084	244,084	244,084
Traffic Control Devices	5,000	5,000	5,000	5,000	5,000
Rainwater Infrastructure Maintenance	50,000	50,000	50,000	50,000	50,000
DCC Bylaw Review - Roads	10,000	-	-	10,000	-
Boat Launch repair - capital	-	-	-	-	-
Public Works Yard Maintenance	2,000	2,000	2,000	2,000	2,000
	<b>311,084</b>	<b>301,084</b>	<b>301,084</b>	<b>311,084</b>	<b>301,084</b>
<b>Street lighting and Traffic control</b>					
Street lighting electricity - BC Hydro	70,000	70,000	70,000	70,000	70,000
Street lighting electricity - District	20,000	20,000	20,000	20,000	20,000
Street lighting contracted maintenance - District	8,500	8,500	8,500	8,500	8,500
Traffic lights electricity	3,000	3,000	3,000	3,000	3,000
Crossing guards	14,000	14,000	14,000	14,000	14,000
	<b>115,500</b>	<b>115,500</b>	<b>115,500</b>	<b>115,500</b>	<b>115,500</b>
<b>Planning Operations</b>					
Salaries	177,792	180,468	183,184	185,941	188,739
Benefits	51,652	52,174	52,533	52,884	53,239
Specialty office supplies	1,400	1,400	1,400	1,400	1,400
Travel	500	500	500	500	500
Professional Development	7,500	7,500	7,500	7,500	7,500
Memberships	1,100	1,100	1,100	1,100	1,100
	<b>239,943</b>	<b>243,142</b>	<b>246,217</b>	<b>249,324</b>	<b>252,478</b>

	2016	2017	2018	2019	2020
<b>Development Services</b>					
<b>Geographic Services</b>					
Salaries	141,714	143,847	146,011	148,209	150,439
Benefits	37,403	37,643	37,884	38,116	38,352
Specialty Office Supplies	800	800	800	800	800
Travel	1,000	1,000	1,000	1,000	1,000
Professional Development	2,500	2,500	2,500	2,500	2,500
Asset Management Training	5,000	-	-	-	-
Data acquisition and consulting	2,000	9,000	5,000	9,000	2,000
	<b>190,416</b>	<b>194,789</b>	<b>193,195</b>	<b>199,625</b>	<b>195,091</b>
<b>Economic Development</b>					
Conference Hosting	5,000	5,000	0	0	0
	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Building Inspection</b>					
Salaries	182,365	185,109	187,895	190,723	193,593
Benefits	52,496	52,861	53,231	53,604	53,952
Specialty office supplies	1,500	1,500	1,500	1,500	1,500
Professional Development	5,000	5,000	5,000	5,000	5,000
Travel	500	500	500	500	500
Memberships	1,081	1,081	1,081	1,081	1,081
Vehicle maintenance	500	500	500	500	500
Consulting	5,000	5,000	5,000	5,000	5,000
Vehicle insurance	816	816	816	816	816
	<b>249,258</b>	<b>252,367</b>	<b>255,523</b>	<b>258,724</b>	<b>261,942</b>
<b>Community Spaces</b>					
Public Space maintenance	229,602	229,602	229,602	229,602	229,602
Hazardous vegetation control	18,000	18,000	18,000	18,000	18,000
Community Clean Up	58,750	58,750	58,750	58,750	58,750
Seasonal Adornment	10,000	5,000	5,000	5,000	5,000
Harbourway Walkway License	500	500	500	500	500
	<b>316,852</b>	<b>311,852</b>	<b>311,852</b>	<b>311,852</b>	<b>311,852</b>
<b>Subtotal before amortization</b>	<b>1,924,548</b>	<b>1,910,247</b>	<b>1,914,363</b>	<b>1,941,633</b>	<b>1,938,072</b>
<b>Amortization</b>					
Amortization - Recreation and Culture	131,838	133,156	135,154	137,857	139,235
Amortization - Engineering Services	1,431,193	1,445,505	1,467,187	1,496,531	1,511,496
Amortization - Storm Sewer	105,909	106,968	108,572	110,744	111,851
Total Amortization	<b>1,668,939</b>	<b>1,685,629</b>	<b>1,710,913</b>	<b>1,745,131</b>	<b>1,762,583</b>
<b>Total Development Services</b>	<b>3,593,487</b>	<b>3,595,875</b>	<b>3,625,276</b>	<b>3,686,764</b>	<b>3,700,655</b>

**District of Sooke  
2016 to 2020 Five Year Financial Plan**

<b>Fiscal Services</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Debt servicing</b>					
MFA lease (equipment and vehicles)	1,322			128,850	126,937
MFA loan (property purchase)	160,096	303,866	298,896	293,926	288,956
MFA Fire Hall Debt (bylaw #91)	86,100	86,100	-	-	-
Annual payment - Fire bylaw #242 (Ladder Truck) - principal	20,723	20,723	20,723	20,723	20,723
Annual payment - Fire bylaw #242 (Ladder Truck) - interest	27,892	27,892	27,892	27,892	27,892
	<b>296,133</b>	<b>438,581</b>	<b>347,511</b>	<b>471,391</b>	<b>464,508</b>
<b>Transfers to own reserve funds</b>					
Fire Equipment Reserve Fund	100,000	100,000	100,000	100,000	100,000
SPA Reserve	9,000	6,900	7,107	7,320	7,540
Capital Works Reserve (GST)	60,000	60,000	60,000	60,000	60,000
Capital Improvement Financing Reserve	12,000	12,000	12,000	12,000	12,000
Future Policing Costs	44,746	45,641	46,554	47,485	48,435
Building Maintenance Fund	-	-	86,100	86,100	86,100
Capital Asset Replacement Reserve (Minimum per Bylaw)	12,439	12,439	12,439	12,439	12,439
Transfer to Capital Asset Replacement Reserve - Non-market change revenue	118,127	100,000	100,000	100,000	100,000
Capital Asset Replacement Reserve (Recommended additional)	100,000	160,000	175,000	200,000	300,000
	<b>456,313</b>	<b>496,981</b>	<b>599,201</b>	<b>625,345</b>	<b>726,514</b>
<b>Proceeds received that must be transferred to reserves</b>					
Carbon Tax Rebate	1,750	1,750	1,750	1,750	1,750
Casino revenues	244,641	244,641	244,641	244,641	244,641
Road DCCs	288,750	303,188	318,347	334,264	350,977
Gas Tax revenues to Gas Tax Reserve	517,000	517,000	517,000	517,000	517,000
General revenues to Revenue Smoothing Reserve	13,500	5,000	13,500	13,500	13,500
	<b>1,065,641</b>	<b>1,071,579</b>	<b>1,095,238</b>	<b>1,111,155</b>	<b>1,127,868</b>

**District of Sooke  
2016 to 2020 Five Year Financial Plan  
Capital Fund**

<b>Capital</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Revenues</b>					
<b>Transfers from Reserves</b>					
Fire Equipment Reserve	23,000	91,000	37,000	38,000	99,000
Casino Reserve Fund	200,000	300,000	319,405	200,000	100,000
SPA Reserve	17,500	10,000	10,000	10,000	10,000
Capital Works Reserve (GST)	50,000	50,000	-	118,109	13,395
DCC Road Reserve	403,058	259,695	1,223,047	971,069	826,067
Community Works Reserve (Gas Tax)	573,924	401,500	200,000	400,000	-
Land Sale Reserve	1,071	1,123	-	-	-
Playing Field Reserve	400,000	-	-	-	-
Asset Replacement Reserve	162,000	495,000	395,000	-	-
Building Maintenance Reserve	-	-	55,000	50,000	45,000
Capital Improvement Financing Reserve	-	5,000	5,000	-	-
	<b>1,830,554</b>	<b>1,613,318</b>	<b>2,244,452</b>	<b>1,787,178</b>	<b>1,093,462</b>
<b>Other</b>					
Government Grants	395,000	-	-	-	-
Developer Contributions	240,000	-	-	-	-
Proceeds from borrowing	1,420,000	-	-	600,000	-
Transfer from Surplus	176,427	-	-	-	-
Taxation - Transfer from General Operating	554,947	454,300	828,100	951,800	1,092,300
	<b>2,786,374</b>	<b>454,300</b>	<b>828,100</b>	<b>1,551,800</b>	<b>1,092,300</b>
<b>Total Revenue</b>	<b>4,616,928</b>	<b>2,067,618</b>	<b>3,072,552</b>	<b>3,338,978</b>	<b>2,185,762</b>
<b>Expenditures</b>					
Council (Sooke Program for the Arts)	17,500	10,000	10,000	10,000	10,000
General Government	40,600	20,300	24,100	17,800	18,300
Public Works Yard	2,000	10,000	-	-	-
Buildings	106,000	100,000	55,000	60,000	45,000
Fire Department	23,000	286,000	312,000	638,000	99,000
Engineering	4,215,754	1,441,318	2,521,452	2,513,179	1,913,462
Public Space Enhancement Program	162,074	150,000	100,000	100,000	100,000
Seniors/Youth Centre	50,000	50,000	50,000	-	-
	<b>4,616,928</b>	<b>2,067,618</b>	<b>3,072,552</b>	<b>3,338,979</b>	<b>2,185,762</b>
<b>Total expenditures</b>	<b>4,616,928</b>	<b>2,067,618</b>	<b>3,072,552</b>	<b>3,338,979</b>	<b>2,185,762</b>

District of Sooke  
Financial Plan 2016 - 2020  
2016 Capital Plan

Department	Project Name	2016	Funding Sources																
			Gen Ops Surplus	Taxes	Proceeds from borrowing	FER	Parks Res/Casino	GST	Road DCC/Gas Tax	Capital Asset Replacement	Capital Improvement Financing	Land Sale/Playing Field Reserve	SPA Reserve	Developer Contribution	Other Grants				
Council	Arts Advisory Panel	17,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
		17,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
General Government	IT Infrastructure Computer Equipment Replacement Plan Mobile Inspections Operating Software	23,600	3,400	20,170	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		10,000	10,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		7,000	4,500	2,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		40,600	17,930	22,670	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Public Works Yard	Shed roof	2,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		2,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Building	Sprinklers Workstation reconfiguration Office repairs Bathrooms Roof de-mossing	75,000	15,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		7,500	7,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		15,000	15,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		6,000	6,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fire Department	Protective Clothing Replacement	105,000	45,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		23,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Engineering	Town Centre - Land acquisition (annually until 2017) Roundabout project Road and Sidewalk Improvement Program Sidewalk Improvements Turf Field Project Sooke River Rd Bike Trail Property Purchase Goodmire Road Sidewalk Impr. Otter Point Rd to Hope Center Rainwater Management Program Street Light Installation Program Boat Launch Ramp ENG #1 replacement vehicle Transit Slops enhancements	107,130	-	40,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		667,161	-	196,700	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Community Development	Public Space Enhancement Program Seniors/Youth Centre (Housing Reserve)	246,700	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		700,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		153,763	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		1,420,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		300,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		250,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		245,000	20,000	125,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		22,000	8,423	3,577	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		29,000	22,000	7,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		23,000	23,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		12,000	12,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		4,215,754	50,423	532,277	1,420,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		162,074	62,074	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
50,000	50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
212,074	62,074	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
4,616,928	176,427	554,947	1,420,000	23,000	-	-	-	-	-	-	-	-	-	-	-	-	-		
<b>Total</b>																			

District of Sooke  
Financial Plan 2016 - 2020  
2017 Capital Plan

Department	Project Name	2017	Funding Sources												
			Gen Ops Surplus	Taxes	FER	Parks Res	Casino	GST	Road DCC	Gas Tax	Capital Asset Replacement	Capital Improvement Financing	Land Sale	SPA Reserve	
Council	Arts Advisory Panel	10,000	-	-	-	-	-	-	-	-	-	-	-	-	10,000
		10,000	-	-	-	-	-	-	-	-	-	-	-	-	10,000
General Government	Computer Equipment Replacement Plan Operating Software	17,800	-	-	-	-	-	-	-	-	-	-	-	-	-
		2,500	-	-	-	-	-	-	-	-	-	-	-	-	-
Public Works Yard	Roof replacement	20,300	-	-	-	-	-	-	-	-	-	-	-	-	-
		10,000	-	-	-	-	-	-	-	-	-	-	-	-	-
Buildings	HVAC Plumbing	10,000	-	-	-	-	-	-	-	-	-	-	-	-	-
		50,000	-	-	-	-	-	-	-	-	-	-	-	-	-
Fire Department	Protective Clothing Replacement Equipment Replacement Replacement of SCBA	50,000	-	-	-	-	-	-	-	-	-	-	-	-	-
		195,000	-	-	-	-	-	-	-	-	-	-	-	-	-
Engineering	Town Centre - Land acquisition (annually unit Road and Sidewalk Improvement Program Goodmire Road Murray/Home Rd Rainwater Management Sy Sidewalk/Trail Nordin to Hope Centre Rainwater Management Program Street Light Installation Program Downtown Art Bench Transit Stops enhancements	24,000	-	-	-	-	-	-	-	-	-	-	-	-	-
		67,000	-	-	-	-	-	-	-	-	-	-	-	-	-
Community Developer	Public Space Enhancement Program Seniors/Youth Centre	185,000	-	-	-	-	-	-	-	-	-	-	-	-	-
		286,000	-	-	-	-	-	-	-	-	-	-	-	-	-
Total		112,318	50,000	-	-	-	-	-	-	-	-	-	-	-	-
		250,000	100,000	24,000	-	-	-	-	-	-	-	-	-	-	-
Total		150,000	374,000	91,000	-	-	-	-	-	-	-	-	-	-	-
		200,000	454,300	91,000	-	300,000	50,000	259,695	401,500	495,000	5,000	1,123	10,000		

District of Sooke  
Financial Plan 2016 - 2020  
2018 Capital Plan

Department	Project Name	2018	Funding Sources											
			Gen Ops Surplus	Taxes	FER	Parks Re/Casino	GST	Road DCC	Gas Tax	Capital Assd/Replacement/Improvement/Financing	Land Sold/SPA Reserve	Building Maintenance		
Council	Arts Advisory Panel	10,000	-	-	-	-	-	-	-	-	-	10,000	-	-
		10,000	-	-	-	-	-	-	-	-	-	10,000	-	-
General Government	Computer Equipment Replacement Plan Operating Software	24,100	-	24,100	-	-	-	-	-	-	-	-	-	-
		24,100	-	24,100	-	-	-	-	-	-	-	-	-	-
Public Works Yard		-	-	-	-	-	-	-	-	-	-	-	-	-
Building and Bylaw	HVAC Addition to Fire Department Training Tower	40,000	-	-	-	-	-	-	-	-	-	-	-	-
		15,000	-	-	-	-	-	-	-	-	-	-	-	40,000
		55,000	-	-	-	-	-	-	-	-	-	-	-	15,000
Fire Department	Protective Clothing Replacement Tanker Truck	25,000	-	25,000	-	-	-	-	-	-	-	-	-	-
		12,000	-	12,000	-	-	-	-	-	-	-	-	-	-
		275,000	-	275,000	-	-	-	-	-	-	-	-	-	-
Engineering	Church Road Collector Widening Road and Sidewalk Improvement Program Rainwater Management Program Street Light Installation Program Downtown Art Bench Transit Stops enhancements	1,942,452	250,000	-	-	-	-	-	-	-	-	-	-	-
		250,000	130,000	25,000	269,405	-	1,223,047	200,000	120,000	-	-	-	-	
		300,000	300,000	12,000	-	-	-	-	-	-	-	-	-	-
		12,000	12,000	-	-	-	-	-	-	-	-	5,000	-	-
		5,000	-	-	-	-	-	-	-	-	-	-	-	-
		12,000	12,000	-	-	-	-	-	-	-	-	-	-	-
Community Development	Public Space Enhancement Program Seniors/Youth Centre	100,000	100,000	-	-	-	-	-	-	-	-	-	-	-
		50,000	50,000	-	50,000	-	-	-	-	-	-	-	-	-
		150,000	100,000	-	50,000	-	-	-	-	-	-	-	-	-
Total		3,072,562	-	828,100	37,000	-	319,405	-	1,223,047	200,000	5,000	-	10,000	55,000

District of Sooke  
Financial Plan 2016 - 2020  
2019 Capital Plan

Department	Project Name	2019	Funding Sources												
			Gen Ops Surplus	Taxes	Proceeds from borrowing	FER	Parks Re/Casino	GST	Road DCC	Gas Tax	Capital Asset Replacement/Improvement Financing	Land Salt/SPA Reserve	Building Maintenance		
Council	Arts Advisory Panel	10,000	-	-	-	-	-	-	-	-	-	-	-	10,000	-
		10,000	-	-	-	-	-	-	-	-	-	-	-	10,000	-
General Government	Computer Equipment Replacement Plan	17,800	17,800	-	-	-	-	-	-	-	-	-	-	-	-
		17,800	17,800	-	-	-	-	-	-	-	-	-	-	-	-
Buildings	Dist. Parking Lot, Fire Hall 2 drain system Council Chamber upgrades	50,000	-	-	-	-	-	-	-	-	-	-	-	-	50,000
		10,000	10,000	-	-	-	-	-	-	-	-	-	-	-	-
Public Works Yard		60,000	10,000	-	-	-	-	-	-	-	-	-	-	-	50,000
		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fire Department	Protective Clothing Replacement Equipment Replacement Replacement of Engine 3	26,000	-	-	-	-	-	-	26,000	-	-	-	-	-	-
		12,000	12,000	-	-	-	-	-	12,000	-	-	-	-	-	-
Engineering	Grant Rd Connector (Otter Point to Gateswood) Road and Sidewalk Improvement Program Rainwater Infrastructure Streetlight Installation Program Transit Stop Enhancements	638,000	-	600,000	-	-	-	38,000	-	-	-	-	-	-	-
		1,939,179	250,000	-	-	-	-	-	200,000	118,109	971,069	400,000	-	-	-
Community Development	Public Space Enhancement Program	100,000	100,000	-	-	-	-	-	-	-	-	-	-	-	-
		100,000	100,000	-	-	-	-	-	-	-	-	-	-	-	-
Total		3,338,979	961,800	600,000	38,000	-	200,000	118,109	971,069	400,000	-	-	10,000	50,000	



District of Sooke  
Financial Plan 2016 - 2020  
2020 Capital Plan

Department	Project Name	2020	Funding Sources											
			Gen Ops Surplus	Taxes	FER	Parks Ref/Casino	GST	Road DCC	Gas Tax	Capital Asset Replacement	Improvement Financing	Land Sale/SPA Reserve	Building Maintenance	
Council	Arts Advisory Panel	10,000	-	-	-	-	-	-	-	-	-	-	10,000	-
		10,000	-	-	-	-	-	-	-	-	-	-	10,000	-
Finance	Computer Equipment Replacement Plan	18,300	-	18,300	-	-	-	-	-	-	-	-	-	-
		18,300	-	18,300	-	-	-	-	-	-	-	-	-	-
Buildings	Carpets / Flooring FH 2 Door / Septic Furniture replacement	20,000	-	-	-	-	-	-	-	-	-	-	-	-
		10,000	-	-	-	-	-	-	-	-	-	-	-	20,000
		15,000	-	-	-	-	-	-	-	-	-	-	-	15,000
		45,000	-	-	-	-	-	-	-	-	-	-	-	45,000
Fire Department	Protective Clothing Replacement Equipment Replacement Replacement of Car 1	27,000	-	27,000	-	-	-	-	-	-	-	-	-	-
		12,000	-	12,000	-	-	-	-	-	-	-	-	-	-
		60,000	-	60,000	-	-	-	-	-	-	-	-	-	-
		99,000	-	99,000	-	-	-	-	-	-	-	-	-	-
Engineering	Brownsey widening Road and Sidewalk Improvement Prog Rainwater Infrastructure Streelight Installation Program Transit Stop Enhancements	1,339,462	-	400,000	-	100,000	13,395	826,067	-	-	-	-	-	-
		250,000	-	250,000	-	-	-	-	-	-	-	-	-	-
		300,000	-	300,000	-	-	-	-	-	-	-	-	-	-
		12,000	-	12,000	-	-	-	-	-	-	-	-	-	-
		12,000	-	12,000	-	-	-	-	-	-	-	-	-	
		1,913,462	-	974,000	-	100,000	13,395	826,067	-	-	-	-	-	
Community Development	Public Space Enhancement Program	100,000	-	100,000	-	-	-	-	-	-	-	-	-	-
		100,000	-	100,000	-	-	-	-	-	-	-	-	-	-
		2,185,762	-	1,092,300	99,000	100,000	13,395	826,067	-	-	-	-	10,000	45,000
Total			-	1,092,300	99,000	100,000	13,395	826,067	-	-	-	-	10,000	45,000

**District of Sooke  
2016 to 2020 Five Year Financial Plan  
Revenues**

<b>Revenues</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Net Taxes available for municipal purposes</b>					
Utility tax 1%	147,751	159,587	159,587	159,587	159,587
Grants in lieu of taxes	35,000	35,000	35,000	35,000	35,000
East Sooke Fire Protection - Local Service Tax	40,784	40,784	40,784	40,784	40,784
School tax administration fee	6,971	6,971	6,971	6,971	6,971
School District	4,684,038	4,684,038	4,684,038	4,684,038	4,684,038
Regional Hospital District	664,220	664,220	664,220	664,220	664,220
Capital Regional District	2,886,594	2,886,594	2,886,594	2,886,594	2,886,594
BC Assessment Authority	136,660	136,660	136,660	136,660	136,660
Municipal Finance Authority	443	443	443	443	443
BC Transit	639,016	639,016	639,016	639,016	639,016
Vancouver Island Regional Library	562,224	597,255	597,255	609,200	609,200
School District	(4,684,038)	(4,684,038)	(4,684,038)	(4,684,038)	(4,684,038)
Regional Hospital District	(664,220)	(664,220)	(664,220)	(664,220)	(664,220)
Capital Regional District	(2,886,594)	(2,886,594)	(2,886,594)	(2,886,594)	(2,886,594)
BC Assessment Authority	(136,660)	(136,660)	(136,660)	(136,660)	(136,660)
Municipal Finance Authority	(443)	(443)	(443)	(443)	(443)
BC Transit	(639,016)	(639,016)	(639,016)	(639,016)	(639,016)
Vancouver Island Regional Library	(562,224)	(597,255)	(597,255)	(609,200)	(609,200)
	<b>230,506</b>	<b>242,342</b>	<b>242,342</b>	<b>242,342</b>	<b>242,342</b>

<b>Sales and user fees</b>					
Zoning and planning books	229	229	229	229	229
Financial and tax info services	13,784	13,784	13,784	13,784	13,784
NSF charges	318	318	318	318	318
Boat Launch Fees	24,282	24,282	24,282	24,282	24,282
Criminal Record Checks	15,000	15,000	15,000	15,000	15,000
Miscellaneous	1,061	1,061	1,061	1,061	1,061
Cost recovery - Administration	2,823	2,823	2,823	2,823	2,823
Cost recovery - Fire	6,000	6,000	6,000	6,000	6,000
Cost recovery - RCMP	12,000	12,000	12,000	12,000	12,000
Cost recovery - Engineering	3,247	3,247	3,247	3,247	3,247

Revenues	2016	2017	2018	2019	2020
Cost recovery - Planning	235	235	235	235	235
Cost recovery - Rec & Culture	5,000	5,000	5,000	5,000	5,000
First Nations	13,249	13,249	13,249	13,249	13,249
Oil tank inspections	1,172	1,172	1,172	1,172	1,172
School Site Acquisition Charge	2,319	2,319	2,319	2,319	2,319
	<b>100,719</b>	<b>100,719</b>	<b>100,719</b>	<b>100,719</b>	<b>100,719</b>

Grants and contributions	2016	2017	2018	2019	2020
Small Community Protection grant	350,000	350,000	350,000	350,000	350,000
Traffic Fine revenue sharing	90,000	90,000	90,000	90,000	90,000
Asset Management Training Grant	5,000	-	-	-	-
Provincial Climate Action Rebate Incentive	1,750	1,750	1,750	1,750	1,750
Street lighting cost sharing	1,877	1,877	1,877	1,877	1,877
Gas Tax Community Works grant	517,000	517,000	517,000	517,000	517,000
Developer contributions	240,000	-	-	-	-
Conditional Grants - Non-capital projects	40,000	20,000	-	-	-
Conditional Grants - Capital projects	395,000	-	-	-	-
	<b>1,640,627</b>	<b>980,627</b>	<b>960,627</b>	<b>960,627</b>	<b>960,627</b>

Investment income	2016	2017	2018	2019	2020
Interest	60,000	60,000	60,000	60,000	60,000
	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>

Penalties and fines	2016	2017	2018	2019	2020
Interest	60,000	60,000	60,000	60,000	60,000
Penalties	145,000	145,000	145,000	145,000	145,000
	<b>205,000</b>	<b>205,000</b>	<b>205,000</b>	<b>205,000</b>	<b>205,000</b>

Licenses and permits	2016	2017	2018	2019	2020
Business licenses	52,000	52,000	52,000	52,000	52,000
Liquor Licence Application fee	318	318	318	318	318
ALR Application fees	520	520	520	520	520
Subdivision fees	50,000	50,000	50,000	50,000	50,000
Soil Deposition Fee	318	318	318	318	318
Rezoning fees	35,000	35,000	35,000	35,000	35,000
Delivery vehicle licenses	3,107	3,107	3,107	3,107	3,107

**Revenues**

	2016	2017	2018	2019	2020
Building Permit Fees	230,000	236,900	244,007	251,327	258,867
Sign permit fees	345	345	345	345	345
Demolition permits	460	460	460	460	460
Title charge removal fee	106	106	106	106	106
Title search	1,436	1,436	1,436	1,436	1,436
Burning Permits	531	531	531	531	531
Plumbing Permit Fees	25,500	25,500	25,500	25,500	25,500
Development permits	25,000	25,000	25,000	25,000	25,000
Development variance permits	5,202	5,202	5,202	5,202	5,202
Board of Variance fees	1,561	1,561	1,561	1,561	1,561
	<b>431,404</b>	<b>438,304</b>	<b>445,411</b>	<b>452,731</b>	<b>460,271</b>

**Lease and Rental**

Lease - Kaitasin	28,812	28,812	28,812	28,812	28,812
Lease - City Hall	23,528	23,528	23,528	23,528	23,528
	<b>52,340</b>	<b>52,340</b>	<b>52,340</b>	<b>52,340</b>	<b>52,340</b>

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**Developer Cost Charges**

DCC - Roads	288,750	303,188	318,347	334,264	350,977
	<b>288,750</b>	<b>303,188</b>	<b>318,347</b>	<b>334,264</b>	<b>350,977</b>

**Casino revenue sharing**

Casino revenue	244,641	244,641	244,641	244,641	244,641
	<b>244,641</b>	<b>244,641</b>	<b>244,641</b>	<b>244,641</b>	<b>244,641</b>
<b>Total</b>	<b>3,253,987</b>	<b>2,627,160</b>	<b>2,629,427</b>	<b>2,652,664</b>	<b>2,676,917</b>

**District of Sooke  
2016 to 2020 Five Year Financial Plan  
Reserve Funds**

<b>Reserves</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Description</b>					
<b>Fire Protection Reserve</b>					
Opening Balance	106,969	183,969	192,969	255,969	317,969
Transfer In	100,000	100,000	100,000	100,000	100,000
Transfer Out	(23,000)	(91,000)	(37,000)	(38,000)	(99,000)
Interest	-	-	-	-	-
Closing Balance	183,969	192,969	255,969	317,969	318,969
<b>Parks Reserve</b>					
Opening Balance	205,742	205,742	205,742	205,742	205,742
Transfer In	-	-	-	-	-
Transfer Out	-	-	-	-	-
Interest	-	-	-	-	-
Closing Balance	205,742	205,742	205,742	205,742	205,742
<b>Land Sale Reserve</b>					
Opening Balance	5,543	4,472	3,349	3,349	3,349
Transfer In	-	-	-	-	-
Transfer Out	(1,071)	(1,123)	-	-	-
Interest	-	-	-	-	-
Closing Balance	4,472	3,349	3,349	3,349	3,349

<b>Casino Revenue Reserve</b>						
Opening Balance	212,365	257,006	201,647	126,883	171,524	171,524
Transfer In	244,641	244,641	244,641	244,641	244,641	244,641
Transfer Out	(200,000)	(300,000)	(319,405)	(200,000)	(200,000)	(100,000)
Interest	-	-	-	-	-	-
Closing Balance	257,006	201,647	126,883	171,524	171,524	316,165
<b>Sooke Program Arts Reserve</b>						
Opening Balance	48,104	39,604	36,504	33,611	33,611	30,931
Transfer In	9,000	6,900	7,107	7,320	7,320	7,540
Transfer Out	(17,500)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Interest	-	-	-	-	-	-
Closing Balance	39,604	36,504	33,611	30,931	30,931	28,471
<b>Seniors/Youth Facility Reserve</b>						
Opening Balance	100,000	150,000	200,000	250,000	250,000	250,000
Transfer In (from Casino)	50,000	50,000	50,000	-	-	-
Transfer Out	-	-	-	-	-	-
Interest	-	-	-	-	-	-
Closing Balance	150,000	200,000	250,000	250,000	250,000	250,000
<b>Capital Works Reserve (GST)</b>						
Opening Balance	52,704	62,704	72,704	132,704	132,704	74,595
Transfer In	60,000	60,000	60,000	60,000	60,000	60,000
Transfer Out	(50,000)	(50,000)	-	(118,109)	(118,109)	(13,395)
Interest	-	-	-	-	-	-
Closing Balance	62,704	72,704	132,704	74,595	74,595	121,200

<b>Emergency Road Repair and Snow Removal</b>						
Opening Balance	183,723	183,723	183,723	183,723	183,723	183,723
Transfer In	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Interest	-	-	-	-	-	-
Closing Balance	183,723	183,723	183,723	183,723	183,723	183,723
<b>Capital Improvement Financing Reserve</b>						
Opening Balance	42,678	54,678	61,678	68,678	80,678	80,678
Transfer In	12,000	12,000	12,000	12,000	12,000	12,000
Transfer Out	-	(5,000)	(5,000)	-	-	-
Interest	-	-	-	-	-	-
Closing Balance	54,678	61,678	68,678	80,678	92,678	92,678
<b>Community Amenities Reserve</b>						
Opening Balance	112,156	112,156	112,156	112,156	112,156	112,156
Transfer In	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Interest	-	-	-	-	-	-
Closing Balance	112,156	112,156	112,156	112,156	112,156	112,156
<b>Playing Field Reserve</b>						
Opening Balance	400,000	-	-	-	-	-
Transfer In	-	-	-	-	-	-
Transfer Out	(400,000)	-	-	-	-	-
Interest	-	-	-	-	-	-
Closing Balance	-	-	-	-	-	-
<b>Capital Asset Replacement Reserve</b>						
Opening Balance	657,753	726,319	503,759	396,198	708,638	708,638
Transfer In	230,566	272,439	287,439	312,439	412,439	412,439

Transfer Out	(162,000)	(495,000)	(395,000)	-	-
Interest	-	-	-	-	-
Closing Balance	726,319	503,759	396,198	708,638	1,121,077
<b>Road DCC Reserve</b>					
Opening Balance	2,193,462	2,079,154	2,122,646	1,217,946	581,141
Transfer In	288,750	303,188	318,347	334,264	350,977
Transfer Out	(403,058)	(259,695)	(1,223,047)	(971,069)	(826,067)
Interest	-	-	-	-	-
Closing Balance	2,079,154	2,122,646	1,217,946	581,141	106,052
<b>Wastewater DCC Reserve</b>					
Opening Balance	1,088,485	907,966	727,447	546,928	366,409
Transfer In	115,000	115,000	115,000	115,000	115,000
Transfer Out	(295,519)	(295,519)	(295,519)	(295,519)	(295,519)
Interest	-	-	-	-	-
Closing Balance	907,966	727,447	546,928	366,409	185,890
<b>Community Works Reserve (Gas Tax)</b>					
Opening Balance	409,372	352,448	467,948	784,948	901,948
Transfer In	517,000	517,000	517,000	517,000	517,000
Transfer Out	(573,924)	(401,500)	(200,000)	(400,000)	(400,000)
Interest	-	-	-	-	-
Closing Balance	352,448	467,948	784,948	901,948	1,018,948
<b>Reserve for Future Sewer Expenditures</b>					
Opening Balance	301,424	219,801	440,409	640,291	748,984
Transfer In	243,377	220,608	199,882	108,693	84,529
Transfer Out	(325,000)	-	-	-	-
Interest	-	-	-	-	-
Closing Balance	219,801	440,409	640,291	748,984	833,513



<b>Revenue Smoothing Reserve</b>						
Opening Balance	71,000	142,000	169,000	182,500	196,000	196,000
Transfer In	13,500	5,000	13,500	13,500	13,500	13,500
Transfer Out	57,500	22,000	-	-	-	-
Interest	-	-	-	-	-	-
Closing Balance	142,000	169,000	182,500	196,000	209,500	209,500
<b>Reserve for Future Policing Costs</b>						
Opening Balance	43,869	88,615	134,257	180,811	228,296	228,296
Transfer In	44,746	45,641	46,554	47,485	48,435	48,435
Transfer Out	-	-	-	-	-	-
Interest	-	-	-	-	-	-
Closing Balance	88,615	134,257	180,811	228,296	276,731	276,731
<b>Carbon Tax Rebate Reserve Fund</b>						
Opening Balance	3,509	5,259	7,009	8,759	10,509	10,509
Transfer In	1,750	1,750	1,750	1,750	1,750	1,750
Transfer Out	-	-	-	-	-	-
Interest	-	-	-	-	-	-
Closing Balance	5,259	7,009	8,759	10,509	12,259	12,259
<b>Reserve for Building Maintenance</b>						
Opening Balance	-	-	-	31,100	67,200	67,200
Transfer In	-	-	86,100	86,100	86,100	86,100
Transfer Out	-	-	(55,000)	(50,000)	(45,000)	(45,000)
Interest	-	-	-	-	-	-
Closing Balance	-	-	31,100	67,200	108,300	108,300
<b>Opening Balance</b>						
	5,708,239	5,770,357	5,835,937	5,322,437	5,162,083	5,162,083
<b>Transfers to Reserves</b>						
	1,927,704	1,952,417	1,971,471	1,872,343	1,966,062	1,966,062
<b>Transfers from Reserves</b>						
	(1,993,573)	(1,886,837)	(2,484,971)	(2,032,697)	(1,743,981)	(1,743,981)
<b>Interest</b>						
	-	-	-	-	-	-
<b>Closing Balance</b>						
	5,642,370	5,835,937	5,322,437	5,162,083	5,384,164	5,384,164

**District of Sooke  
2016 to 2020 Five Year Financial Plan  
Sewer Fund**

	2016	2017	2018	2019	2020
<b>Sewer Fund</b>					
# Parcel tax Rolls	3,013	3,013	3,013	3,013	3,013
# Sewer Generation Charges	640	640	640	640	640
<b>Total</b>	<b>3,653</b>	<b>3,653</b>	<b>3,653</b>	<b>3,653</b>	<b>3,653</b>
Parcel Tax	515	515	515	515	515
Parcel Tax (Repayment to General Operating)	37	18			
<b>Revenues</b>					
<b>Operating</b>					
Parcel Tax	1,551,695	1,551,695	1,551,695	1,551,695	1,551,695
Sewer Generation Charge	329,711	329,711	329,711	329,711	329,711
Revenue from increase in Parcel tax	135,169	67,480	-	-	-
DCC - Wastewater	115,000	115,000	115,000	115,000	115,000
Transfer from AARF Reserve Account	60,000	46,000	60,000	60,000	60,000
Transfer from Future Sewer Expenditures	325,000	-	-	-	-
Transfer from DCC Wastewater Reserve	295,519	295,519	295,519	250,519	250,519
Amortization offset	2,812,094	2,405,405	2,351,925	2,306,925	2,306,925
	476,147	480,909	488,122	497,885	502,864
<b>Total Revenues</b>	<b>3,288,241</b>	<b>2,886,314</b>	<b>2,840,048</b>	<b>2,804,810</b>	<b>2,809,789</b>
<b>Expenditures</b>					
<b>Operating</b>					
EPCOR, for operations as per agreement	1,138,489	1,161,259	1,184,484	1,208,174	1,232,337
Insurance and other	24,000	24,000	24,000	24,000	24,000
DCC Bylaw - Sanitary	10,000	10,000	-	25,000	25,000
Plans and non-capital improvements	7,500	7,500	15,000	12,500	12,500
AARF Reserve Account Contribution	67,000	67,000	67,000	67,000	67,000
Rehabilitation, repairs and maintenance	60,000	46,000	60,000	60,000	60,000
Ministry of Finance - Discharge fee	1,200	1,200	1,200	1,200	1,200
Repayment of prior years deficits	135,169	67,480	-	-	-
Transfer in to DCC Wastewater Reserve	115,000	115,000	115,000	115,000	115,000
Amortization	1,558,358	1,499,439	1,466,684	1,512,874	1,537,037
	476,147	480,909	488,122	497,885	502,864
<b>Total Operating Expenditures</b>	<b>2,034,505</b>	<b>1,980,347</b>	<b>1,954,806</b>	<b>2,010,758</b>	<b>2,039,901</b>
<b>Sewer Debt</b>					
MFA Long Term debt - principal repayment	295,519	295,519	295,519	295,519	295,519
MFA Long Term debt - interest repayment	389,840	389,840	389,840	389,840	389,840
<b>Total Sewer Debt</b>	<b>685,359</b>	<b>685,359</b>	<b>685,359</b>	<b>685,359</b>	<b>685,359</b>
<b>Capital</b>					
Non DCC Capital Projects	325,000	-	-	-	-
<b>Total Capital expenditures</b>	<b>325,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total expenditures</b>	<b>3,044,864</b>	<b>2,665,706</b>	<b>2,640,165</b>	<b>2,696,117</b>	<b>2,725,260</b>
<b>Sewer Fund Surplus (deficit)</b>	<b>243,377</b>	<b>220,608</b>	<b>199,882</b>	<b>108,693</b>	<b>84,529</b>



## DISTRICT OF SOOKE

### BYLAW No. 639

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A bylaw to adopt the financial plan to cover the fiscal period from  
January 1, 2016 to December 31, 2020.

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

1. This bylaw is cited as the *Five Year Financial Plan Bylaw, 2016*.
2. The financial plan attached as Schedule A to this Bylaw is adopted as the financial plan for the District of Sooke for the period commencing January 1, 2016 and ending December 31, 2020.
3. The Council of the District of Sooke may authorize the transfer of funds from one category to another category of the financial plan.
4. All cheques drawn on the bank must be signed by a designated official of the administration and countersigned by either the Mayor or one authorized Councillor.
5. All payments already made from municipal revenues for the current year are ratified and confirmed.
6. The financial plan attached as Schedule B to this bylaw shows the proportion of total revenue that comes from different funding sources, the distribution of property taxes among the property classes and the use of permissive tax exemptions.
7. Bylaw No. 614, *Five Year Financial Plan Bylaw, 2015* is hereby repealed.

Read a first time the 25<sup>th</sup> day April of 2016

Read a second time the 25<sup>th</sup> day April of 2016

Read a third time the the day of 2016

Adopted on the the day of 2016

Certified Correct:

\_\_\_\_\_  
Mayor

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

**SCHEDULE A**

<b>Funding Sources</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Property Taxes</b>	6,647,835	6,882,421	7,332,836	7,647,085	7,939,893
<b>Parcel Taxes</b>	1,551,695	1,551,695	1,551,695	1,551,695	1,551,695
<b>Fees and Charges</b>	2,338,612	1,953,260	1,922,047	1,900,284	1,924,537
<b>Other Sources</b>	6,133,424	4,090,636	4,109,082	4,761,111	4,187,646
<b>Transfer from Own Funds</b>	2,455,183	1,984,664	2,543,348	2,081,104	1,382,418
	<u>19,126,749</u>	<u>16,462,677</u>	<u>17,459,008</u>	<u>17,941,279</u>	<u>16,986,189</u>

<b>Expenditures</b>					
<b>Debt - Principal and Interest</b>	981,492	1,123,940	1,032,870	1,156,750	1,149,867
<b>Capital Expenditures</b>	4,941,928	2,067,618	3,072,552	3,338,979	2,185,762
<b>Transfer to Own Funds</b>	1,765,331	1,789,167	1,894,321	1,845,193	1,938,912
<b>Other Municipal Purposes</b>	11,437,998	11,481,952	11,459,265	11,600,358	11,711,648
	<u>19,126,749</u>	<u>16,462,677</u>	<u>17,459,008</u>	<u>17,941,279</u>	<u>16,986,189</u>

## SCHEDULE B

### 2016 Financial Plan Statement

The District of Sooke adopted Policy No. 5.5, *Revenue, Tax and Budget Policy, 2008* on October 6, 2008. The policy guides the District of Sooke property tax, fees and charges, capital asset management and budget stabilization goals and objectives.

### Distribution of Revenues

In accordance with section 165(3.1) of the *Community Charter* the proportion of total revenue derived from each revenue source is as follows:

#### Proportion of funding by source

Funding Source	2016 %	2017 %	2018 %	2019 %	2020 %
Property Taxes	34.76%	41.81%	42.00%	42.62%	46.74%
Parcel Taxes	8.11%	9.43%	8.89%	8.65%	9.14%
Fees and Charges	12.23%	11.86%	11.01%	10.59%	11.33%
Other Sources	32.07%	24.85%	23.54%	26.54%	24.65%
Transfer from Own Funds	12.84%	12.06%	14.57%	11.60%	8.14%

### Distribution of Property Tax Revenues

The distribution of property taxes among property classes is as follows:

Property Class	Amount	% Property Value Tax
Residential (1)	\$5,649,315	84.98%
Utilities (2)	5,546	0.08%
Light Industry (5)	73,064	1.10%
Business and Other (6)	894,474	13.46%
Managed Forest (7)	8,461	0.13%
Non-profit/Recreation (8)	15,211	0.23%
Farm (9)	1,764	0.03%
Total	\$6,647,835	100.00%

### **Tax Ratios**

Tax ratios are based on Policy No. 5.5, *Revenue, Tax and Budget Policy, 2008*. The ratios for 2016 and 2015 are presented below.

<b>Property Class</b>	<b>2016 Tax Ratios</b>	<b>2015 Tax Ratios</b>
Residential (1)	1.0000	1.0000
Utilities (2)	7.3275	5.7735
Light Industry (5)	5.5031	4.8755
Business and Other (6)	2.3901	2.3196
Managed Forest (7)	3.4970	3.8780
Non Profit/Recreation (8)	1.0000	1.0000
Farm (9)	1.0000	1.0000

### **Permissive and Revitalization Tax Exemptions**

District of Sooke Bylaw No. 338, *Permissive Tax Exemption for Public Parks and Recreation Grounds, Not for Profit Corporations and Public Authorities Bylaw, 2007*, as amended, provides a 10 year permissive tax exemption to qualifying non-profit entities.

District of Sooke Bylaw No. 348, *Revitalization Tax Exemption Bylaw 2008*, as amended, provides a revitalization tax exemption to encourage the revitalization of the District of Sooke through the development of a commercial hotel, motel or lodge facilities. No revitalization tax exemptions have been granted to date.







## DISTRICT OF SOOKE

### BYLAW No. 640

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A bylaw to impose property tax rates and property taxes for the year 2016.

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

1. This Bylaw is cited as *Property Tax Rate Bylaw, 2016*.
2. Taxes are imposed for the year 2016 by imposing the following rates upon all taxable land and improvements based on the assessed value, to provide the sums required for each of the following purposes:
  - a) the rates shown in Row A of Schedule A to this bylaw for all general and debt purposes of the District of Sooke;
  - b) the rates shown in Row B of Schedule A to this bylaw to provide monies which are sufficient for the District of Sooke share of the expenses of the Vancouver Island Regional Library and for the District of Sooke share of the debts incurred for Vancouver Island Regional Library purposes according to the requisition submitted by the Vancouver Island Regional Library;
  - c) the rates shown in Row C of Schedule A to this bylaw to provide monies which are sufficient for the District of Sooke share of the expenses of the Capital Regional District and for the District of Sooke share of the debts incurred for Capital Regional District purposes according to the requisition submitted by the Capital Regional District Board;
  - d) the rates shown in Row D of Schedule A to this bylaw to provide monies which are sufficient for the District of Sooke share of the expenses of the Capital Regional Hospital District and for the District of Sooke share of debts incurred for hospital purposes according to the requisition submitted by the Capital Regional Hospital District Board;
  - e) the rate of \$1.12035 per \$1,000 taxable value to recover the costs of \$40,724 as set out in Schedule B to this bylaw by a local service property value tax imposed on both land and improvements within the Silver Spray Fire

Protection Local Service Area under Bylaw No. 239, *Silver Spray Fire Protection Local Area Service Bylaw, 2006.*

3. Rates and taxes imposed under this bylaw must be paid to the District of Sooke at the Municipal Hall, 2205 Otter Point Road, Sooke, British Columbia, not later than July 4, 2016.
4. The District of Sooke must add 10% to the taxes of the current year in respect of each parcel of land and the improvements on the real property tax roll remaining unpaid 12:01 a.m. on July 5, 2016.
5. The District of Sooke will pay interest on prepaid property taxes from January 1 to July 1 of the current taxation year at the same rate as that specified by the Ministry of Community, Sport and Cultural Development for tax overpayments.
6. Bylaw No. 615, *Property Tax Rate Bylaw, 2015* is hereby repealed.

Read a first time the 25<sup>th</sup> day April of 2016

Read a second time the 25<sup>th</sup> day April of 2016

Read a third time the day of 2016

Adopted on the day of 2016

Certified Correct:

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Mayor

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Corporate Officer

**Schedule A**

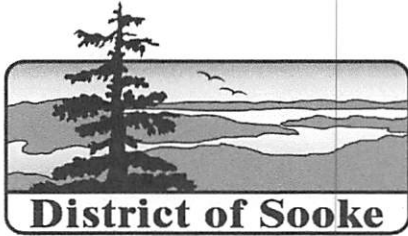
(Dollars per \$1,000 of taxable assessment)

ROW	Tax Authority	Residential Class 1	Utilities Class 2	Light Industry Class 5	Business/ Other Class 6	Managed Forest Land Class 7	Recreation/ Non-Profit Class 8	Farm Class 9
A	Municipal - General	2.92069	21.40139	16.07287	6.98090	10.21367	2.92069	2.92069
B	General - Vancouver Island Regional Library	0.24701	1.80996	1.35932	0.59039	0.86379	0.24701	0.24701
C	Regional District - General	1.26531	9.27154	6.96311	3.02427	4.42478	1.26531	1.26531
D	Regional Hospital District	0.29068	1.01737	1.00283	0.71216	0.87203	0.29068	0.29068

**Schedule B**

**2016 Property Assessments**  
Silver Spray Fire Protection Local Service Area

<b>Total Assessed Value</b>	<b>Fire Suppression Agreement</b>
\$36,349,700	\$40,724
Tax Rate per \$1,000 Assessment	1.12035



File No. PLN01250 and PLN01251

**REQUEST FOR DECISION**  
REGULAR COUNCIL  
May 9th, 2016

**To:** Teresa Sullivan, Chief Administrative Officer  
**From:** Development Services  
**Re:** Development Permit and Development Variance Permit Applications for 6689 Goodmere Road (Lot 1, Section 10, Sooke District, Plan 26588)

**RECOMMENDATION**

**THAT COUNCIL** authorize the issuance of:

1. a Development Permit for 6689 Goodmere Road
2. a Development Variance Permit for 6689 Goodmere Road as proposed in this report

**1. Executive Summary:**

Pure Elements Spa and Hair Salon, is located in the Sooke Town Centre as designated in *Bylaw 400, the District of Sooke Official Community Plan*. The applicant plans to build a new garden center and greenhouse to add commercial retail space to the subject property. The applicant is seeking authorization for a Development Permit and two variances within a single Development Variance Permit. Approval of both variances would enhance the overall site by providing for the following:

- creation of a wheelchair accessible outdoor courtyard/ gathering space
- storage of rainwater for reuse in garden centre
- most efficient use of the land under its zoned capacity

The applicant has worked with the adjacent neighbours to:

- revise plans that provide screening and privacy (letter of support is provided)
- meet the parking requirement of one additional space as required by the *District Zoning Bylaw 400*
- alleviate neighbours' concerns with regard to rainwater, as all runoff will be retained and reused on site as per the existing storm water management plan and revised report.

The following is a summary of the key features for this application:

ITEM	DESCRIPTION	COMMENT
<b>SITE PLAN</b>	Provides an overview of the location of structures, screening, landscaping, access, parking and general layout of the site.	Meets Requirements
<b>PARKING</b>	While only one parking space is required, two additional parking spaces are provided.	Meets Requirements
<b>LANDSCAPE PLAN</b>	Provides screening and privacy for adjacent neighbours, beautification of the site, letters of support provided from adjacent affected property owners.	Meets Requirements
<b>STORMWATER MANAGEMENT PLAN</b>	Captures existing runoff with an on-site storm water retention system. 2016 Drainage Review from Wittich Environmental Services (WES) concludes <i>“development will not affect the current system in place”</i> and <i>“that no change will occur regarding the volume of ground water entering the site and or the current successfully functioning retention system.”</i>	Meets Requirements
<b>RAINWATER REUSE SYSTEM</b>	Provision of a rainwater storage tank for reuse in the greenhouse irrigation system. WES states that <i>“with the installation of a water collection system, the water entering the retention field will be reduced.”</i>	Meets Requirements
<b>WHEELCHAIR ACCESS PLATFORM</b>	Wheelchair access to the site. Commercial zone public access requirement as per the <i>B.C Building Code</i> .	Meets Requirements

**2. Background:**

<b>Purpose of Application</b>	DP/DVP to meet siting requirements for a commercial greenhouse.
<b>Existing Zoning</b>	Town Centre Mixed Use
<b>Existing OCP</b>	Town Centre
<b>Sewer</b>	District of Sooke
<b>Water</b>	Capital Regional District
<b>Parcel Size</b>	.01 la or .25 acres
<b>Maximum Lot Coverage</b>	85%

**3. Analysis:**

The proposed new greenhouse will require one additional parking space, public wheelchair access, additional storm water management, landscaping, privacy screening and general site improvements. As a result, two variances have been requested. Issuance of the Development Permit is conditional upon Council’s approval of the Development Variance Permit.

## Official Community Plan

The District of Sooke, *Official Community Plan Bylaw 400 (2010) (OCP)* designation for this parcel is *Town Center Mixed Use (TC)*, and therefore a Development Permit is required to meet the guidelines of Development Permit Area 1- *Town Centre*. Within this area, the highest density residential development will occur while being the primary commercial hub of the community. Some of the goals of TC are to:

- *Encourage a Town Centre that incorporates high quality public spaces and contributes to Sooke's history and sense of place*
- *Ensure an interconnected network of small scale, mixed purpose or shared streets*
- *Concentrate retail uses, services, personal services, facilities and entertainment within the Town Centre*
- *Develop a strong central focus and a series of nodes within and adjacent to the Town Centre*
- *Ensure a mix of uses including high density residential*
- *Plan, design and build according to Sooke Smart Growth principles and environmental sustainability*
- *Require all new or renovated development to include rainwater management techniques.*

## Zoning Bylaw

The *District of Sooke Zoning Bylaw 600 (2013)* Town Centre Mixed Use (CTC) zone permits a wide range of commercial uses in the Town Centre including "plant nursery".

## Variance Application Overview

The intent of the first variance is to permit the applicant to encroach into the side and rear yard setbacks for the purpose of siting the new greenhouse.

The second variance also requests a setback relaxation, however, to the opposing side and rear yards for public wheelchair access to the site. The applicant would like to construct a storm water retention tank that fits into the accessible ramp platform on the south-west corner of the property. The applicant proposes to reuse some of the rainwater runoff stored in the tank for irrigation of the site and greenhouse.

Wide setbacks are generally designed to buffer surrounding residential dwellings from the impacts of commercial activity related to CTC zoning. The required setbacks and requested variances are outlined as follows:

VARIANCE	LOCATION	Required Setback	Requested Setback	Proposed Variance
GREENHOUSE SETBACKS	Side Yard (adjacent to single family dwelling)	4.5m	1.5m	3m
	Rear Yard (adjacent to single family dwelling)	4.5m	3.6m	.9m
WHEELCHAIR ACCESS PLATFORM SETBACKS	Side Yard (adjacent to single family dwelling)	4.5m	.25m	4.25m
	Rear Yard (adjacent to single family dwelling)	4.5m	.25m	4.25m

Referrals

Referrals regarding the proposed application were sent to internal departments and applicable external agencies for their review and comment. No major issues were identified. The referral summary is attached.

**4. Legal Impacts:**

In 2005, a development permit (DP2005-0588) and development variance permit (DVP2005-0587) was issued authorizing the following:

- site plan with approved setbacks to accommodate parking
- the use of the public roadway for parking
- a landscaping plan
- a stormwater management plan

The current request for a DP and DVP will build upon these existing permits, however does not alter them.

**6. Strategic Relevance:**

This project encourages business development in Sooke and meets the following objectives of the *District of Sooke Strategic Plan, 2016*:

*Economic Prosperity- The District will work towards developing appropriate mechanisms to facilitate and promote long term community economic prosperity.*

*Community Planning- The District will work towards streamlining planning processes to encourage investment and job growth in the community.*



**7. Financial Impacts:**

All improvements to the site will be paid for by the applicant.

**8. Attached Documents:**

The following additional information is provided for your review:

Item	Page	Item	Page
Letter from Applicant	6	Drainage Report	16
Neighbour Letter of Support	8	Landscape Plan	19
Subject Property Map	9	Referral Comment Summary	21
Surrounding Land Use Map	10	Draft Development Permit	23
CTC Zoning Information	11	Draft Development Variance Permit	25
Proposed Site Plan	12		
Site Photographs	15		

Respectfully,

\_\_\_\_\_  
Danica Rice  
Planner II

Approved for Council Agenda

\_\_\_\_\_  
Development  
Services

\_\_\_\_\_  
Corporate Services

\_\_\_\_\_  
Financial Services

\_\_\_\_\_  
CAO

LETTER FROM APPLICANT

To the District of Sooke

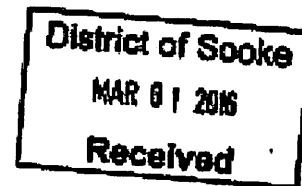
Staff and Counsel

Re: Development application for changes to the existing commercial property

6589 Goodmere Rd

Sooke BC

V9Z 0S5



Pure Elements has been operating as a business for 10 years this June 19, 2016. We are proud to say that we offer up to 8 full time positions, as well have on call spa workers for high season. Currently we have 5 full time employees who some of whom have been with our company 9 years. We are a good solid business in Sooke who offer the employees benefits, and cover over 80% of the costs of benefits to support our staff and their families. We volunteer for local charity and are generous with donations to sporting teams and not for profit and charities. We have supported tourism, Chamber of Commerce, and bring people to Sooke each month for services on a regular basis. Yes clients drive from out of town to come to our salon and spa. As well as servicing up to 60 destination weddings in the area each season.

I (Gwen) know that I have not used this property to its full potential for the past few years since Pure Elements has been solidly established. We have a beautiful location and view for many visitors to enjoy, but only those who choose us for hair or spa services, I would like to build a quaint but beautiful space to share, and maximize my potential for this property. Our taxes are high for our return of investment and this is a solid business to help aid in this expense as well as employing 3 more people, who will shop and support Sooke by staying local.

I know our town has lost 2 small garden centres in Sooke for personal reasons; I hate to see more reasons for our locals to drive to town to shop when I can offer them a boutique style garden center. What this means is a garden center with gift shops, tea or coffee bars. There is an area of about 900 square feet that leads out on to the deck that would be in the area of the garden center the 2 flow very nicely. We would like this to be our gift shop and coffee bar, (take out only for guests) We have created a beautiful wheel chair access respecting the view lines of our gorgeous harbour and whiffin spit, by using a wire fencing at those view lines, and respecting the privacy of our neighbors by installing privacy fencing and hedging between property.

We hope you support this business development, as it is a need in our community, non obtrusive to the neighbors, and keeps more people working and living in our community.

Thank You for your time and consideration.

Sincerely,

Gwen and Ed Fisher

Variance application/boardwalk wheel chair access/deck  
Pure Elements 6689 Goodmere Rd  
Sooke BC  
V9Z 0S5

A second variance on this property is needed for the accessibility, in order to have a smooth transition to our garden center/gift shop. There are a few spots along the path where the height of the boardwalk exceeds the 2' requirement by 6 inches. We have chosen to use a wooden boardwalk for the majority of the entrance to aid in the slope as well as drainage. With this extra height DOS by law states we need another 4.5 meters from the property line. However if we have to do this we cannot fit a wheel chair access. At the very bottom of the property line where the boardwalk needs to have a landing for the wheel chair to then turn towards the business we would like to have a wider decking. This would prevent issues with railings and be a great feature to place vignettes and ideas for gardeners and tie the property together. At this front south corner is a nice view and would create a more pleasant entrance for wagons, baby buggies, walkers and wheel chairs, and make better use of that corner. We will be careful to use wire fencing along this area so we do not block view lines for any neighbor. Our neighbor Steve Marshall has been communicating with us and is very supportive of this change. We will be sure to make the boardwalk and deck beautiful and blend with our natural setting.

Thank You for your consideration.

Sincerely,  
Gwen Fisher  
Edwin Fisher

LETTER OF SUPPORT FROM NEIGHBOURS

DVP PLNO1251

6689 Goodmere Road, Sooke, BC

We have had discussions with the owner, Mrs. Gwen Fisher who has clarified and expanded the explanation to the proposals of their plans.

Our concerns were based on the mail-out received, which in our opinion lacked key information.

With the replacement of the shrubbery along the South East section in addition to the privacy fence proposed from near the centre of the property and toward the South West section, which will hid the decking, this will give a nice finish to both properties and return some of the original privacy to 6692 Horne Road.

Mrs. Fisher explained all of their efforts and placements of the holding tanks to ensure they retain as much water for their nursery.

The mention of the cracks in the retaining wall of the Goodmere property was only for their information. It could cause Mr. and Mrs. Fisher difficulty in the future and we thought it appropriate to draw their attention to it.

Our discussions have been verbal and there is no written documentation however we are confident the changes discussed will be implemented. Ongoing discussion of the development will take place.

We were never against the idea of the nursery as Sooke does not have one in the town core other than a corporate business.

We also never intended on causing distress to the owners.

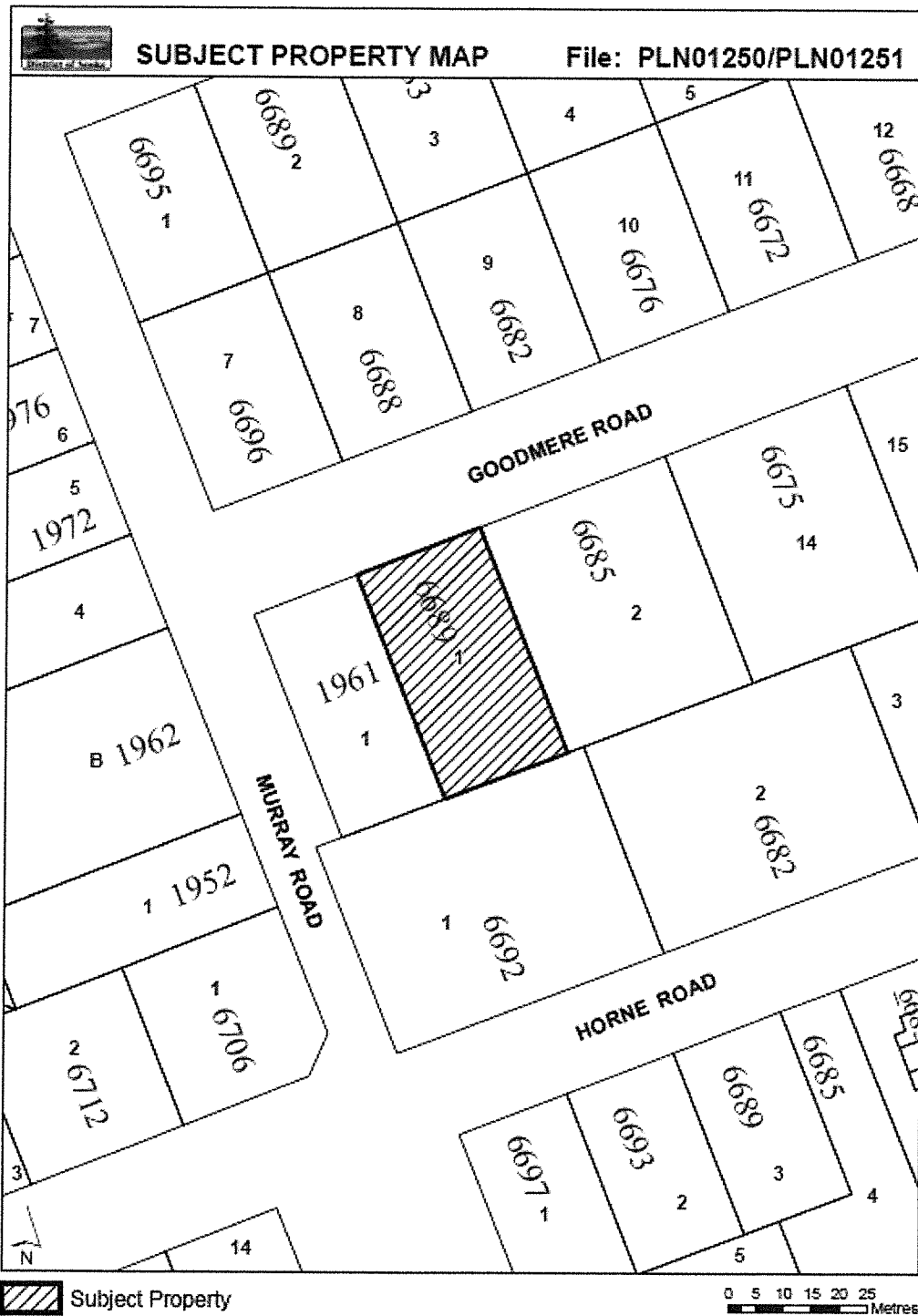
We therefore agree with the proposed application.

Glenn and Judith Brydon

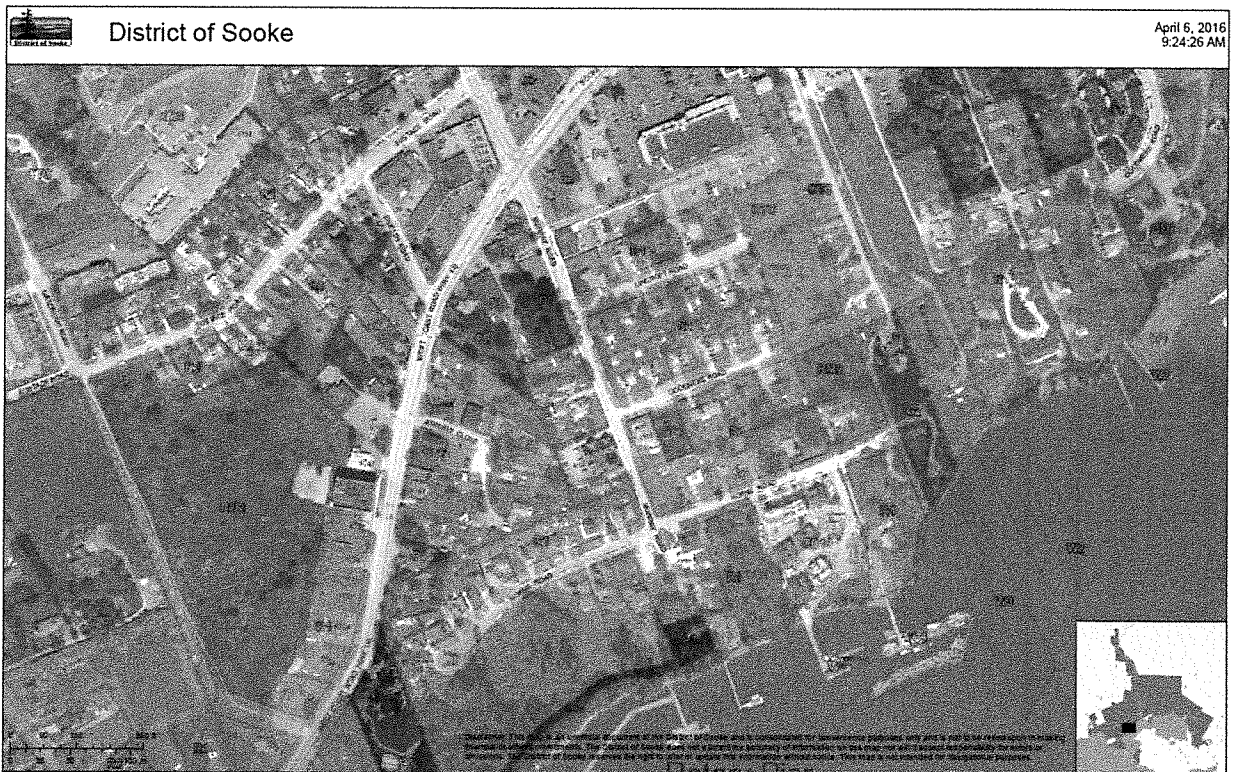
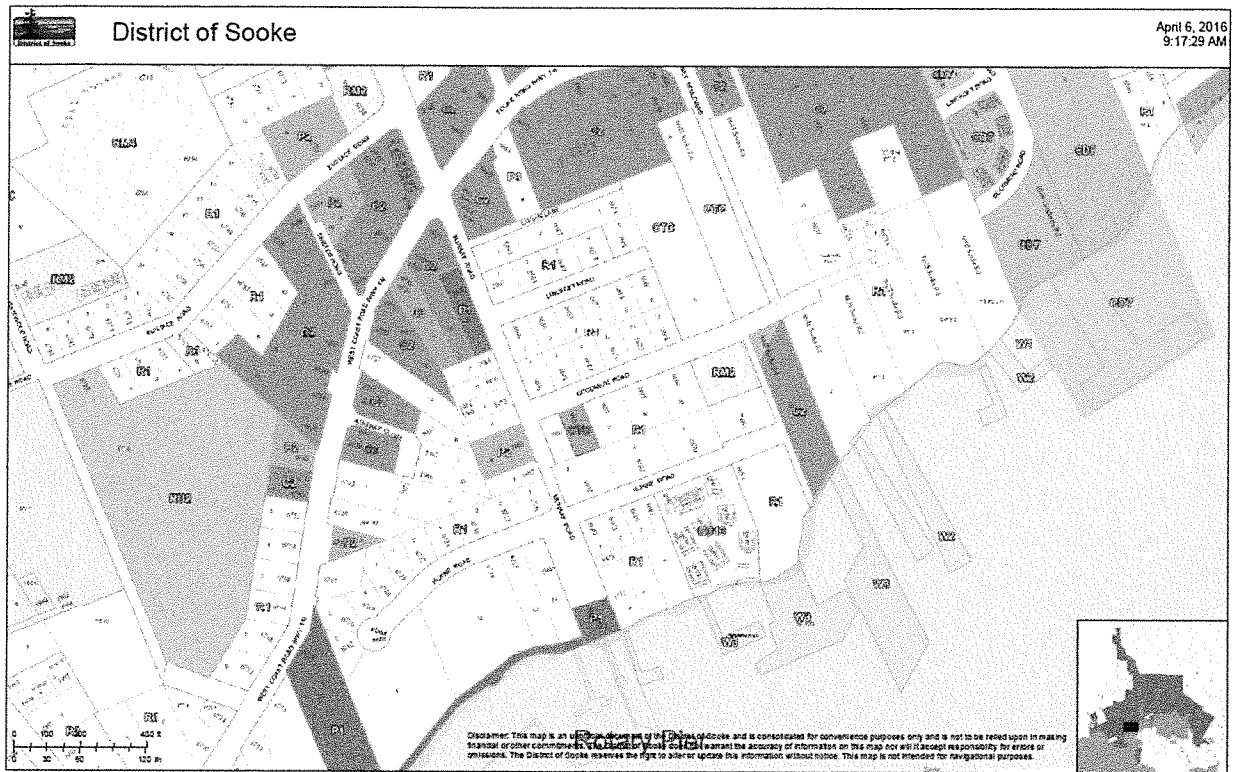
 Horne Road

  
28 April 2016

SUBJECT PROPERTY MAP



### SURROUNDING LAND USES



**CTC ZONING INFORMATION**

*Schedule 405 – Town Centre Mixed Use (CTC)*

**Town Centre Mixed Use**

**CTC**

**405.1 Purpose:** This zone provides for a wide range of commercial uses in the Town Centre

**405.2 Permitted Uses:**

**Principal Uses:**

- a) Amusement facility – indoor
- b) Apartment building \*
- c) Art gallery
- d) Artisan industry
- e) Assembly use
- f) Auction rooms, excluding external storage
- g) Auto service facility \*
- h) Bakery
- i) Brew pub
- j) Bus depot
- k) Car wash
- l) Cluster dwelling units
- m) Commercial exhibit
- n) Commercial school
- o) Country market
- p) Equipment sales/rentals including service & repair
- q) Financial institution
- r) Funeral home
- s) Gas bar \*
- t) Hardware store
- u) Health services
- v) Hostel
- w) Hotel and/or motel
- x) Household equipment sales, service & repair
- y) Institutional use
- z) Live-work\*

- aa) Mixed commercial residential uses
- bb) Office
- cc) Parking lot, parkade
- dd) Personal services
- ee) Place of worship
- ff) Plant nursery
- gg) Playground
- hh) Printer/publisher
- ii) Private club
- jj) Pub
- kk) Residential above the first storey \*
- ll) Restaurant
- mm) Retail\*
- nn) School
- oo) Shopping centre
- pp) Theatres
- qq) Townhouse
- rr) Vehicle repair\*
- ss) Veterinary clinic in an enclosed building



**Accessory Uses:**

- tt) Limited home-based business
- uu) Employee housing\*

\* See conditions of use.

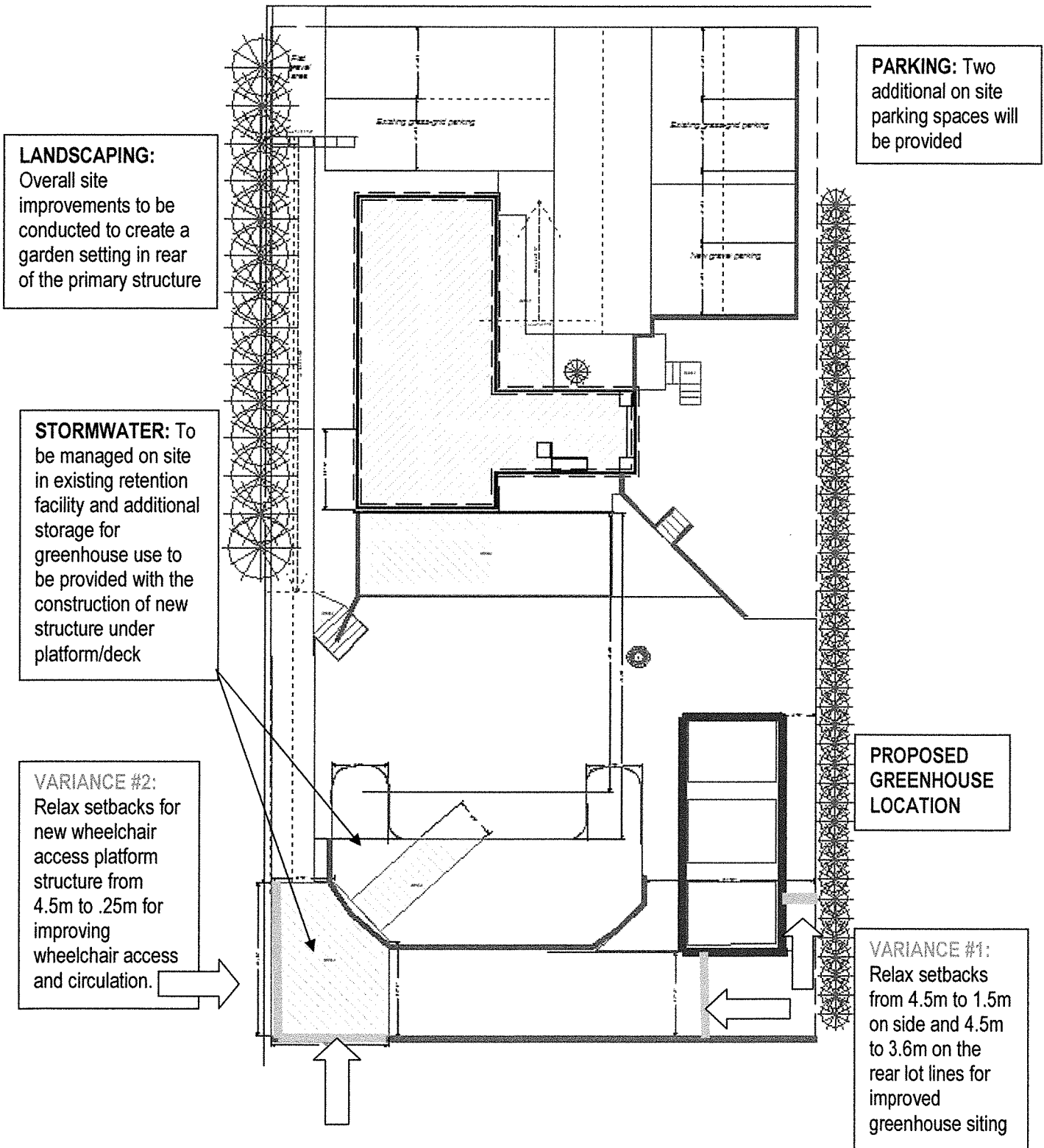
**405.3 Minimum Lot Size for Subdivision Purposes:** 600 m<sup>2</sup>

**405.4 Minimum Width for Subdivision Purposes:** 15 m

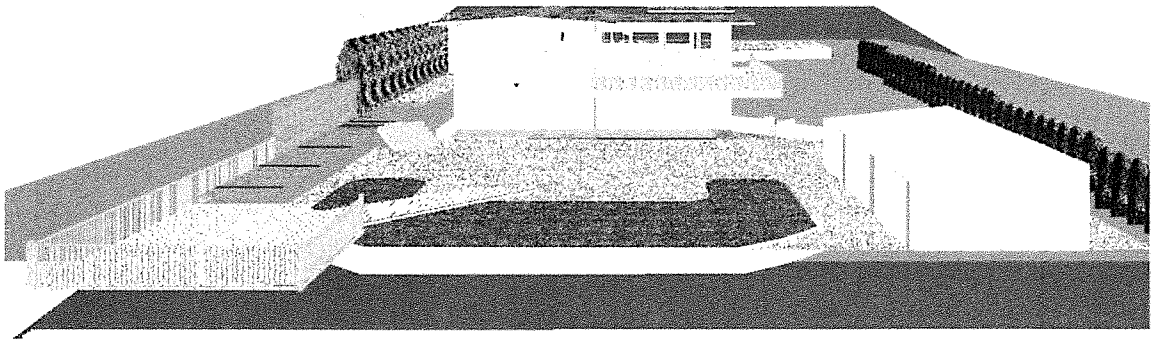
**405.5 Maximum Height:** \*See conditions of use.

- a) Principal Buildings: 6 storeys up to 22 m
- b) Accessory Buildings: 9 m

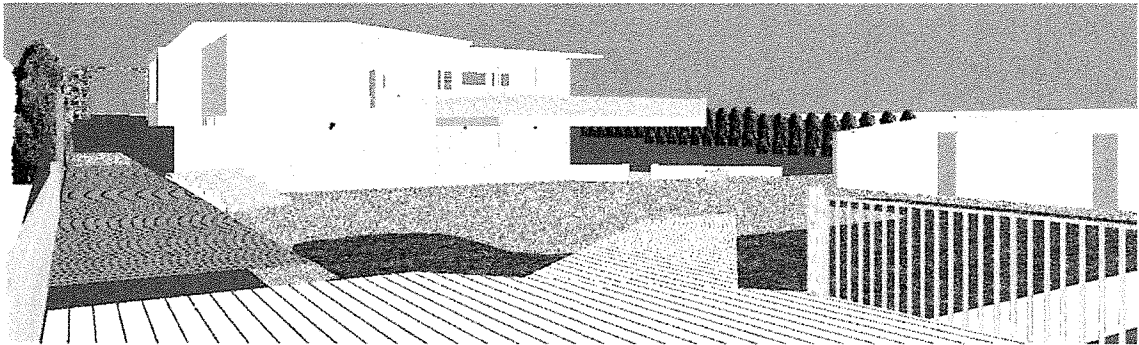
**PROPOSED SITE PLAN**



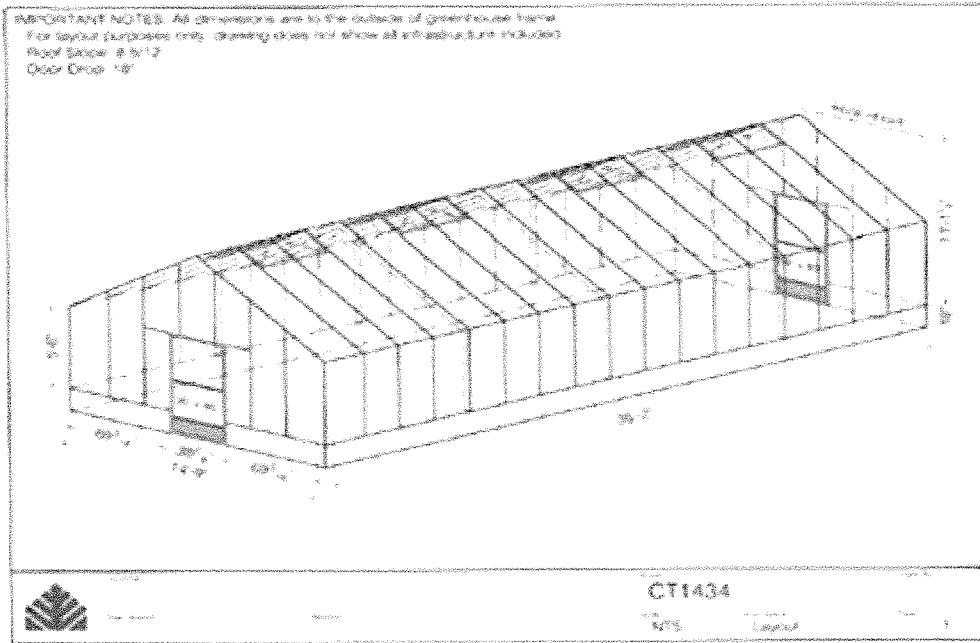




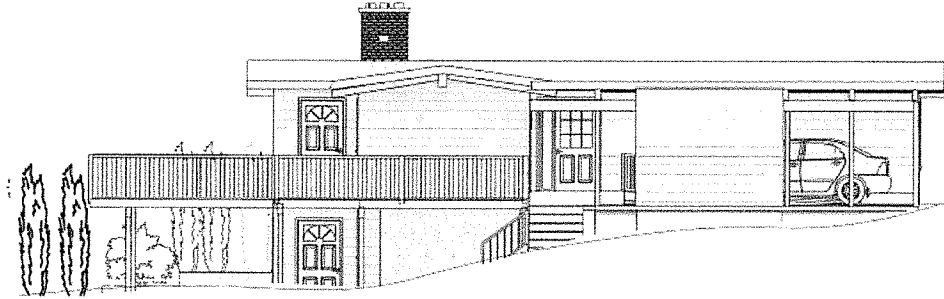
PROPOSED REAR VIEW OF 6689 GOODMERE ROAD



PROPOSED VIEWING PLATFORM PERSPECTIVE TOWARDS GARDEN AND GREENHOUSE



PROPOSED GREEN HOUSE STRUCTURE



E.04 EAST 3/16" = 1'-0"



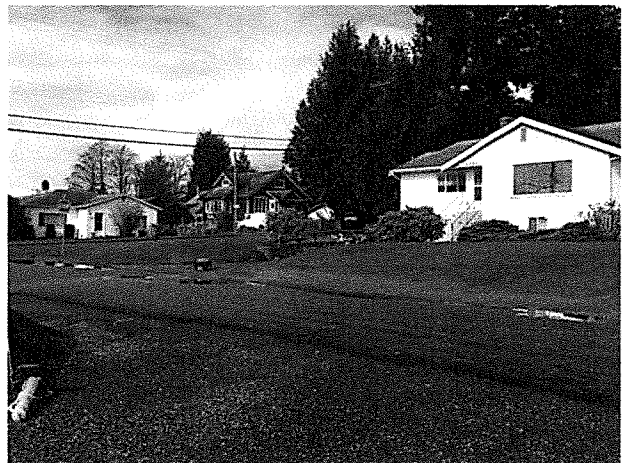
F.05 WEST 3/16" = 1'-0"



F.02 SOUTH 3/16" = 1'-0"

ELEVATION PLANS

SITE PHOTOGRAPHS



**DRAINAGE REPORT**



## Drainage Review

February 18, 2016

Pure Elements Hair Design and Bodyworks Ltd.

6689 Goodmere Road,

Sooke, BC

V9Z 0C4

RE: Review of current perimeter drainage system – considerations for proposed green house.

Pure Elements Hair Design and Bodyworks Ltd. (PEHD) contracted Wittich Environmental Services Ltd. to review the current perimeter drainage system operating on 6689 Goodmere Road, Sooke British Columbia. The review is required to determine if the addition of the proposed Green House (GR) would affect the drainage of the property. Gwen and Ed Fisher (owners of PEHD) described the development plan which included any and all surface changes that where to occur within the back (south) yard.

The current system was installed by WES Ltd. when PEHD opened a number of years ago. The perimeter drainage system discharges to a distribution chamber (see attached map) before entering a drainage field also identified on the site map. The proposed GH will be located in the south east corner of the yard. Though the design of the GR has yet to be finalized the roof water will be collected and directed/discharged into the existing distribution chamber.

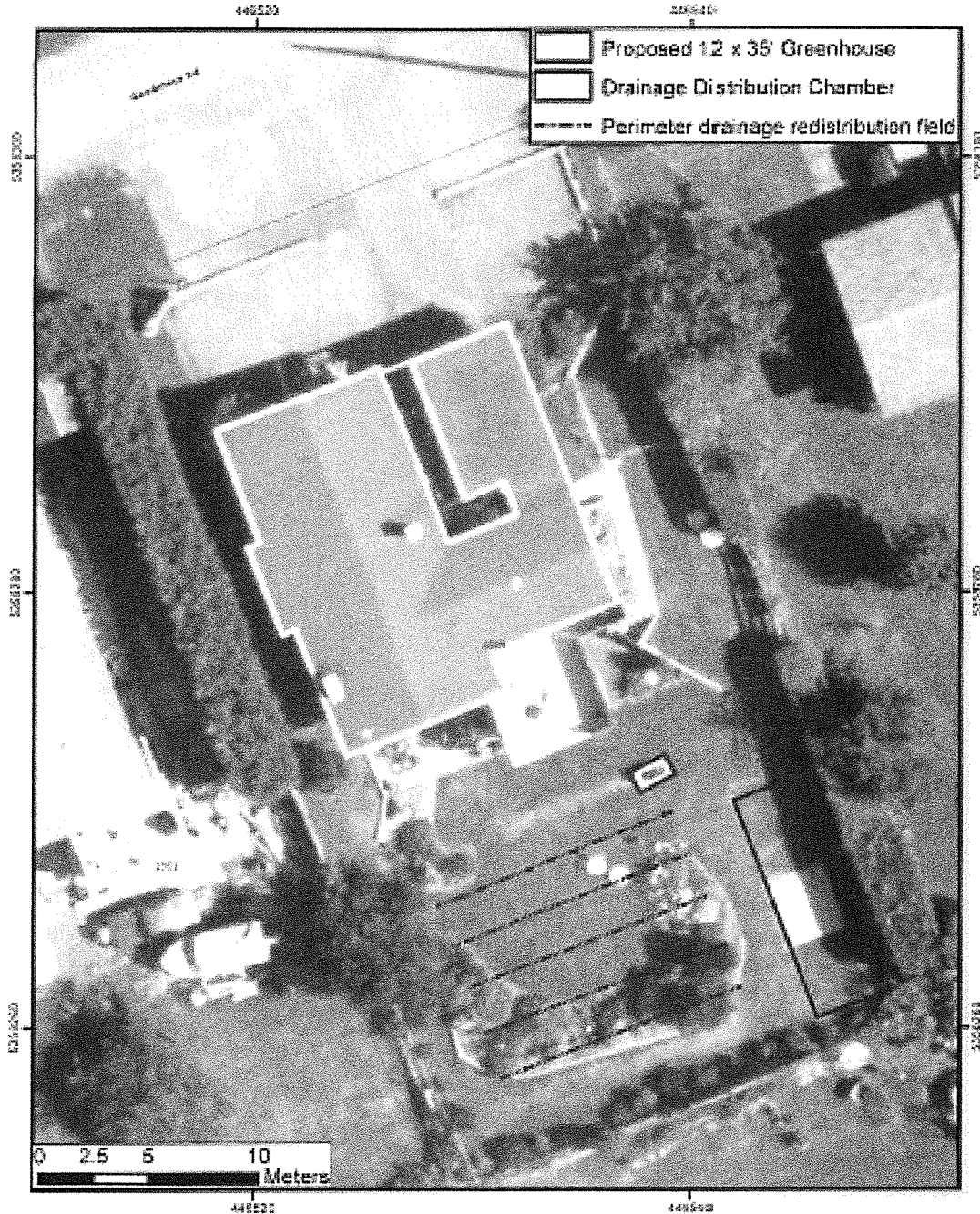
The Fisher's indicated that apart of their design will include collection of rainwater for use in watering the plants within the GH as well, plants that will be located in the open area of the yard. This system design has not been finalized but the intention is to have a system that is effective and simple in order to educated clients as to how they can accomplish water conservation at home. It is also common knowledge that plants perform better with rain water rather than CRD water.

WES Ltd. has concluded that no change will occur regarding the volume of groundwater entering the site and or the current successfully functioning retention system. The development will not affect the current system in place and with the installation of a water collection system the water entering the retention field will be reduced.

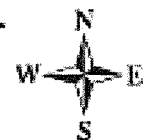
No modifications to the current system is deemed necessary or required in preparation of the proposed Green House

If there are any questions, please contact the undersigned.

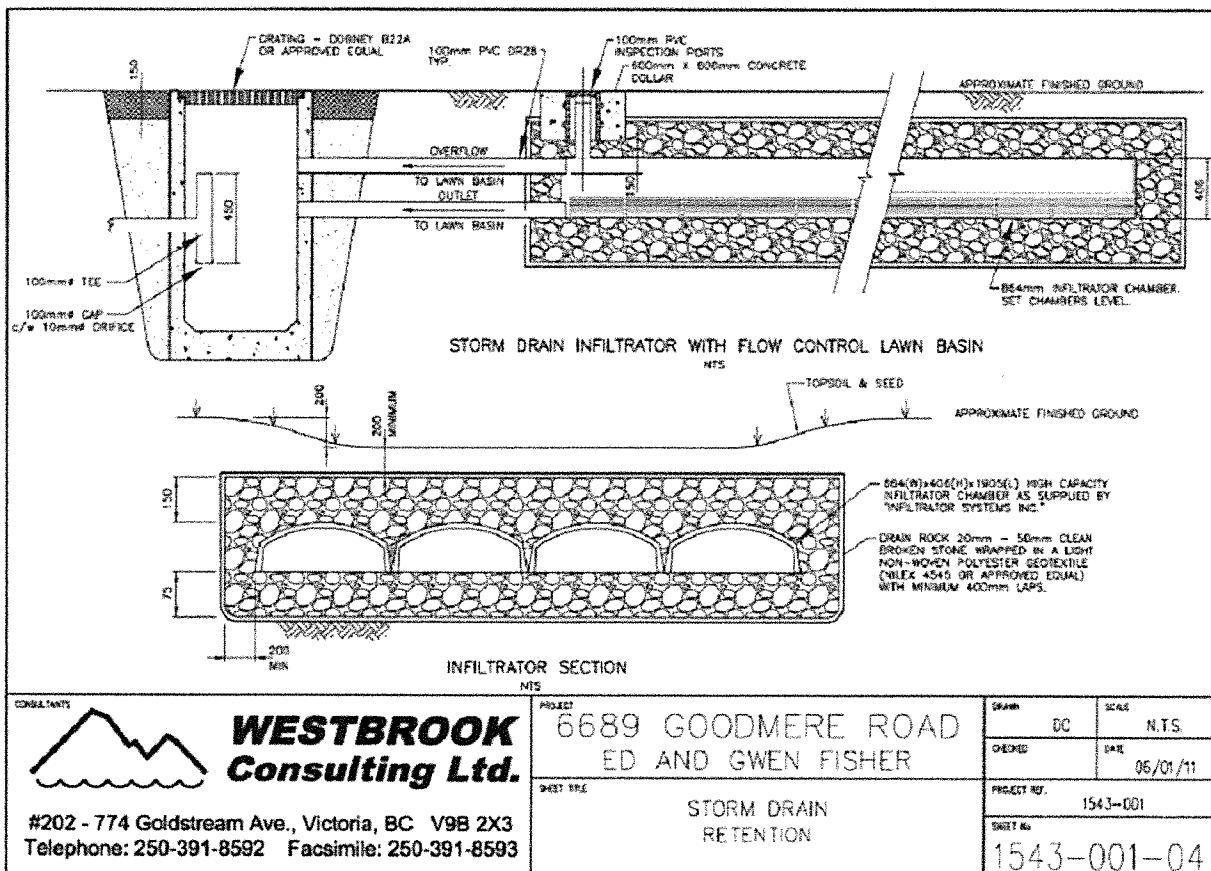
Douglas J. Wittich C.E.S.A.




**Pure Elements Hair Design & Body Works Ltd.**  
**6689 Goodmere Road, Sooke, BC**  
**Property Map**



Source: CRD Orthophoto



<p>CONSULTANTS</p>  <p><b>WESTBROOK Consulting Ltd.</b></p> <p>#202 - 774 Goldstream Ave., Victoria, BC V9B 2X3 Telephone: 250-391-8592 Facsimile: 250-391-8593</p>	<p>PROJECT</p> <p>6689 GOODMERE ROAD ED AND GWEN FISHER</p>	<p>DRAWN</p> <p>DC</p>	<p>SCALE</p> <p>N.T.S.</p>
	<p>SHEET TITLE</p> <p>STORM DRAIN RETENTION</p>	<p>CHECKED</p>	<p>DATE</p> <p>06/01/11</p>
		<p>PROJECT NO.</p> <p>1543-001</p>	
		<p>SHEET No.</p> <p>1543-001-04</p>	

## LANDSCAPE PLAN

Landscape plantings and budget for Pure Elements / Artisans Garden

Pure Elements has always prided itself on a well kept garden for the past ten years. We have a variety of shrubs and perennials for a full season showing. Once we are able to fully keep the deer out we will be growing more edible plants in amongst our beautiful existing plants. Our goal is to educate and mentor urban food, small space gardening, and carry a variety of shrubs and plants that are beautiful and edible. At the moment here is the list of what we have, where they will arrive in the garden once the hardscape is in, is not fully determined.

### LIST OF SPECIES TO BE PLANTED AS PER THE CONCEPT PLAN GARDEN AREAS

- 4 hydrangeas
- Mock orange shrubs
- Lots of lavender, 2 varieties
- Heather
- Peonies
- Small dogwood variety
- Echinacea
- Black eyed susans
- Montebresia, day lilies,
- California lilac
- Beautiful red maple for a bit of shade will not be moved
- Roses
- Daffodils
- Dahlias
- Lots of daffodils in the spring, tulips next year due to deer fence
- Swiss chard all year round
- Rhodo
- Japonica and honeysuckle
- Clamatis
- Climbing roses
- Small vegetable patch

Next summer, we will be adding a variety of fruit trees, up to three dwarf. As well as a larger vegetable section.

Countless hanging baskets, planters and example planters for vertical gardening will be on display.

Our goal is to encourage eatable plants, so over the years these shrubs will be ever changing to showcase the possibilities of eatable plants.

We will have a potting station so our clients can make their own baskets on sight, especially those in condos and apartments who have no space for garden tools and dirt.

We would like to keep our trees in the back yard lower to protect the view for our neighbors and clients in the upper level of pure Elements. All our plants are strategically placed to allow what views we have left. It is our goal to create an oasis of creativity and design elements to encourage the community to engage in the benefits of our environment and beauty of growing all year round. Because of added expenses with the new parking lot, we will not have it in the budget to purchase many new shrubs or fruit trees until next season, and nor should we have to as we already have lots of plants to move around. The extent of the boardwalk entrance and my decision to go with a classier green house, rain water collection, and parking at the last minute, will absorb my entire budget. However this is money well spent on the permanent infrastructure, one more year to wait on fruit trees is minimal and I can get wholesale prices now.

Our landscape budget is the largest cost other than the green house, to make the entrance wheel chair accessible we need to build the board walk, (this you will see in the variance application) This will allow for a smooth transition into the back yard as well as a stair case closer to the gift shop.

#### COSTS

FENCING, DECKING, HAND RAILS  
PLUS LABOUR.

\$8800

MACHINE WORK: (TRACTOR WORK AND DRAINAGE WORK, AS WELL AS THE TOP DRESSING OF ROAD BASE) IS ESTIMATED AROUND

\$7000

We have not yet priced out the cost of the 2 extra parking spots and removal of carport and shed as we will do the labour ourselves. I'm able to reuse all of our allan block, and only need about 9 to 12 more blocks to make it work. Then just fill and road base for that area, well worth it to get 2 more parking spots on sight.



**REFERRALS**

**SUMMARY OF COMMENTS RECEIVED FOR 6689 GOODMERE ROAD  
IN RESPONSE TO THE DISTRICT OF SOOKE REFERRAL SENT MARCH 16th, 2015**

<b>EXTERNAL REFERRALS</b>	
<b>AGENCY</b>	<b>COMMENTS</b>
Shaw Cable	No comment received
Vancouver Island Health Authority	This office has no objections.
BC Hydro	BC Hydro has no concerns with this Development Referral.
Ministry of Transportation	Please consider this email to be an official Ministry response to the proposed development permit and variances related to 6689 Goodmere Road, your file PLN01250/PLN01251, Ministry File 2016-01520. The Ministry has no objections to the proposal and has no additional requirements for approval.
Canada Post, Sooke	No comment received
BC Transit	<p><b>The subject property:</b> Is located within 450 metres of three existing transit routes, with the nearest stop(s) located on Sooke Road in front of the Village Food Market. ☐ Transit on this portion of Sooke Road offers service to regional destinations such as West Shore Town Centre, Royal Roads University, Victoria General Hospital and downtown Victoria, as well as connections to other regional-scale destinations. There is also limited local transit service to the Otter Point and East Sooke areas.</p> <p><b>Land Use</b></p> <p>The subject property is located on lands designated as Town Centre in the District of Sooke’s Official Community Plan (OCP).</p> <ul style="list-style-type: none"> <li>o The OCP describes Town Centre as the area within which the highest density residential development will occur while being the primary commercial hub of the community.</li> <li>o The District of Sooke is actively improving roads in the immediate area of the subject property in order to develop a network which aligns with the character of the town centre designation while offering improved connectivity and access.</li> <li>o Residential and employment density are primary drivers of transit demand, and as the Town Centre further develops, the connected street network will offer improved opportunities for extending local transit coverage.</li> <li>o The existing Goodmere Road right of way has yet to be improved with sidewalks and designated lanes and the installation of these may change the allocation of municipal-owned boulevard space in front of properties along Goodmere Road. The proposed application seeks to introduce additional commercial uses to the subject property.</li> </ul> <p>Because the possibility of extending local transit coverage is dependent on street design, BC Transit urges the District and the applicant to ensure that the subject property has a street interface with Goodmere Road that is sympathetic and resilient to further development of the Town Centre’s transportation networks, and also redevelopment of adjoining properties.</p> <ul style="list-style-type: none"> <li>o Provisions for off-street parking should be attractive to customers, and strive to apply parking concepts in the Sooke Town Centre Illustrative Design Handbook.</li> </ul> <p>BC Transit Development Referral Response 2</p> <p><b>Bus Stops and Stations</b></p> <p>There are existing transit stops in this area. No further changes are needed to them at this time.</p>

	<p><b>BC Transit Level of Support</b></p> <p>BC Transit supports the proposed application as increasing commercial uses is consistent with the Official Community's Plan's Town Centre designation of the subject property.</p> <p>Because the possibility of extending local transit coverage is dependent on street design, BC Transit urges the District and the applicant to ensure that the subject property has a street interface with Goodmere Road that is sympathetic and resilient to further development of the Town Centre's transportation networks, and also redevelopment of adjoining properties.</p>
Beecher Bay First Nation	Beecher Bay has no comments or concerns regarding this referral.
CRD Water Department Technical Services Division	No objections. Additional comments provided on separate sheet.
SEAPARC	SEAPARC is unaffected by this application.
Sooke School District 62	No comments
Fortis BC	We have reviewed the attached documents and do not make note of any conflicts; there are no existing gas pipelines in the area.
T'Souke Nation	No comment received
Archaeological Inventory Section of Ministry of Forests, Lands and Natural Resource Operations (FLNRO)	On Behalf of Grant Bracher, Ecosystem Biologist with the Ministry of Forests, Lands and Natural Resource Operations, his response to the above referral request is:  "Interests Unaffected"
RCMP, Sooke Detachment	RCMP has no objections.
Telus Communications	TELUS has no objections.
Sooke Fire Department	The Fire Department does not have any concerns with this application, provided parking does not impede access for emergency vehicles.
District of Sooke Environmental	No parks on environmental concerns.
District of Sooke Engineering	Parking may be an issue.



**DEVELOPMENT PERMIT DP PLN01250**

**DATE:** May 9th, 2016  
**TO:** Gwen Fisher  
**SUBJECT ADDRESS:** 6689 Goodmere Road

1. This Development Permit is issued subject to compliance with all of the bylaws of the District of Sooke applicable thereto, except as specifically varied or supplemented by this Permit.

2. This Development Permit applies only to those lands within the District of Sooke described below (legal description), and any and all buildings, structures, and other development thereon.

(P.I.D. 000-530-841) Lot 1, Section 10, Sooke District, Plan 26588

3. This Development Permit (DP PLN 01250) is issued to allow for the construction of a greenhouse and general site improvements as per:

- a. Schedule A: Site Plan
- b. Schedule B: Drainage Review (Wittich Environmental Services Ltd., February 18, 2016)
- c. Schedule C: Landscape Plan

4. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit, and any plans and specifications attached to this Permit which shall form a part hereof.

5. If the Permittee does not commence the development permitted by this Permit within 12 months of the date of this Permit, the Permit shall lapse.

6. This Permit is NOT a Building Permit.

Motion carried by Council: May 9th, 2016. **Development Permit Issued: ~~May XX, 2016~~**

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Rob Howat, Director of Development Services



**DEVELOPMENT VARIANCE PERMIT PLN01251**

**DATE:** May 9th, 2016  
**TO:** Gwen Fisher  
**SUBJECT PROPERTY:** 6689 Goodmere Road

1. This Development Variance Permit is issued subject to compliance with all of bylaws of the District of Sooke applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Development Variance Permit applies to and only to those lands within the District of Sooke described below (legal description), and any and all buildings, structures, and other development thereon.

**(P.I.D. 000-530-841) Lot 1, Section 10, Sooke District, Plan 26588**

3. The Bylaw No. 2040, *Sooke Land Use Bylaw, 1992* is varied or supplemented as follows:

to vary the side yard setback from 4.5 metres to 1 metres and rear yard setback from 4.5 metres to 3.6 metres to allow for the construction of a greenhouse *and*;

to vary the side yard setback from 4.5 metre to .25 metres to allow for the construction an accessible platform and deck.

as per:

- a. Schedule A: Site Plan
- b. Schedule B: Drainage Plan
- c. Schedule C: Landscape Plan

4. As a condition of the issuance of this Permit, a security set out below shall be required to ensure that development is carried out in accordance with the terms and conditions of this Permit. Should any interest be earned upon the security, it shall accrue to the Permittee and be paid to the Permittee if the security is returned. The condition of the posting of the security is that should the Permittee fail to carry out the development hereby authorized according to the terms and conditions of the Permit within the time provided, the District of Sooke may use the security to carry out the work by its servant,

agents or contractors, and any surplus shall be paid over to the Permittee; or should the Permittee carry out the Development Variance Permitted by this Permit within the set time set out above, the security shall be returned to the Permittee.

5. There is filed accordingly:
  - a. Performance Bond in a form acceptable to the District of Sooke in the amount of \$NIL
  - b. an Irrevocable Letter of Credit in the amount of \$ N/A
  - c. none required \_xx
6. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit, and any plans and specifications attached to this Permit which shall form a part hereof.
7. If the Permittee does not commence the Development Variance permitted by this Permit within **24 months** of the date of this Permit, the Permit shall lapse.
8. This Permit is **NOT** a Building Permit.

Motion carried by Council the 24th day of April, 2016.

~~ISSUED this XX<sup>th</sup> day of May, 2016.~~

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Rob Howat, Director of Development Services

**Correspondence Received as to 6689 Goodmere Road**

## Danica Rice

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**From:** pam thompson <[REDACTED]>  
**Sent:** Monday, May 02, 2016 9:56 AM  
**To:** Danica Rice  
**Subject:** Ed And Gwen Fishers application for a Garden / Craft Shop

In support of Gwen Fishers application for a Garden /Craft Shop in our beautiful town of Sooke .. We Are Sooo in need of a garden center and Sooke is growing at a Rapid Speed ... We Need A Garden Center and to a b able to buy homemade crafts is 1 of the Best ways to showcase Some of Sooke Talent .... Please Consider This Company In Their Hopes And Dreams to make our Town , A Little More " Homey " rather than Big Box City ... Pam Thompson

## Danica Rice

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**From:** Toni-leigh Mueller <[REDACTED]>  
**Sent:** Monday, May 02, 2016 10:12 AM  
**To:** Danica Rice  
**Subject:** Pure Elements parking

Dear Ms. Rice,

I am sending an email to ask you to please allow Gwen Fisher's Salon Pure Elements to increase her parking space. I use a handicap placard and it is so important to have these spaces available . With 3 joint replacements I will shop at stores that have enough handicap space. I live in Sherwood Park so I really have no say in your decision but as a person in the sixty plus age group these spaces make life much easier. What an amazing addition to the beautiful Town of Sooke. This is a business I hope to visit in the future. Thank you Mrs. Toni Mueller

[REDACTED]  
Sherwood Park AB.  
T8h 2B1

Sent from my iPad



## Danica Rice

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**From:** SHELLEY EVANS <[REDACTED]>  
**Sent:** Monday, May 02, 2016 11:19 AM  
**To:** Danica Rice  
**Subject:** letter of support for Gwen Fisher

May 02, 2016  
To Who It May Concern:

Please accept this note as my unwavering support for Gwen Fisher's vision for a small garden center and gift shop. She has proven herself as a successful business woman already with her fabulous salon Pure Elements, and I believe she knows what people want (other than a great hair do). I have lived in Sooke for 16 years and I guarantee I will utilize this helpful service to the community.

Thank You,  
Shelley Evans  
[REDACTED]

## Danica Rice

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**From:** Anne Boquist <aboquist@shaw.ca>  
**Sent:** Monday, May 02, 2016 1:16 PM  
**To:** Danica Rice  
**Subject:** Letter of Support

Dear Danica Rice, I am writing this note in support of Gwen Fisher's proposal to add on a small garden centre and gift shop as part of her existing business, Pure Elements. Gwen has run a successful business in Sooke, that I have supported for a number of years... she employs young people, she supports them, she supports the community and runs an ethical business. Her new endeavour would employ 3 more people and give Sooke back a Garden Centre that we desperately need. Please support her in her new initiative..... it will only benefit Sooke. thanks and peace feel free to call me if you like... [REDACTED] Anne Boquist

## Danica Rice

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**From:** [REDACTED]  
**Sent:** Tuesday, May 03, 2016 8:18 AM  
**To:** Danica Rice  
**Subject:** Pure Elements Application

Hello Danica ,

I am writing this in total support of Gwen Fisher's application for the small garden centre/gift shop she is proposing.

Gwen has amongst many other attributes - impeccable taste when it comes to planning and setting up any business.

One can be assured it will be done well and with out a doubt; be an attractive addition to our community while also providing more employment.

I urge you to approve this application for the benefit of all of Sooke's Garden Lovers !

Thanking you in advance

Kind Regards

Linda Thompson.

[REDACTED]  
Sooke BC  
[REDACTED]  
[REDACTED]

## Danica Rice

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**From:** Lee Hindrichs [REDACTED]  
**Sent:** Wednesday, May 04, 2016 12:24 PM  
**To:** Danica Rice  
**Cc:** Maja Tait; Gwen Fisher  
**Subject:** Expansion of Pure Elements

Hello Danica,

I am taking the time to express my concern about the holdup in permitting Pure Elements and their addition of a garden centre.

Pure Elements and Gwen Fisher in particular have been servants to this community in countless ways. Look to all of the events that they have provided hair and makeup free of charge. Events that were fund raisers and events that supported our kids.

Gwen is a pillar of the community and has served in countless capacities.

Pure Elements has worked hard to earn the Green Label status in being environmentally conscious. This is the type of business we want in Sooke and want to support.

Local small business keeps money local and employs local people.

This is the heart of a sustainable community.

I am confused and alarmed that there has been so many delays in giving the go ahead for the addition of a Garden Centre at this location. From what I've seen Gwen and Pure Elements have been jumping through hoops to to meet every demand made by the district, yet district appears to be thwarting just the type of green local development that fits in with the official community plan. What game is being played?

Sincerely,

Lee Hindrichs

--  
Lee Hindrichs  
The Essential Oil Nurse  
ProactiveHealthstyle.com

Join me on FaceBook!  
<https://www.facebook.com/ProactiveHealthstyleWithLee>

Dear Council (Re: Essence Beauty Parlor)

How do they figure they can do this? I've  
tried to show you on your own sketch.

There is no parking at the church as the  
lots used almost every day with one event or  
another.

Please think it over really carefully. we do  
NOT want any more use there, a beauty  
parlor is enough.

Sincerely Phyllis R Phillips  
at [redacted] Goodmere Rd.

District of Sooke  
MAY 04 2016  
Received



VARIANCE #1:  
Relax setbacks  
from 4.5m to 1.5m  
on side and 4.5m  
to 3.6m on the  
rear lot lines for  
improved  
greenhouse siting

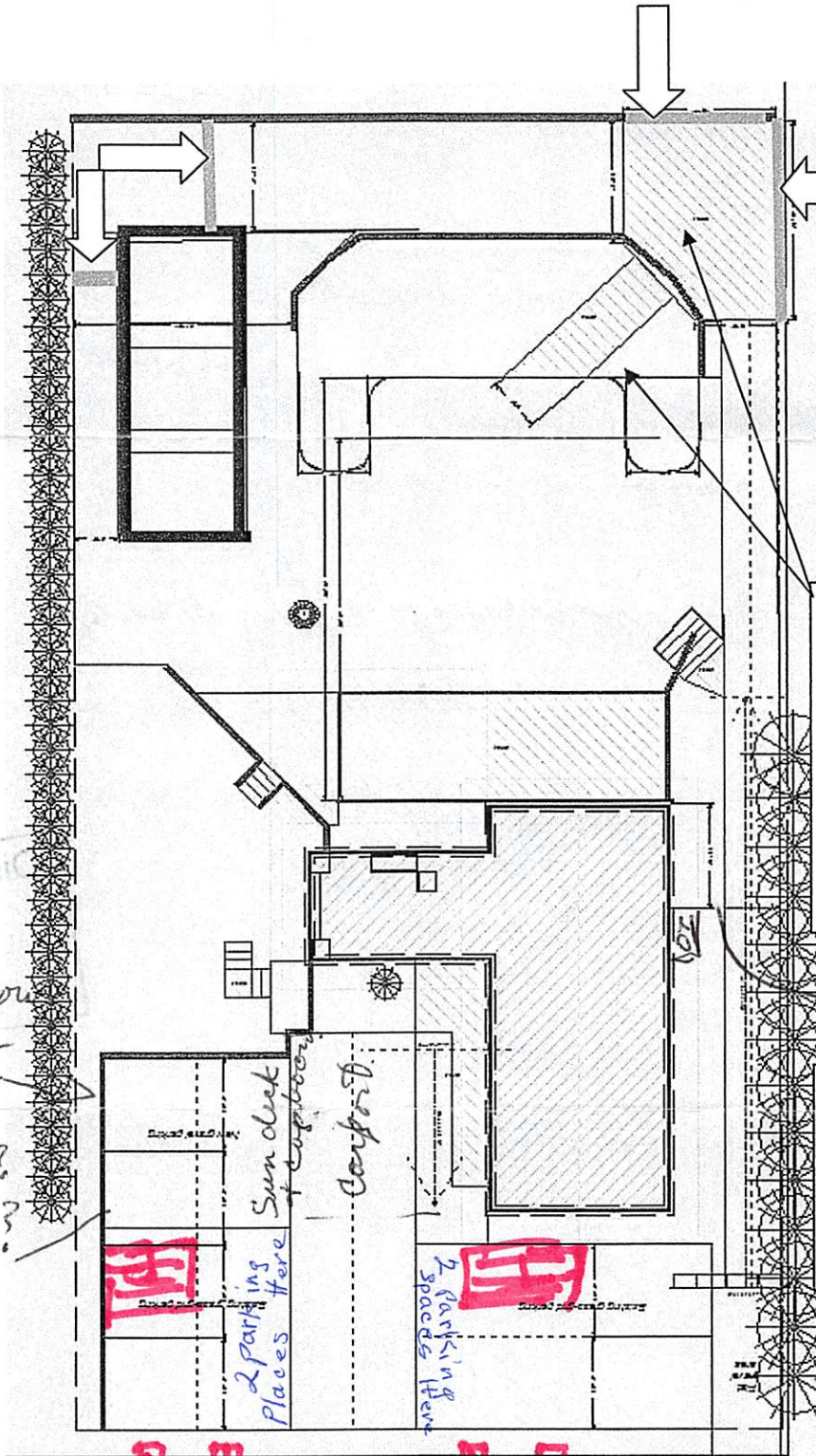
PROPOSED NEW  
GREENHOUSE  
LOCATION

VARIANCE #2:  
Relax setbacks  
for new  
uncovered  
deck/platform  
structure from  
4.5m to .25m for  
the purposes of  
storm water  
storage and  
improving  
pedestrian site  
circulation

STORMWATER: To  
be managed on site  
in existing retention  
facility and additional  
storage for  
greenhouse use to  
be provided with the  
construction of new  
structure under  
platform/deck

LANDSCAPING:  
Overall site  
improvements to be  
conducted to create a  
garden setting in rear  
of the primary structure

PARKING: Two  
additional on site  
parking spaces will  
be provided



District of Sooke  
MAY 14 2015  
How do you  
get in here

no access  
so where?  
can one part flow?

Sun deck  
+ Caproom  
Carport  
2 parking  
places here  
2 parking  
spaces here

20 ft Hedge  
across line  
Evergreen

PROPOSED SITE PLAN

pile of gravel.  
a small truck  
barely gets thru here  
& it rubs the  
hedge.  
To-

cars for  
workers and  
how they park.

66 ft allowance for  
Hoodmere Rd.

## Danica Rice

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**From:** [REDACTED]  
**Sent:** Wednesday, May 04, 2016 9:25 PM  
**To:** Danica Rice

I am writing this letter in support of the purposed business artisans gardens. What a wonderful addition to our community, a garden centre, gift shop, coffee bar. Not only will it employ local people it will support local island artisans, host workshops and inspire garden enthusiasts of all ages. One stop shopping gifts gardening supplies and great coffee (brilliant!!!) living in sooke for the last 55 years and shopping locally i and my family are looking forward to supporting this unique and well thought out business. Sharlene gwillim

Sent from my LG Mobile

## Danica Rice

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**From:** Kathe [REDACTED]  
**Sent:** Wednesday, May 04, 2016 1:37 PM  
**To:** Danica Rice  
**Cc:** 'Gwen Fisher'  
**Subject:** Gwen Fisher

**Categories:** Green Category

Dear Ms. Rice:

As the previous owner of The Reading Room Bookstore & Café, I am writing to you in support of Gwen Fisher's development application and wheel chair access variance.

Since I started my businesses in Sooke (2003) I have seen the continual cycle of businesses opening and then closing. It is so difficult to keep businesses running in such a small community. When I see one that has not only been running as long as Pure Elements has but also expanding, we need to do what we can to support that business.

It is also obvious that it is a business concept that the community needs. We have recently lost 2 gardening centers in Sooke and am currently, as far as I know, without any other. Sookites are nothing if not gardeners. We, as consumers would prefer to spend out gardening dollars within Sooke and not have to travel to Victoria.

The last point I would like to make is that when a person is willing to take the financial risks involved with opening a new business here, with all that that entails, the District of Sooke should be doing everything it can to make the process easier and quicker.

I am hoping that the Council and the District will approve this development application in as expedient a manner as possible. I am waiting to spend my gardening dollars as soon as they are open for business.

Sincerely,

Kathy Drover

[REDACTED]  
Sooke, B.C. V9Z 0L4  
[REDACTED]



## Danica Rice

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**From:** Emily Kraft [REDACTED]  
**Sent:** Monday, May 02, 2016 7:23 PM  
**To:** Danica Rice  
**Subject:** Pure Elements

**Categories:** Green Category

Hello Danica,

I'm emailing in regards to the hopeful addition to Pure Elements in Sooke. I am a resident of Sooke as well as a customer of Pure Elements and I have watched Gwen grow her business over the years. Small businesses do not always succeed in Sooke because of our size, but Gwen has been a very successful businesswoman and a great contributor to the community, supporting local as much as possible. I think adding a new component to her popular small business is a fantastic idea for our growing community - I know I will be there on opening day!

Thank you,

Emily Kraft

Sent from my iPhone

## Danica Rice

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**From:** Gaynor Gauthier [REDACTED]  
**Sent:** Monday, May 02, 2016 4:38 PM  
**To:** Danica Rice  
**Subject:** Letter of Support re: Garden Centre at Pure Elements Salon & Spa, Goodmere Rd., Sooke

**Categories:** Green Category

Attention: Danica Rice

Dear Ms. Rice,

I am writing to offer my full support... without hesitation... to Gwen Fisher, owner of Pure Elements Salon & Spa, in her efforts to receive approval for all aspects of her new Garden Centre and Gift Shop to be located on the same premises at 6689 Goodmere Rd., Sooke.

I have known Gwen for many years, both professionally and personally... and she is an exemplary member of our community. Caring, competent, highly ethical and very involved in our community, I know, without a doubt, that Gwen's new business will be a well-planned, well-run enterprise, respectful of her neighbours and her neighbourhood... and will become a wonderful asset for Sooke.

Located in a beautiful spot, overlooking the harbour... it's a perfect location that will be made even more beautiful with Gwen's creative touch!

The fact that she wants an all-inclusive venue for ALL her customers to enjoy is a very important factor for her. Therefore, I respectfully request that you give your full approval to the plans for this exciting new businesses, including the variance for the construction of the wheelchair ramp (along with two extra parking spaces), so that customers with disabilities will have full access to the Garden Centre.

This Garden Centre will offer a much needed business in our community that is sadly lacking in Sooke, since two other facilities closed down here in recent years. There has been a lot of disappointment in the community and discussion on social media about the fact that there is no garden centre in Sooke anymore. This means people now have to go into town for most of their gardening supplies and plants... and we all know that once they are in town, they will be doing other shopping there too!

*Let's keep our dollars in our community!*

I sincerely hope you will take my Letter of Support into consideration when making your decision.

Many thanks...  
Gaynor Gauthier

[REDACTED] Sooke V9Z 0P4



Virus-free. [www.avast.com](http://www.avast.com)

## Danica Rice

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**From:** Shawn Vandekerkhove [REDACTED]  
**Sent:** Monday, May 02, 2016 3:33 PM  
**To:** Danica Rice  
**Subject:** Letter of support for pure elements garden and gift shop.  
**Categories:** Green Category

I have always loved how gwen has run pure elements. Always with an eye to the future and community. Her progressive zero waste protocols are contentious reminders of what a business in sooke should be. And i think all avenues possible should be supported by the sooke community to aid and allow pure elements to grow and move forward as a premiere example of our small town.

Sincerely

Shawn





File No. 1790-20

**REQUEST FOR DECISION**  
Regular Council  
Meeting Date: May 9, 2016

To: Teresa Sullivan, Chief Administrative Officer  
From: Engineering  
Re: **Award of Request for Quote**  
**Rhodonite-Eakin Drainage Replacement**

**RECOMMENDATION:**

**THAT COUNCIL** approve Mainroad Island Contracting LP as the successful proponent under the request for quotes for the Rhodonite-Eakin Drainage Replacement project;

**1. Executive Summary:**

The Rhodonite-Eakin Drainage Replacement project is identified in the 2016 drainage budget as a high priority item. After a legal survey, and consultation with property owners to determine an alignment that suited all stakeholders, the project was advertised publicly as a Request for Quotes (RFQ). The RFQ closed at 2:00 pm on Wednesday, April 27, 2016. The District is hoping to get work underway as soon as possible.

**2. Background:**

During a series of flood events on the target properties in late 2015, staff conducted a CCTV review of the existing infrastructure, and determined that the drainage was undersized, poorly constructed, and barely functional in some places. The existing infrastructure ran through private property, with no legal right of way, and consisted of an open ditch that has since been closed, as well as a couple of privately installed catch basins connected with varying sizes of PVC pipe. Staff consulted with property owners and contractors to determine a cost-effective, suitable alignment with which to route the new infrastructure, and assembled the design into a request for quote.

**3. Analysis:**

The following three (3) qualified quotes were received for the drainage replacement project, along with short proposals detailing how the work was to be completed:

- |   |              |
|---|--------------|
| 1) Mainroad South Island Contracting LP | \$ 44,572.00 |
| 2) Ramida Enterprises Ltd.              | \$ 45,155.55 |
| 3) Wittich Environmental Services Ltd.  | \$ 91,000.00 |

The above prices do not include GST.

The quotes were reviewed and evaluated based on bid price and methodology for completing the work, and Mainroad South Island Contracting was chosen as providing the quotation that is the most advantageous to the District.

**4. Strategic Relevance:**

The Rhodonite-Eakin Drainage Replacement project is in accordance with the *2016 Strategic Plan* which prioritizes fiscal responsibility by proactively replacing aging infrastructure. Replacing the drainage before complete failure is much more economical, as it negates potential flood damage and costly emergency repairs during less than ideal weather conditions.

**5. Financial Impact:**

The Rhodonite-Eakin Drainage Replacement project is one of three major drainage replacement projects highlighted for 2016. The remaining two projects: Atherly Close Drainage Replacement (awarded for \$85,000.00), and Sooke River Road Flood Alleviation (currently in conversation with surrounding property owners to identify viable solutions) are expected to be completed within the proposed \$240,000.00 Rainwater Infrastructure budget.

Respectfully,

  
\_\_\_\_\_  
Rob Howat  
Director of Development Services

Approved for Council Agenda

  
\_\_\_\_\_  
Development  
Services

  
\_\_\_\_\_  
Corp. Services

  
\_\_\_\_\_  
Financial Services

  
\_\_\_\_\_  
CAO



File No. 6410-20

**REQUEST FOR DECISION  
REGULAR COUNCIL  
Meeting Date: May 9, 2016**

To: Teresa Sullivan, Chief Administrative Officer  
From: Development Services  
Re: **Comments on the proposed Regional Growth Strategy**

**RECOMMENDATION:**

**THAT COUNCIL** recommend that staff prepare a letter to the Capital Regional District with the key issues identified in this staff report, and any other concerns identified by Council, in order to provide feedback on the *2016 Draft Regional Growth Strategy* (v.1.5).

**1. Executive Summary:**

The Capital Regional District (CRD) has released the *2016 Draft Regional Growth Strategy (RGS)*, and has requested that each member municipality prepare feedback on the document prior to May 18, 2016. This is a 'working' draft document, which means that the CRD is looking for input and some consensus on the document prior to taking it through the formal referral process.

Ultimately, Sooke's *Regional Context Statement (RCS)* and our community growth policies (located in the OCP 2010) must be consistent with the RGS. With this in mind, staff has prepared the following comments concerning the 2016 draft RGS.

**2. Frequently Asked Questions & Background**

Please see the attached FAQ sheet provided by the CRD regarding the RGS and the process.

**3. Analysis:**

**A. Water and Sewer Servicing**

Access to clean, safe drinking water for residents has been a concern in previous iterations of this regional planning process. However, this draft *Regional Growth Strategy* does not include water servicing as a method of controlling growth. It has been determined that growth will not be predicated on access to water

services. The Sooke community was clear at the time of OCP adoption that water will be available to all residents of Sooke.

Sooke's current vision for growth is consistent with the proposed RGS. Our primary population growth will continue in areas serviced by sewer, with the highest densities and majority of commercial development occurring in the Town Centre. We expect minimal population growth outside the growth boundary where the minimum parcel size is 4ha.

It should be noted that this document does restrict expansion of sewer services beyond the growth boundary, but will make exceptions of sewer expansion outside the growth boundary in situations of emergency or where there is concern over human health.

Staff is satisfied that the water and sewer servicing policies outlined in the draft RGS will not impact Sooke's ability to grow in accordance with the current vision in the Sooke OCP, 2010.

### **B. Major Employment and Population Centre**

The proposed RGS implies in Table 1 (pg. 4) that the west shore communities will absorb 50% of all new residents in the region between 2011 and 2038. This growth has significant implications for the District of Sooke, because we have sewer in place, and can provide some of the most affordable living options in the western communities.

The issue, however, is that the proposed RGS fails to identify Sooke as a 'major centre' for employment and population alongside Langford, Colwood, Saanich, and Sidney.

The proposed RGS (Section 1.1, Principles II.) identifies each 'major centre' being revitalized as walkable, transit-focused, complete communities with a dense mix of businesses, housing, services and public open spaces. This statement is compatible with the vision that Sooke has for its Town Centre.

### **Recommendation**

It is recommended that Sooke's Town Centre be included as a 'major centre' or 'growth node' in the proposed RGS. Sooke's vision for a complete community should not be limited by regional policies that do not recognize the future potential of this community. Sooke, as a young and vibrant municipality, should not be penalized for growing later than other, more established communities in the region.

Being identified as a 'major centre' or 'growth node' will create economic vitality and employment in Sooke. This is critical to our community's ability to become a healthy and sustainable community, and will reduce pressure on the transportation system by decreasing our dependency on vehicles.



### **C. Sooke as a Rural Community**

In Sooke, just like in Langford, Colwood, Saanich or Sidney, the District of Sooke is working towards streamlining planning processes to encourage investment and job growth in the community as outlined in our *Strategic Plan*. We are actively working towards a compact, complete and connected community where there is access to jobs, services, facilities, amenities and affordable infrastructure.

On pg. 8 (2<sup>nd</sup> paragraph) of the proposed RGS, Sooke is identified as being similar to rural communities; the Saanich Peninsula, rural west shore and the Juan de Fuca Electoral Area. It should be noted that on Map 3, pg. 11, Sooke is shown to have an extensive growth boundary compared with any of those other 'rural' areas, and have shown leadership in sustainable development in the region by implementing sewage treatment to the core area.

In order to preserve Sooke's rural character, around 62% of the District's land base is located outside the growth boundary (in the form of park, farmland and rural residential properties), leaving 38% of the land base for targeted growth.

Because much of the land base has been preserved outside the growth boundary there is a rural feel to Sooke. However, Sooke's Town Centre has been planned as a hub for a large regional population, and aspires to provide more services, employment and amenities to the community.

#### **Recommendation:**

Sooke's Town Centre should be characterized at a minimum as a future 'growth node', however, preferably as a 'major centre' for population and employment.

Sooke should be characterized as a rural community with a strong, economically viable core.

#### **4. Legal Impacts:**

When the RGS is adopted, Sooke will need to ensure that its context statement and OCP are consistent with the RGS.

Once the RGS is adopted, any amendments to the boundary will require unanimous approval of the board.

Once the RGS is adopted, any amendments to Sooke's Regional Context Statement will require majority approval of the board.

#### **5. Strategic Relevance:**

The District of Sooke *2016 Strategic Plan* outlines the following strategic priorities:

**Community Planning**

THE DISTRICT WILL WORK TOWARDS STREAMLINING PLANNING PROCESSES TO ENCOURAGE INVESTMENT AND JOB GROWTH IN THE COMMUNITY.

- our *Official Community Plan* is critical to our community vision and we will ensure it stays current
- ensure our bylaws reflect community needs and values

**Economic Prosperity**

THE DISTRICT WILL WORK TOWARDS DEVELOPING APPROPRIATE MECHANISMS TO FACILITATE AND PROMOTE LONG-TERM COMMUNITY ECONOMIC PROSPERITY.

- pro-actively pursue economic opportunities
- focus on being consistent in our decision making
- ensure our criteria are reflective of our community's needs
- improve our customer service focus

**Enhancing Community Livability**

THE DISTRICT WILL WORK TOWARDS MAKING SOOKE A VIBRANT AND ACCESSIBLE COMMUNITY

- the District will focus on making the Town Centre vibrant and accessible
- improve opportunities for residents to gather and connect
- take steps to protect Sooke's natural beauty

**6. Financial Impacts:**

n/a

**Attached Documents:**

1. Draft Regional Growth Strategy (RGS)
2. FAQ on the RGS (provided by CRD)

Respectfully,

\_\_\_\_\_  
Rob Howat,  
Director of Development Services

Approved for Council Agenda

\_\_\_\_\_  
Development Services

\_\_\_\_\_  
Corporate Services

\_\_\_\_\_  
Financial Services

\_\_\_\_\_  
CAO

# Regional Growth Strategy

## Capital Regional District

**DRAFT (v.1.5)**

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**CRD**

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# Vision

In 2038, Capital Regional District residents enjoy a healthy and rewarding quality of life within a region that is economically vital, where communities are livable and where the environment and natural resources are stewarded with care.

Fundamental to this vision is a commitment to work toward regional sustainability. Simply defined, sustainability means that actions taken to meet needs today do not compromise the ability of future generations to meet their needs, ensure the ongoing health of the natural processes that sustain life, and support the social and economic arrangements that create prosperity and well-being.

The purpose of the Regional Growth Strategy is to help realize this vision, through the commitment of the Capital Regional District, the Juan de Fuca Electoral Area and local municipalities to guide regional growth and change toward common goals.

## Goals:

- The majority of future population is housed in existing urban areas;
- Rural areas experience limited population increases and maintain a strong agricultural and resource base;
- A belt of protected green space runs sea to sea from Saanich Inlet south to Juan de Fuca Strait, defining the western edge of Metropolitan Victoria;
- An integrated parks, green space, greenways and trail system protects important natural areas and links town to country;
- Victoria remains the primary regional employment, business and cultural centre and is complemented by major employment and population centres in Langford, Colwood, Saanich and Sidney;
- The proportion of trips taken in single occupant automobiles is reduced, trips by public transit are increased, and there is a region-wide foot path and cycle network;
- Established employment centres are enhanced;
- A wide range of housing types and tenures meet the needs of regional residents; and,
- Communities are socially and physically complete with new development that enhances the identity and walkable human scale of neighbourhoods.

# Context

A regional growth strategy is a framework, developed by municipalities and the regional district in partnership, for identifying social, economic and environmental objectives. Its purpose, under Part 13 of the *Local Government Act*, is to "... promote human settlement that is socially, economically, and environmentally healthy and that makes efficient use of public facilities and services, land and other resources." A regional growth strategy expresses how communities will work together to enhance regional quality of life and social well-being. As of 2008, regional growth strategies must also include policies, actions and targets for the reduction of greenhouse gas emissions.

The Capital Regional District adopted a Regional Growth Strategy bylaw in 2003. In 2008, the Capital Regional District Board in partnership with local municipalities initiated the required five year review of the Regional Growth Strategy (2003). The 2016 update to the Regional Growth Strategy follows considerable public and intergovernmental discussion and consultation. At the present time, the Capital Region's ten First Nations are not partners in the regional growth strategy, nor does it apply to the Salt Spring Island and the Southern Gulf Islands Electoral Areas, which fall under the planning jurisdiction of the Islands Trust (see Map 1).

Citizens, local governments, First Nations, school district boards, stakeholders, and provincial and federal agencies have been involved in the Strategy's update through a regional sustainability planning process. This process determined that many of the policies of the Regional Growth Strategy (2003) are achieving desired objectives, notably, increasing compact and complete communities, acquiring green space, and substantially completing the regional trail network. Further, key complementary planning documents identified as actions to implement the Regional Growth Strategy (2003) are complete, including:

- 2007 Regional Housing Affordability Strategy; and
- Regional Transportation Strategy (completed as the 2014 Regional Transportation Plan and the 2011 Pedestrian and Cycling Master Plan).

Input and feedback have affirmed the desire for a strong growth management framework rooted in the Regional Growth Strategy (2003) objectives. Updates integrate recommendations from completed planning documents and address the requirements for policies, actions and targets for greenhouse gas reductions.



MAP 1: REGIONAL GROWTH STRATEGY AREA



The Capital Region is located at the southern-most end of Vancouver Island, in the Cascadia/Salish Sea bio-region (see Map 2). The bio-region runs north-south along a coastal corridor stretching from Campbell River south to Olympia, Washington and east to Hope. The Capital Region's present settlement pattern is characterized by a diverse mix of urban and rural communities, with a concentration of population in the Core Area located along key transportation corridors. The West Shore and Saanich Peninsula feature smaller urban centres, with forestry lands to the west throughout the Juan de Fuca electoral area. Agricultural lands are concentrated on the Saanich Peninsula, with some slightly more dispersed lands on the West Shore.

In this context, modest population growth is forecast for the Capital Region. Table 1 highlights existing and forecasted population, dwelling units and employment.

**TABLE 1. POPULATION, DWELLING AND EMPLOYMENT UNIT FORECAST**

	2011			2038			Population Share	
	Population	Dwellings	Employment	Population	Dwellings	Employment	2011	2038
<b>Core</b> <ul style="list-style-type: none"> <li>• Esquimalt</li> <li>• Oak Bay</li> <li>• Saanich</li> <li>• Victoria</li> <li>• View Royal</li> </ul>	238,900	111,400	141,900	276,700	137,400	164,900	68.9%	62.6%
<b>Saanich Peninsula</b> <ul style="list-style-type: none"> <li>• Central Saanich</li> <li>• North Saanich</li> <li>• Sidney</li> </ul>	38,400	16,100	20,300	47,300	20,900	24,900	11.1%	10.7%
<b>West Shore</b> <ul style="list-style-type: none"> <li>• Colwood</li> <li>• Highlands</li> <li>• Juan de Fuca Electoral Area</li> <li>• Langford</li> <li>• Metchosin</li> <li>• Sooke</li> </ul>	69,600	26,700	21,500	117,800	46,600	42,700	20.0%	26.7%
<b>Total</b>	<b>346,900</b>	<b>154,200</b>	<b>183,700</b>	<b>441,800</b>	<b>204,900</b>	<b>232,500</b>	<b>100%</b>	<b>100%</b>

Source: Urban Futures, 2014

Please note that First Nations populations are not included in Table 1 as First Nations Reserves fall outside the GMPA.

MAP 2: GEORGIA STRAIT/ PUGET SOUND BASIN



From a 2011 base of approximately 346,900, the region's population is forecast to increase by approximately 95,000 people to 441,800 in 2038, an approximate 1% average annual population increase. The slow aging of the region's population continues as a significant trend, with the proportion of residents 65 years and older expected to rise from 18% in 2011 to 26% by 2038. Further, although the workforce (ages 15 to 64) is projected to grow by 31,900, the proportion of workforce to total population is projected to decline from 69% to 61% by 2038. Serving the needs of an aging population in the context of a proportionally smaller workforce will affect all aspects of the region's social, economic and physical development.

It continues to be clear, however, that even modest population growth would undermine the regional vision if it were accommodated as it has been since the 1950s, through further urban expansion into farms, forests and countryside. Achieving the regional vision requires a concerted effort to largely shift to policies that encourage investment and development in designated urban centres.

The Regional Growth Strategy supports the regional vision by making this policy shift, through strategies that aim to: keep urban settlement compact; protect the integrity of rural communities; protect regional green/blue spaces; manage natural resources and the environment sustainably; build more complete communities; improve housing affordability; increase transportation choice; strengthen the regional economy; and, reduce greenhouse gas emissions.

# Objectives

The Regional Growth Strategy includes integrated strategic objectives, incorporating policies, targets, maps and guidelines that together express a program of joint action by the Capital Regional District and local municipalities to achieve the regional vision.

- Policies are provided under the “policy” heading for each objective. The Capital Regional District will implement policies and undertake actions for regionally-delivered services and programs. Local municipalities will identify how their Official Community Plan aligns to each policy in a Regional Context Statement.
- Maps showing the growth management concept plan (Map 3) and the regional green/blue space system (Map 4) provide spatial definition for policy.
- Targets for each objective are provided in Table 2 at the end of the document.
- Actions for the Capital Regional District to implement the Regional Growth Strategy are provided in the Implementation Measures section.

## 1. Managing and Balancing Growth

### 1.1 Keep Urban Settlement Compact

The Regional Growth Strategy aims to keep urban areas compact and largely contained within a Regional Urban Containment and Servicing Policy Area. Fundamental to urban containment are four related principles that aim to increase the capacity of urban areas, particularly in the Core Municipalities and the urban West Shore, to accommodate new growth.<sup>1</sup>

#### Principles:

- I. Establish a strong mixed-use Metropolitan Core focused around Victoria’s downtown core area;
- II. Focus new growth primarily in eight Major Centres, shown on Map 3, revitalized as walkable, transit-focused complete communities with a dense mix of businesses, housing, services and public open space;
- III. Increase the proportion of apartments, row houses and other attached housing types within the Regional Urban Containment and Servicing Policy Area, especially within Major Centres; and,
- IV. Locate a minimum of 95% of the region’s new dwelling units to 2038 within the Regional Urban Containment and Servicing Policy Area.

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<sup>1</sup> Table 1 provides a general forecast, for information only, of population, dwelling units and employment in 2038 by sub-region that could be expected under the Regional Growth Strategy.

The aim of the objective is to create a pattern of major centres within a firm urban containment boundary that will over time result in the concentration of most new growth in the centres and connecting corridors that can be effectively served by express-bus transit. This lays the foundation to achieve a longer term objective of connecting the downtown Victoria–Douglas Street–Uptown corridor with the Colwood and Langford Major Centres, by high– capacity public transit running in a dedicated right–of–way.

To support quality of life and community character in rural areas, the Regional Growth Strategy establishes policies to reduce development pressures in rural communities (and contained urban areas) in the Saanich Peninsula, rural West Shore, Sooke and the Juan de Fuca Electoral Area and to keep growth moderate consistent with existing official community plans.

Five land use policy designations and the general identification of locations for a Metropolitan Core and eight Major Centres support this growth management concept. Maps 3 and 4 illustrate the growth management concept. The maps contained in the RGS are small-scale illustrations of the official land use policy area maps. Regional land use policy area boundaries are approximate; should boundaries not align with a legal boundary, the Agricultural Land Reserve boundary, a municipal or Juan de Fuca Electoral Area Official Community Plan or zoning boundary, or a distinct geographic feature, the boundaries shown in the accepted Regional Context Statement or adopted Juan de Fuca Electoral Area Official Community Plan prevail. The five land use policy designations on Maps 3 and 4 are:

**Capital Green Lands Policy Area:** Includes Ecological Reserves, Capital Regional District Water lands, and Major Parks identified in the Regional Green/Blue Spaces Strategy. The Regional Growth Strategy sets out in policy 1.2(1) the continued long–term use of these lands for these purposes.

**Renewable Resource Lands Policy Area:** Includes lands within the Agricultural Land Reserve (ALR), the Privately Managed Forest Land and Crown Forest Lands identified in the Regional Green/Blue Spaces Strategy. The Regional Growth Strategy sets out in policy 1.2(2) the continued long–term use of these lands as renewable resource working landscapes.

**Regional Urban Containment and Servicing Policy Area:** Includes lands, at the date of the adoption of the Regional Growth Strategy bylaw, designated in official community plans primarily for urban development. The Regional Growth Strategy restricts extension of urban–standard sanitary sewerage services beyond the boundary of this policy area except as set out under policy 1.1(4). A complementary policy (policy 1.2[3]) restricts development potential for Capital Green Lands, Renewable Resource Lands and Rural/Rural Residential to subdivision and density limits identified in the applicable Official Community Plan at the date of adoption of the Regional Growth Strategy bylaw.

The policy area also includes the general locations for a Metropolitan Core and eight Major Centres. Boundaries for these centres are shown generally on the growth management concept map and may be defined more specifically by municipalities in municipal plans (e.g., Official Community Plans) and may be shown in Regional Context Statements.

Where Capital Green Lands and Renewable Resource Lands Policy Areas overlap with the Regional Urban Containment and Servicing Policy Area, the land use policy for the Capital Green Lands and Renewable Resource Lands Policy Areas shall take precedence. Liquid waste service may be provided to such lands within the Regional Urban Containment and Servicing Policy Area provided it is for a purpose consistent with the purpose and intent of the Capital Green Lands and Renewable Resource Lands Policy Areas.

**Unprotected Green Space Policy Area:** Includes lands, shown on Maps 3 and 4, identified in the Regional Green/Blue Spaces Strategy as unprotected core green space (i.e., areas with green space value which are not in existing parks or protected areas). The Regional Growth Strategy sets out in policy 2.1(2) that the ecological value of significant portions of these lands be protected through a variety of means. Depending upon circumstances, these means could include designation as a development permit area for the protection of ecological values, protection by a conservation covenant, or acquisition and designation as a park or ecological reserve.

**Rural/Rural Residential Policy Area:** Includes lands at the date of adoption of the Regional Growth Strategy bylaw, designated in official community plans for rural and rural residential purposes and, for the Victoria International Airport, with development potential as established through approved Memorandum of Understanding. The policy area also includes pockets of small lot detached, duplex and other housing, isolated local commercial and industrial land uses, and low-impact tourism land uses in areas of predominantly rural character. The Regional Growth Strategy sets out in policy 1.2(3) that these areas remain rural in character with development potential restricted to density and subdivision limits identified in official community plans, as determined at the date of the adoption of the Regional Growth Strategy bylaw.

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## Policies:

1. Provide for urban containment and servicing areas consistent with the Regional Urban Containment and Servicing Policy Area depicted on Map 3, and adopt associated policies regarding the protection, buffering and long term maintenance of its boundary.
2. Permit amendment to the Regional Urban Containment and Servicing Policy Area designation generally, only as an outcome of a comprehensive 5-year review of the Regional Growth Strategy, recognizing that municipal councils and the Capital Regional District Board are free to initiate at any time amendments to official community plans and the regional growth strategy they deem necessary, through statutory processes established in the *Local Government Act*.
3. Provide for Major Centres shown on Map 3, recognizing that Major Center boundaries are conceptual, and that municipalities will undertake detailed centre planning through their official community plan and zoning processes. Review, modify and implement policies to best facilitate growth and investment in the Major Centres in partnership with the Capital Regional District, and permit the designation and development of additional Major Centres only as an outcome of a comprehensive 5-year review of the Regional Growth Strategy.
4. Do not further extend urban sewer services, or increase sewer servicing capacity to encourage growth beyond subdivision and density limits designated in the official community plan at the date of the adoption of the Regional Growth Strategy bylaw, outside the Regional Urban Containment and Servicing Policy Area generally described on Map 3, except to address pressing public health and environmental issues, to provide fire suppression or to service agriculture. Where expansion or increased capacity of existing sewer services is proposed beyond the Regional Urban Containment and Servicing Policy Area boundary, the Regional Context Statement will provide specific guidelines to govern such service expansion and extension.

## 1.2 Protect the Integrity of Rural Communities

The Regional Growth Strategy seeks to protect the character and quality of rural communities, to ensure that they remain strongly rooted in the agricultural and resource land base, and that the rural countryside and natural landscape remain a durable fact of life in the Capital Region. It does this by designating for long term protection as Capital Green Lands and Renewable Resource Lands, those natural assets including major parks, ecological reserves, forests, farmland and watersheds identified in the Regional Green/Blue Spaces Strategy as the region's green infrastructure. The designation of Capital Green Lands and Renewable Resource Lands has the further benefit of reinforcing the long-term effort to keep urban settlement compact.

Subdivision and development proposed for rural and rural-residential communities that are not defined as Capital Green Lands or Renewable Resource Lands must be undertaken in a way that enhances rural character and quality of life.

### **Policies:**

1. Ensure the long-term protection of Capital Green Lands depicted on Maps 3 and 4. This would include policies aimed at buffering Capital Green Lands from activities in adjacent urban areas.
2. Ensure the long-term protection of Renewable Resource Lands depicted on Maps 3 and 4. This would include policies aimed at buffering Renewable Resource Lands from activities in adjacent urban areas, and policies that support farming within the Agricultural Land Reserve, and forestry and silviculture within the Privately Managed Forest Land.
3. Restrict development potential on lands identified as Capital Green Lands, Renewable Resource Lands, and Rural/Rural Residential on Map 3 to subdivision and density limits in the designated official community plan as determined at the date of the adoption of the Regional Growth Strategy bylaw. Regional Context Statements could reference specific mechanisms (for example, density bonusing provisions) that could be used to achieve this overall goal.
4. Identify, where appropriate, policy guidelines for buffering and land use transition between urban areas and Capital Green Lands and Renewable Resource Lands, and how the guidelines would be applied through regulation.

## 2. Environment and Resources

### 2.1 Protect Regional Green and Blue Space

The Capital Region has a rich inheritance of natural lands and waters of great beauty and biophysical diversity. Many of the region's green and blue spaces are of provincial, national and international significance. The Regional Growth Strategy aims to protect the landscape character, ecological heritage and biodiversity of the Capital Region. It does this by supporting the collaborative implementation of the Regional Green/Blue Spaces Strategy, approved by the Capital Regional District Board and the former Provincial Capital Commission in November 1997. Key elements of the Regional Green/Blue Spaces Strategy include the protection of a sea to sea green/blue belt running from Saanich Inlet south to Juan de Fuca Strait, and the development of an integrated system of parks and trails linking urban areas to rural green space areas. Map 4 identifies the regional green/blue space system that the Regional Growth Strategy intends to achieve. The Regional Growth Strategy sets a target to acquire 100% of the sea to sea green/blue belt.

A significant part of the proposed green/blue space system is comprised of lands with ecological value of regional significance either in public or private ownership, that are identified as currently unprotected by the Regional Green/ Blue Spaces Strategy. The Regional Growth Strategy objective is for the Capital Regional District and local municipalities to work together to protect from development, as much as possible, the lands identified as Unprotected Green Space Policy Area on Maps 3 and 4.

The Capital Region's rich marine water and foreshore environments are an equally important part of the proposed green/blue space system. The Regional Green/Blue Spaces Strategy identifies many of these waters and tidal zones as having ecological value of regional and indeed national significance. These marine areas fall under the jurisdiction of the federal and provincial government.

#### **Policies:**

1. Establish the regional green/blue space system identified on Map 4. Prioritize community and regional park land acquisition, public and private land stewardship programs and regional trail network construction that contributes to completion of the sea to sea green/blue belt.
2. Protect lands within the area identified as Unprotected Green Space Policy Area on Map 4 using tools that may consist of policies, regulations, development permit area guidelines, incentives and initiatives delivered at the local level.
3. Protect the ecological integrity of the marine areas identified as Blue Space Core Policy Area on Map 4 through collaborative initiatives (e.g., the preparation of a coastal zone management plan).

## 2.2 Manage Natural Resources and the Environment Sustainably

The Regional Growth Strategy intends that residents of the Capital Region enjoy a healthy environment where environmental quality is improved and the inheritance of renewable and non-renewable natural resources is carefully stewarded. It does this by supporting the use of principles of sustainability to govern the ways in which local governments manage the land and natural resources within their jurisdiction, and deliver services that affect the natural environment. Managing natural resources and the environment sustainably means following four general principles.

### Principles:

- I. Waste discharges of all types should not exceed the assimilative capacity of the natural environment (including land, air and water);
- II. Depletion rates for natural resources should not exceed the regenerative capacity of the ecosystems that produce them;
- III. Consumption of scarce renewable and non-renewable resources should be minimized through conservation, efficiency and application of reduce, reuse and recycle practices; and,
- IV. Decision-making should give first priority to options that maintain ecosystem health and support the ongoing ability of natural systems to sustain life.

Managing regional district and municipal physical services consistent with these principles – in particular, drinking water, liquid and solid waste, and storm water – is a means of improving human health and environmental quality, and of using natural resources in a careful manner. By applying these principles, it will be possible to accommodate the anticipated population increase without significant changes to regional water, sewer and solid waste management services.

### Policies:

1. Manage, deliver, and extend physical and environmental services consistent with the principles of sustainability and overall intent of the Regional Growth Strategy.
2. Manage surface water, drainage and groundwater in non-catchment watersheds throughout the region using an integrated watershed planning approach consistent with the principles of sustainability included in the Regional Growth Strategy.
3. Plan for the long term strategic resource needs in the Capital Region – including food, (paying specific attention to local food production), energy, water, and aggregate materials. Plans will consider long term demand, security of supply, potential impacts of factors such as long term climate change, fossil fuel depletion and water reclamation where feasible, and make policy and program recommendations to ensure that future needs are successfully anticipated and met.

## 3. Housing and Community

### 3.1 Build Complete Communities

The Regional Growth Strategy supports the development of communities within the Regional Urban Containment and Servicing Policy Area that enable residents to undertake a wider range of daily activities closer to home. It does this by supporting the development of communities that offer a variety of housing types and tenures in close proximity to places of work, schools, shopping, recreation, parks and green space. Complete communities provide a better balance and distribution of jobs and housing, a wider choice of affordable housing types, a better distribution of public services and more opportunity to walk, cycle, and use public transit conveniently. Complete communities are safe, socially diverse, openly accessible, and livable, thereby enhancing social sustainability and community health and well-being.

Urban development projects contribute to community completeness when, to the greatest extent possible, all or some of the criteria listed below are satisfied.

#### Urban Development Criteria

- I. Projects are located within the Metropolitan Core or a Major Centre;
- II. Projects are located within a ten-minute walk (500 metres) of the Metropolitan Core or a Major Centre;
- III. Projects co-locate a mix of housing, employment, services, and recreation;
- IV. Housing is located within a ten minute walk of an existing commercial/ employment centre, neighbourhood store, recreation facility, school, park, or community allotment garden;
- V. Projects either avoid locations with high seismic hazard – associated with ground-motion amplification, liquefaction, slope instability or are prone to flooding – or incorporate appropriate engineering and planning measures to mitigate risk; and,
- VI. Businesses, services, and housing are located within a seven minute walk (400 metres) of a public transit route.

#### Policies:

1. Create complete communities that support the wellbeing of residents, using urban development criteria outlined in Objective 3.1 as a guide.

## 3.2 Improve Housing Affordability

Maintaining a broad range of housing types and forms that are affordable is necessary for individual quality of life, community health, and economic competitiveness. Urban containment and the establishment of a Metropolitan Core and Major Centres may have mixed results for housing affordability. Increased residential densities and an expanded stock of attached housing may enhance general affordability by expanding the choice of more affordable housing types and by reducing the need to rely on travel by car to reach services. On the other hand, urban containment measures also have the effect of limiting the supply of new lands for the urban housing market, thereby putting upward pressure on housing prices, particularly for single detached homes. The provision of affordable housing to accommodate the anticipated population increase is the responsibility of many stakeholders including the Capital Regional District, local and senior levels of government, industry and the not-for-profit sector.

The Capital Region Housing Corporation will continue to provide affordable housing to meet the needs associated with anticipated population growth, recognizing that implementation relies on funding and partnerships with other stakeholders. In addition to the provision of affordable housing, the Regional Housing Affordability Strategy has been developed to support all residents of the Capital Region – especially low and moderate-income households, the elderly, youth, those with special health and other needs, and the homeless – to have reasonable choice of housing by type, tenure, price and location. Five principles underlie the Regional Housing Affordability Strategy.

### **Principles:**

- I. Work across the housing spectrum when identifying the current and anticipated future issues concerning market and non-market housing affordability for no, low and middle income and special needs households;
- II. Analyze the extent of present issues and forecast future problems;
- III. Focus on developing practical policies, and gaining commitments to action to address these needs and problems in the short, medium and long term across the Capital Region;
- IV. Involve the broader community in the development of the strategy and its recommended solutions; and,
- V. Act as a catalyst for activities to improve housing affordability in the Capital Region.

### **Policies:**

1. Provide for an adequate, accessible and diverse supply of affordable housing across the housing continuum.

## 4. Transportation

### 4.1 Increase Transportation Choice

The Regional Growth Strategy supports the development of a balanced and sustainable transportation system providing residents with reasonable and affordable transportation choices that enhance overall regional quality of life.

To achieve this objective, the Regional Growth Strategy relies on two related initiatives. First, the coordination of land use and transportation so that the majority of regional residents do not have to rely solely on travel by automobile to meet their daily needs. The Regional Growth Strategy's aim to keep urban settlement compact and build complete communities (Objectives 1.1 and 3.1) will tend to increase average urban densities and put people and their activities (homes, jobs, services) closer together. These measures on their own enhance opportunities for walking, cycling, and public transit to meet daily needs, thereby reducing the need to devote more land to arterial roads and parking.

Second, the Regional Transportation Plan and the Pedestrian and Cycling Master Plan guides the planning, development and implementation of a Regional Multi-Modal Network that provides travel choices and supports smart growth and livable, complete communities. Achieving the Regional Multi-Modal Network is the responsibility of many actors, including the Capital Regional District, local and senior levels of government and BC Transit. Seven principles guide the Regional Transportation Plan and support the multi-modal and integrated approach to transportation across the region.

#### **Principles:**

- I. Take a coordinated and engaged approach to planning;
- II. Prioritize strategic investments that serve regional mobility needs;
- III. Reduce greenhouse gas emissions and prepare for changes;
- IV. Integrate transportation and land use planning;
- V. Capitalize on the potential for alternatives to driving alone;
- VI. Enhance the role for public transit; and
- VII. Maximize efficiency of existing transportation corridors for multiple modes.

#### **Policies:**

1. Implement the Regional Multi-Modal Network in accordance with the principles outlined in Objective 4.1.
2. Locate growth and major trip-generating uses where it can be efficiently serviced by transit and active transportation.
3. Prioritize transit and active modes in community planning and in the design and implementation of infrastructure, facilities and programs.

## 5. Economic Development

### 5.1 Strengthen the Regional Economy

The Regional Growth Strategy intends that residents of the Capital Region enjoy economic prosperity as a foundation of high regional quality of life. Economic sustainability means the production and distribution of wealth to meet the needs of present and future generations for goods and services in ways that ensure the long-term promotion of a satisfying and high quality of life for all residents. A sustainable economy is one that exhibits diverse and viable economic opportunities and is resilient and responsive to changing circumstances. A further characteristic is the involvement of a broad range of parties and interests in economic decision-making. A sustainable economy also supports the achievement of environmental and social sustainability.

The Capital Region already has a highly diversified economy. Current strengths include the internationally significant tourism industry, agri-tourism, colleges and universities, provincial capital services and functions, major national defense headquarters and facilities, a growing high technology sector, health services, small business, environmental consulting, retirement services, the film industry and a natural environment and livable communities that attract others to live here. These advantages notwithstanding, significant regional growth management and quality of life issues remain that need to be addressed including:

- I. Finding ways to achieve a minimum jobs/population ratio of:
  - i. 0.60 in the Core Area
  - ii. 0.53 in the Saanich Peninsula
  - iii. 0.36 in the West Shore;
- II. Finding ways to expand and diversify the economy of formerly resource-dependent communities in Sooke and the Juan de Fuca Electoral Area, and the region as a whole;
- III. Finding ways to ensure the long term, affordable supply of strategic economic resources such as water, aggregate and energy;
- IV. Finding ways to increase economic activity in forestry and agriculture including high-value and specialized agriculture and value-added forestry;
- V. Finding ways to address the shortage of designated space-extensive industrial/business land in the region in locations consistent with overall goals regarding community completeness, transportation balance, and a network of major centres within an urban containment boundary;
- VI. Finding ways to include high-value, clean industry and business in the Metropolitan Core and Major Centres;
- VII. Finding ways to attract, develop and maintain a highly skilled workforce; and,
- VIII. Finding ways to reduce poverty in the Capital Region.



**Policies:**

1. Build on the region's economic, environmental and quality of life advantages to position the region as a highly desirable location for investing in existing and new businesses.
2. Provide for land development patterns that maintain an adequate supply of employment land, transportation infrastructure and services to support a diverse regional economy.

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## 6. Reduce Greenhouse Gas Emissions

### 6.1 Significantly Reduce Community-Based Greenhouse Gas Emissions

The Regional Growth Strategy supports the reduction of community-based greenhouse gas emissions to address the effects of a changing climate. In the Capital Region, greenhouse gas emissions come from the transportation system, the heating, cooling and energizing of buildings, waste, energy production, the production of goods and agriculture.

The Capital Regional District and local governments have long-standing commitments to make decisions, target investments and build capacity for reducing the use of fossil fuels and expanding the clean energy economy. Further, the Regional Growth Strategy's aim to keep urban settlement compact, build complete communities and create a regional multi-modal network of transportation corridors (Objectives 1.1, 3.1 and 4.1) will support the low-carbon built form that is the foundation for reducing energy demand.

Reducing community greenhouse gas emissions requires action on many fronts and is the responsibility of many actors including the Capital Regional District, local and senior levels of government, industry, institutions, businesses and residents. It requires coordinated, consistently applied action focusing on people, land use, transportation, infrastructure and technology. Achieving the community greenhouse gas reduction targets means following four related principles.

#### **Principles:**

- I. Create a low-carbon built form to reduce energy demand;
- II. Increase energy efficiency and recovery from retrofits and new development;
- III. Promote energy efficiency and the use of renewable, clean energy to reduce reliance on fossil fuels; and
- IV. Protect the carbon sequestration value of natural systems, including forested lands and wetlands.

#### **Policies:**

1. Prioritize investment in compact, complete communities to provide for a low-carbon built form that supports efficient energy use, the provision of clean and renewable district energy, active transportation modes, transit service, and low/zero emissions vehicles.
2. Design, manage, fund and operate programs, services and infrastructure to reduce greenhouse gas emissions in keeping with the principles outlined in Objective 6.1.
3. Strategically acquire protected areas that contribute to climate change mitigation.

# Implementation Measures

The Capital Regional District Board, working in partnership with local municipalities, the Province, the Federal Government and others, will undertake the following implementation measures to realize the vision, objectives and policies of the Regional Growth Strategy:

- I-1a. Maintain a collaborative regional strategic planning program directed to work towards achievement of the long term objectives of the Regional Growth Strategy.
- I-1b. At least once every five years, consider whether the Regional Growth Strategy should be reviewed for possible revision and amendment.
- I-2. Monitor, evaluate and annually report on trends and progress towards achievement of Regional Growth Strategy vision and objectives.
- I-3(a) Prepare a Climate Action Strategy to support the implementation of community-based greenhouse gas reduction initiatives.
- I-3(b) Support local governments and electoral areas through regional capacity building, education and projects that reduce greenhouse gas emissions.
- I-4. Work to reach agreement with local municipalities on Regional Context Statements within two years of the adoption of the Regional Growth Strategy. Regional Context Statements, adopted within the applicable Official Community Plan, set out how each municipality will address Regional Growth Strategy policies.
- I-5. Establish a mechanism to ensure that the vision, goals and objectives of the Regional Growth Strategy cascade to Capital Regional District plans, bylaws, services and spending.
- I-6. Coordinate the review and update of regional planning documents to inform future updates to the Regional Growth Strategy.
- I-7. Implement the Regional Growth Strategy without prejudice to any aboriginal rights or title that may currently exist, or be defined further through treaty or other processes. The Board will do this with the full recognition that Capital Region First Nations have asserted within their traditional territories, aboriginal rights and title and treaty rights currently undergoing formal definition through the modern treaty and other processes. The Board recognizes that First Nations Councils are neighbouring governments in the Capital Region, with a shared interest in managing long term development to enhance regional quality of life.
- I-8. Coordinate with the Cowichan Valley Regional District and the Islands Trust to ensure that long term planning and development policies and initiatives in those jurisdictions

are compatible with the vision and objectives of the Capital Region's Regional Growth Strategy.

- I-9 The Capital Regional District will work with the Province, agencies such as the Vancouver Island Health Authority and BC Transit, and the federal government to coordinate implementation of the Regional Growth Strategy while respecting the authority of each jurisdiction.

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**TABLE 2: TARGETS BY PRIORITY AREA AND OBJECTIVE**

PRIORITY AREA	OBJECTIVE	TARGETS
1) Managing and Balancing Growth	1.1 Keep Urban Settlement Compact	<ul style="list-style-type: none"> <li>• Locate 30% of new growth (dwelling units) in walkable, bikeable, transit serviced communities that provide a variety of housing types and tenures close to places of work, shopping, learning, recreation, parks and green space.</li> <li>• Accommodate a minimum of 95% of the region’s cumulative new dwelling units within the Regional Urban Containment and Servicing Policy Area.</li> </ul>
	1.2 Protect the Integrity of Rural Communities	<ul style="list-style-type: none"> <li>• By 2038, do not exceed the subdivision and density limits in designated Official Community Plans at the date of adoption of the RGS in rural and rural residential areas.</li> </ul>
2) Environment and Resources	2.1 Protect Regional Green and Blue Space	<ul style="list-style-type: none"> <li>• Acquire 100% of the sea-to-sea green/blue belt.</li> <li>• Complete a minimum of 100% of the Regional Trail Network.</li> </ul>
	2.2 Manage Natural Resources and the Environment Sustainably	<ul style="list-style-type: none"> <li>• Identify long-term capital plans for Capital Regional District utilities and major infrastructure improvements necessary to address the impacts of climate change and natural hazards.</li> </ul>
3) Housing and Community	3.1 Build Complete Communities	<ul style="list-style-type: none"> <li>• Municipal targets to be established through desired development guidelines for individual Official Community Plans through Regional Context Statements, within two years of the adoption of the RGS.</li> </ul>
	3.2 Improve Housing Affordability	<ul style="list-style-type: none"> <li>• Increase the supply of more affordable housing.</li> <li>• Reduce the number of people in core housing need.</li> <li>• Reduce the number of people who are homeless.<sup>2</sup></li> </ul>
4) Transportation	4.1 Increase Transportation Choice	<ul style="list-style-type: none"> <li>• Achieve a transportation system that sees 42% of all trips made by walking, cycling, transit.</li> </ul>
5) Economic Development	5.1 Strengthen the Regional Economy	<ul style="list-style-type: none"> <li>• Achieve a jobs/population ratio of: <ul style="list-style-type: none"> <li>– 0.60 in Core Area</li> <li>– 0.53 in Saanich Peninsula</li> <li>– 0.36 in West Shore</li> </ul> </li> </ul>
6) Reduce Greenhouse Gas Emissions	6.1 Significantly reduce community-based greenhouse gas emissions	<ul style="list-style-type: none"> <li>• Reduce community greenhouse gas emissions by 33% (from 2007 levels) by 2020, and by 61% by 2038.</li> </ul>

<sup>2</sup> Numeric targets will be identified in an updated Regional Housing Affordability Strategy. At the time of writing, the targets in the approved Regional Housing Affordability Strategy are inconsistent with the legislated timeline of the Regional Growth Strategy.

# Appendix A Framework For Our Future: Guiding Principles

On July 15, 1998 the Capital Regional District Board resolved to adopt the Framework For Our Future Agreement to guide the development of a regional growth strategy for the Capital Region. The Framework Agreement provided general guiding principles for the preparation of the Regional Growth Strategy. Over 15 years later, in 2016, this framework endures as the foundation of the Regional Growth Strategy (2003).

1. The Capital Region's Growth Management Strategy is based on four fundamental principles:

**Sustainability:** actions to meet our needs today do not compromise the ability of future generations to meet their needs, and ensure the ongoing healthy functioning of the natural systems that sustain life.

**Appropriateness:** actions are appropriate to the aspirations and local conditions of the Capital Region, and do not simply reflect the uncritical application of ideas developed for other places and situations.

**Continuity:** the strategy will build on work that has already been undertaken by the Capital Regional District and its member municipalities, and will consider the thoughts and ideas contributed by individual residents and community associations.

**Cooperation, Collaboration and Coordination:** the Capital Regional District, local municipalities, provincial ministries and agencies, and regional residents will work together to develop and implement the strategy. First Nations, the Islands Trust, and the Cowichan Valley Regional District are neighbouring governments and will be invited to participate.

2. In addition, the development and evaluation of alternative solutions will pay due regard to the following 14 provincial goals set out in the *Local Government Act*:
  1. Avoid urban sprawl;
  2. Minimize automobile use and encourage walking, cycling and efficient public transit;
  3. Move goods and people efficiently, making effective use of transportation and utility corridors;
  4. Protect environmentally sensitive areas;

5. Maintain a secure and productive resource base, including the agricultural land and the forest land reserves;
6. Encourage economic development that supports the unique character of communities;
7. Reduce and prevent air, land and water pollution;
8. Ensure adequate, affordable and appropriate housing;
9. Ensure adequate inventories of suitable land and resources for future settlement;
10. Protect the quality and quantity of ground and surface water;
11. Minimize the risks to settlement associated with natural hazards;
12. Preserve, create and link urban and rural open space including parks and recreation areas;
13. Plan for energy supply and promote efficient use, conservation and alternative sources of energy; and,
14. Ensure good stewardship of land, sites and structures with cultural heritage value.

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## Appendix B

# The Regional Green/Blue Spaces Vision

The Green/Blue Spaces Strategy sets out a comprehensive, long-term strategy for maintaining, conserving, rehabilitating and restoring green/blue spaces on public and private lands in the region, including areas with ecological, aesthetic, renewable resource, outdoor recreation and greenways values. The Board adopted the Green/Blue Spaces vision on November 26, 1997 as a guide for the preparation of the regional growth strategy. This vision – Our Essential Nature – forms part of the Framework For Our Future Agreement adopted by the Board on July 15, 1998 to guide the development of the regional growth strategy.

“*There are times when we just want to roam the Gowlland Range and listen to the sound of air stirred up by eagles’ wings. Or stroll the Swan Lake boardwalk and watch a family of proud ducklings parade past our feet.*

*Then there are days when splashing about with our children in the cool, clean waters of Thetis Lake is the only thing worth doing. Or maybe it’s kicking up the warm, soft sand of Willows Beach.*

*Perhaps it’s walking along the Colquitz Creek that makes our world come alive. Or taking a second, reflective look at a rare old Douglas-fir on the grounds of Royal Roads.*

*Whether it is the pastoral splendour of the Saanich Peninsula Farmlands, or the stark and wild beauty of the Juan de Fuca coastline, our ability to appreciate nature begins with whatever captivates our senses. It then expands to values we feel deeply but rarely capture in words.*

*All of us who live in the Capital Regional District cherish the natural environment that is so essential to our quality of life, and we are determined that it never be compromised.*

*So although we already enjoy a diverse network of protected areas that stretches from the southern Gulf Islands to Port Renfrew, we cannot be complacent. As the region’s population continues to grow, we must ensure that the stewardship of the natural environment remains integral to all forms of urban, suburban and rural development.*



*But we don't protect nature just so we can hike, relax and contemplate. We must also safeguard endangered species and sensitive ecosystems such as Garry Oak meadows and stands of old growth Douglas-fir. And we need to give Pacific salmon a fighting chance to return to urban streams.*

*To that end we envision the development of a regional green/blue space system that will protect and maintain the full range and diversity of the natural environment that surrounds us, including significant green spaces, the marine environment, wetlands, fish and wildlife habitat, and unique ecosystems.*

*We are also committed to protecting and maintaining the last remnants of ecosystems that flourished here before the time of Captain Cook, and to restore natural systems we have altered.*

*This is neither a park plan nor a policy document, but a vision of cooperative stewardship that integrates the contributions of citizens, landowners, businesses, communities, and all levels of government. It is a vision of sustaining the essential nature of our region, of continually creating and protecting a livable and healthy community – and passing on that legacy to future generations.*

The objectives of the Regional Green/Blue Spaces Strategy are to:

- Conserve rare, threatened or endangered ecosystems and species in the Capital Regional District;
- Maintain biological diversity by protecting and enhancing a variety of habitats;
- Conserve ecologically valuable areas in large, diverse, contiguous units and connect them with greenways;
- Maintain the character and diversity of green/blue spaces in the Capital Regional District;
- Enhance and restore areas that could have green/blue space values;
- Develop a comprehensive set of priorities for the conservation of green/blue spaces in the Capital Regional District;
- Educate people about the value of protecting green/blue spaces in the Capital Regional District; and,
- Foster partnerships for the conservation and stewardship of green/blue spaces.

## Appendix C Glossary

**Attached housing** Any form of housing where more than two individual dwellings are structurally attached including townhouses, apartments regardless of tenure, stacked townhouses and the like.

**Benchmark** A statement or value of a level of performance widely considered to be acceptable or 'best in class', used for comparison purposes with actual performance results (determined by initial baseline data and indicators used to monitor performance); may be the same value as, or higher or lower than targets (see definition below).

**Climate Change** A change of climate which is attributed directly or indirectly to human activity.<sup>3</sup>

**Complete Community** Multiple-use urban community that contains within its boundaries the full range of facilities and activities necessary to meet typical household needs for employment, shopping, personal services, recreation, housing, education and other goods and services. Complete communities typically are defined by what they are not, that is, single-use residential areas that serve a largely dormitory function to a larger centre, with few local opportunities to meet the broad range of household needs described.

**Core Municipalities** The Capital Region sub-region that includes the municipalities of Victoria, Esquimalt, Oak Bay, Saanich and View Royal.

**Core green/blue space** *Core green space areas* contain the major examples of the Capital Region's historic land-based ecosystems and the majority of areas identified in the Conservation Data Centre's Sensitive Ecosystem Inventory, including existing parks (e.g., national parks, provincial parks and ecological reserves, regional parks and municipal nature parks); unprotected green space (e.g., areas with green space value which are not in existing parks); and Capital Regional District Water lands. *Core blue space areas* are marine environments with high ecological, recreational, and/or scenic value.

**Density** A measure of the intensity of occupancy and use of the land, generally described in terms of persons per hectare, or dwelling units per hectare, or a ratio of the built floor area of a structure to the area of the lot it occupies.

**Framework For Our Future Agreement** An agreement approved by the Capital Regional District Board on July 15, 1998 that set out the scope, overall vision, priority areas and guiding principles for the preparation of the Regional Growth Strategy.

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<sup>3</sup> Based on the United Nations Framework Convention on Climate Change definition.

**Greenhouse Gas (GHG)** Gases in the earth's atmosphere that absorb and re-emit infrared radiation. These gases occur through both natural and human-influenced processes. GHG emitted through human activities include carbon dioxide (CO<sub>2</sub>), nitrous oxide (N<sub>2</sub>O), methane (CH<sub>4</sub>), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), and sulphur hexafluoride (SF<sub>6</sub>).

**Greenways** Corridors that link areas of greenspace to provide wildlife habitat and recreational opportunities. Greenways include trails in some areas and no public access in other areas. Greenways can include both public holdings and private working landscapes.

**Ground oriented housing** Includes all dwelling units that have individual and direct access to the ground. Includes single-family (detached) dwellings, semi-detached (duplex) dwellings, and other ground-oriented housing town-houses, linked dwellings, and the like.

**Growth management** Implementation of government regulations that control the type, location, quality, scale, rate, sequence or timing of development. More generally, the whole range of policies designed to control, guide or mitigate the effects of growth. By attempting to guide growth rather than react to its effects, communities engaged in growth management assume a proactive stance in ensuring that the very qualities that attract growth are not destroyed for existing residents and future generations.

**High capacity transit** A transit service operating in an exclusive corridor carrying from 15,000 to 20,000 riders per hour in the peak hour, peak direction. High capacity transit service can be provided with many different vehicle types.

**Housing affordability** Generally describes a condition in which housing costs consume no more than 30% of gross household income (unless by choice); including taxes and insurance (for owners) and utilities (for owners and renters). Applies to both market and non-market (subsidized) dwellings.

**Indicator** Usually, a measurable characteristic or relationship, used to measure progress toward a goal, a trend (if in a series), or to compare one place/program/result with another. An indicator is a proxy that can be used to represent all aspects of a subject.

**Infrastructure** The physical capital and associated services considered basic and necessary to the functioning of an urban area. These include such things as: sanitary sewers, treatment plants, and water pipelines and distribution/collection systems; roads, signals, sidewalks and other components of the transportation system including transit vehicles, ferries and airports; solid waste management facilities including transfer stations and landfills; and, energy supply and distribution systems including hydroelectric and natural gas transmission and distribution systems. More generally, infrastructure can refer to other tangible public and private assets necessary to support the development of a modern urban settlement, such as hospitals, schools and recreation facilities. In some cases, preserved green space and natural

areas including forests, wetlands, and stream corridors have been described as a “green infrastructure”, essential to the vitality of healthy human communities.

**Metropolitan Victoria or Victoria Metropolitan Area (VMA)** That portion of the Capital Region from, Otter Point in the west to Swartz Bay in the north, defined by Statistics Canada as the Victoria Census Metropolitan Area.

**Mixed-use** Land use regulations that permit a variety of different uses and activities either on one legal parcel or within one defined land use zone. The classic example of a mixed use district is a historical downtown core that contains a wide range of residential, business, service, institutional, cultural, recreational and industrial uses within a relatively small area; in many cases, a wide range of different uses within individual buildings or on single sites.

**Non-Ground Oriented Housing** Dwellings that access the ground via shared corridors (typically apartments regardless of tenure) and not through individual direct access to the ground.

**Official Community Plan (OCP)** Under Section 471 of the *Local Government Act*, a general statement of the broad objectives and policies of the local government respecting the form and character of existing and proposed land use and servicing requirements in the area covered by the plan.

**Peninsula** The sub-region of the Capital Regional District including the municipalities of Central Saanich, Sidney, and North Saanich.

**Regional Context Statement** Under Section 446 of the *Local Government Act*, a statement, accepted by the regional district board, included in a municipal official community plan within two years of the adoption of the Regional Growth Strategy, that explains the relationship between the official community plan and the Regional Growth Strategy.

**Regional Growth Strategy (RGS)** Under Part 13 of the *Local Government Act*, a regional agreement (including a vision, goals, policies and actions) that commits affected municipalities and regional districts to a course of action to meet common social, economic and environmental objectives. It is initiated and adopted by a regional district and referred to all affected local governments for acceptance.

**Regional Green/Blue Spaces Strategy (GBSS)** A joint initiative of the Provincial Capital Commission and the Capital Regional District, the GBSS sets out a comprehensive, long term strategy for maintaining, conserving, rehabilitating and restoring green/blue spaces on public and private lands in the Capital Region. Included are areas with ecological, aesthetic, renewable resource, outdoor recreation and greenways values. The Capital Regional District

Board adopted the GBSS as a guide for the preparation of the regional growth strategy on November 26, 1997.

**Regional Multi-Modal Network** The interconnected transportation corridors defined in the Regional Transportation Plan. The multi-modal network provides for connectivity across modes (walking, cycling, transit and driving) and describes the backbone of the region's transportation system. The corridors that comprise the network are prioritized based on expected demand for two or more transportation modes.

**Sea to Sea Green/Blue Belt** A band of watersheds running between Saanich Inlet and Sooke Basin that is currently or proposed for protection by the Regional Green/Blue Spaces Strategy, including major parks and Capital Regional District Water lands, delineated on Map 4.

**Sensitive ecosystems** Lands defined as sensitive in the Sensitive Ecosystem Inventory and subsequently identified as core green space areas in the Regional Green/Blue Spaces Strategy.

**Target** A desired level of performance set for a specific situation in a plan or program.

**Urban containment and servicing area** The area contained within a regulatory boundary (an urban containment boundary) marking the limit between a defined urban growth and servicing area and other areas such as rural and resource areas, where urban growth is discouraged.

**Walkable** In urban design, a community is walkable when it is scaled, dimensioned and provided with facilities and a mix of uses and activities that make walking an easy, convenient way to get around. A general rule of thumb is that most people will not walk much more than 10 to 15 minutes to shop or reach services such as libraries and schools. To meet this standard, a walkable community would have a shopping and service centre no more than 400–600 metres from most residences, with a sidewalk and street environment scaled to be interesting and inviting to people on foot.

**West Shore** The sub-region of the Capital Regional District that includes the municipalities of Colwood, Langford, Metchosin, Highlands, Sooke, and the Juan de Fuca Electoral Area.



# Draft 2016 Regional Growth Strategy

## Frequently Asked Questions

### **What is the Draft 2016 Regional Growth Strategy?**

The Draft 2016 Regional Growth Strategy (RGS) is a strategic planning document that sets out a vision for the future of the region. This document would, if adopted by the CRD Board, update the 2003 RGS (Bylaw No. 2952). The draft 2016 RGS is currently a working draft document.

### **Why does the CRD want input on the draft Regional Growth Strategy from municipalities and the Juan de Fuca Land Use Commission?**

The desired outcome is to prepare an RGS document with broad municipal support before initiating the bylaw adoption process. The purpose of obtaining input on the draft 2016 RGS is to identify and potentially address any objections to the document. Once the document is in bylaw format, the referral must follow legislated requirements including dispute resolution if municipalities do not all accept the RGS. The CRD Board is seeking input on matters that may affect your municipality's acceptance of the RGS now, rather than waiting until the formal referral process.

### **When did the Regional Growth Strategy update process start? When will it be complete?**

The *Local Government Act* requires a review of a regional growth strategy five years after it is adopted. In 2008, the CRD began a review of the 2003 RGS. The review has focused on how to best address additional content areas and required legislative changes within the context of a statutory growth management document. The RGS process will be complete once all affected local governments accept the document and it is adopted as a bylaw by the CRD Board.

### **Why is the Regional Growth Strategy important?**

The updated RGS would guide regional decision-making to 2038 and provide a common policy framework to address matters that are regional in nature. All CRD services and bylaws are required to be aligned with the RGS bylaw. Through a Regional Context Statement, municipalities identify how their official community plans align to the RGS bylaw.

### **How was the Draft Regional Growth Strategy developed, and what happened to the Regional Sustainability Strategy?**

As part of the five-year review of the 2003 RGS, the CRD Board directed that the content of the RGS be expanded to a Regional Sustainability Strategy (RSS). The RSS was intended to provide a climate action lens to regional planning and growth management considerations and broaden RGS content as shown in the table below. In addition to the climate action lens and expanded content, the RSS was structured to identify specific actions which

the CRD agreed to implement as well as separate but related actions for municipalities, provincial and federal agencies.

RGS and RSS Content Areas

2003 Regional Growth Strategy	Regional Sustainability Strategy
<ul style="list-style-type: none"> <li>• Managing and balancing growth</li> <li>• Environment and resources</li> <li>• Housing and community</li> <li>• Transportation</li> <li>• Economic development</li> </ul>	<p>All the 2003 RGS content areas <b>plus</b></p> <ul style="list-style-type: none"> <li>+ Climate action</li> <li>+ Community health and wellbeing</li> <li>+ Emergency management and natural disasters</li> <li>+ Energy systems</li> <li>+ Food and agriculture systems</li> </ul>

A draft RSS document was presented to the Board on October 22, 2014 and staff were directed to obtain public input on the draft document. Through 2015, the CRD Board deliberated how a statutory growth management document could address the expanded RSS content areas in light of input on the draft RSS. On May 27, 2015 the Board directed that the document be approached as a Regional Growth Strategy rather than a Regional Sustainability Strategy. On October 23, 2015 the CRD Board directed staff to update the 2003 RGS document and report on options for addressing RSS content in subsidiary CRD documents. On February 24, 2016 the Planning Transportation and Protective Services Committee received the draft 2016 RGS for information. On March 9, 2016 the CRD Board resolved to invite municipal Councils and the Juan de Fuca Land Use Committee to provide comment on the draft 2016 Regional Growth Strategy (RGS) document, through an informal referral, by May 18, 2016. Following input from municipal councils, the draft will be presented to the CRD Board for further direction.

**What will happen to the expanded Regional Sustainability Strategy content areas that would not be included in the Regional Growth Strategy?**

The Regional Sustainability Strategy expanded content beyond that in the 2003 RGS and identified actions for the CRD and local municipalities. Since then, court rulings have identified that a municipality’s relationship to an RGS is through policies, not actions. As such, the current draft does not identify actions for municipalities. Content relating to CRD actions not included in the draft 2016 RGS, as a result of the Board’s direction for narrower content focus, can be addressed in related CRD strategies or management plans. The draft 2016 RGS proposes, as an implementation activity, that the CRD prepare a framework that shows how the various strategies/management plans relate to RGS objectives.

**What are the updates to the 2003 Regional Growth Strategy?**

CRD staff have updated the 2003 RGS based on Board direction. The updates maintain the overall direction of the 2003 RGS, preserving the policy approach that provides a high level of municipal flexibility in RGS interpretation and subsequent alignment through a Regional Context Statement. The updates include:

- removal of water servicing as a growth management tool
- new content (RGS Section 6) to address legislative requirements in s. 429(2)(d) of the *Local Government Act* for greenhouse gas emissions reductions
- updates to outdated content (e.g., completed plans, outdated time horizons and maps)



- refinements to address issues identified through legal review
- changes to clarify that municipalities, through a Regional Context Statement, align to policies rather than actions

### **Has there been public input on the draft 2016 Regional Growth Strategy?**

From October 2014 to March 2015, the CRD consulted with the public and stakeholders to receive input on the policy direction and targets in the draft Regional Sustainability Strategy document. Public consultation results indicated strong support for the proposed targets and for advancing regional coordination on topics related to:

- transportation
- rural character and agriculture
- compact, complete communities
- climate action
- ecosystem protection

The draft 2016 RGS addresses the above topics. The public hearing during the bylaw adoption process would provide the final opportunity for public input.

### **How does the Draft Regional Growth Strategy become a bylaw?**

Once the CRD Board receives municipal Council input on the draft 2016 RGS, it will decide if the document is ready for bylaw adoption. The bylaw adoption process would then proceed as follows:

- introduce the bylaw at first and second reading
- hold a public hearing
- refer the bylaw to affected local governments for acceptance
- adopt the bylaw at third reading if the bylaw is accepted by all affected local governments

### **What is the relationship between the Regional Growth Strategy and municipal Official Community Plans?**

Within two years of the RGS becoming a bylaw, municipalities must submit a Regional Context Statement to the CRD Board for approval. The Regional Context Statements describe how each municipality's Official Community Plan aligns to the RGS.

### **Where would the bylaw apply?**

Central Saanich, Colwood, CRD (including Juan de Fuca), Esquimalt, Highlands, Langford, Metchosin, North Saanich, Oak Bay, Saanich, Sidney, Sooke, Victoria, View Royal.

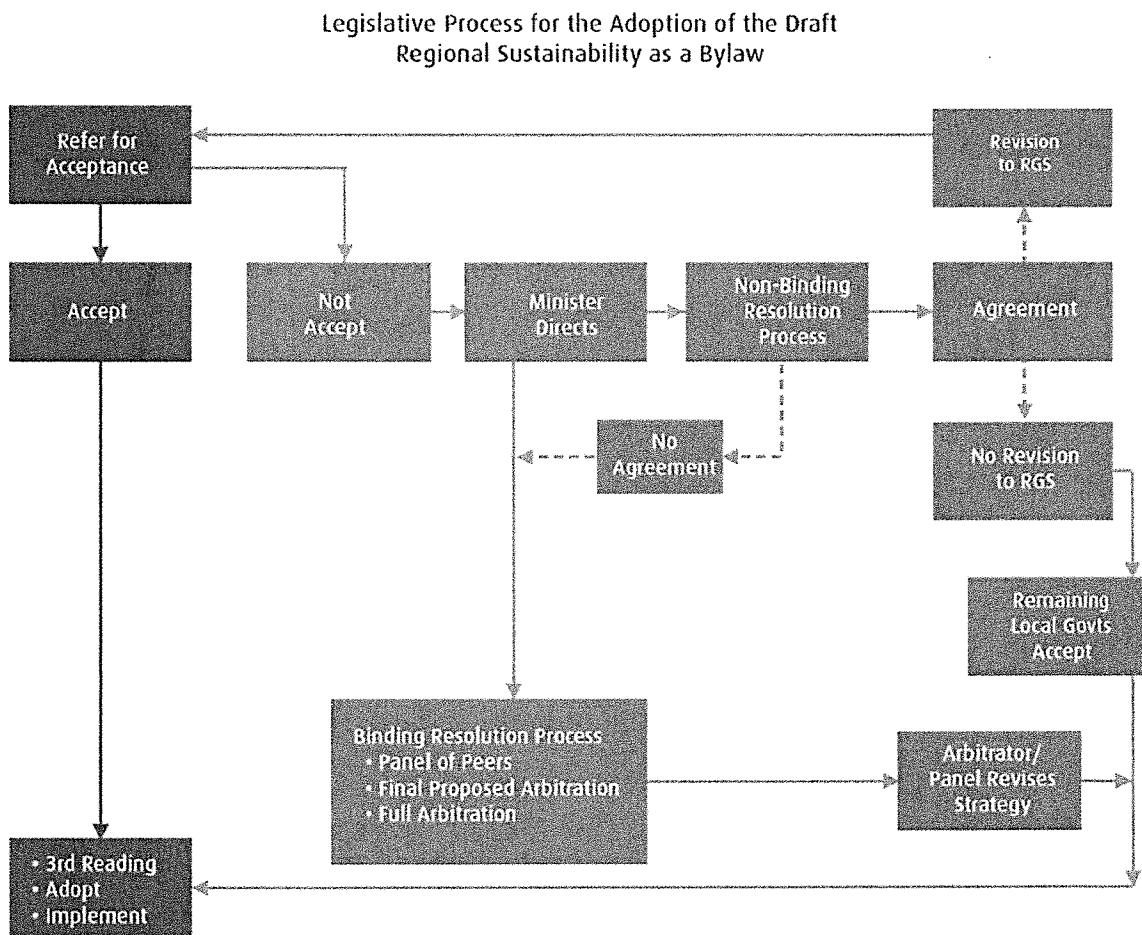
The RGS does not apply to Salt Spring Island and the Southern Gulf Island which fall under the jurisdiction of the Islands Trust land management area.

### **Will the Regional Growth Strategy apply to First Nations?**

The RGS does not apply to land held as reserve or land owned by a Band. Ten First Nations have reserve lands adjacent to the RGS Growth Management Planning Area and a further ten have traditional territories within the region. The CRD recognizes that the regional district lies within traditional territories of First Nations. The CRD further recognizes that First Nations Councils are neighbouring governments in the Capital Region, with a shared interest in managing long term development to enhance regional quality of life. The RGS is to be implemented without prejudice to any aboriginal rights or title that may currently exist, or be defined further through treaty or other processes.

### What happens if not all affected local governments accept the Regional Growth Strategy?

A facilitation process is established in the *Local Government Act* to resolve disputes amongst those involved, as outlined below:



## How is the Draft 2016 Regional Growth Strategy structured?

The draft 2016 RGS offers a vision, objectives, and policies and targets to guide decision-making to 2038. The draft document updates the 2003 RGS.

### Vision

In 2038, Capital Regional District residents enjoy a healthy and rewarding quality of life within a region that is economically vital, where communities are livable and where the environment and natural resources are stewarded with care.

### Objectives

The RGS includes nine integrated strategic objectives organized around six priority areas. Together with policies, targets, maps and guidelines, the objectives express a program of joint action by the CRD and local municipalities to achieve the regional vision.

Managing and Balancing Growth	1. Keep urban settlement compact
	2. Protect the integrity of rural communities
Environment and Resources	3. Protect regional green and blue spaces
	4. Manage natural resources and the environment sustainably
Housing and Community	5. Build complete communities
	6. Improve housing affordability
Transportation	7. Increase transportation choice
Economic Development	8. Strengthen the regional economy
Reduce Greenhouse Gas Emissions	9. Significantly reduce community-based greenhouse gas emissions

On March 9, 2016 the Board directed staff to consider integrating a regional food systems section in the draft document, to be prepared concurrently with the informal municipal referral that will take place in March/April/May 2016.

## Targets

Priorities tell us what we will work on. Targets tell us how HARD we need to work. Targets reflect a community's ambitions. Measuring progress (through annual reporting on related indicators) will provide essential feedback. If progress is too slow, there may be a need/desire to strengthen related actions.

By 2038, we will:

Urban Settlement	Locate 30% of new growth (dwelling units) in walkable, bikeable, transit serviced communities that provide a variety of housing types and tenures close to places of work, shopping, learning, recreation, parks and green space.
	Accommodate a minimum of 95% of the region's cumulative new dwelling units within the Regional Urban Containment and Servicing Policy Area.
Rural Communities	Do not exceed the subdivision and density limits in designated official community plans at the date of adoption of the RGS in rural and rural residential areas.
Regional Green and Blue Space	Acquire 100% of the Sea-to-Sea Green/Blue Belt.
	Complete a minimum of 100% of the Regional Trail Network.
Sustainable Natural Resources and Environment	Identify long-term capital plans for Capital Regional District utilities and major infrastructure improvements necessary to address the impacts of climate change and natural hazards.
Complete Communities	Municipal targets to be established through desired development guidelines for individual official community plans through Regional Context Statements, within two years of the adoption of the RGS.
Housing Affordability	Increase the supply of more affordable housing.
	Reduce the number of people in core housing need.
	Reduce the number of people who are homeless.
Transportation Choice	Achieve a transportation system that sees 42% of all trips made by walking, cycling, transit.
Regional Economy	Achieve a jobs/population ratio of: <ul style="list-style-type: none"> <li>• 0.60 in Core Area</li> <li>• 0.53 in Saanich Peninsula</li> <li>• 0.36 in West Shore</li> </ul>
Greenhouse Gas Emissions	Reduce community greenhouse gas emissions by 33% (from 2007 levels) by 2020, and by 61% by 2038.

## Maps

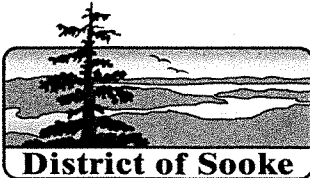
A regional growth management concept plan and a regional green / blue spaces system are the foundation for managing and balancing growth. The RGS establishes corresponding land use policy designations and the general identification for a Metropolitan Core and eight Major Centres as policy tools for implementing the RGS.

### **What are the next steps?**

Below is a tentative timeline of next steps leading to the bylaw adoption process. The timeline is subject to change depending on input received through the informal municipal referral and subsequent Committee of the Whole direction.

<b>March – May 18</b>	Informal municipal referral
<b>June 2016</b>	Report to Committee of the Whole with results of informal municipal referral
<b>Summer 2016</b>	Prepare final draft RGS
<b>Fall 2016</b>	Prepare RGS bylaw and initiate bylaw adoption process
<b>Early 2017</b>	Public hearing and formal referral for RGS acceptance
<b>Spring 2017</b>	Third reading and adoption of the RGS bylaw





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**SOOKE PROGRAM FOR THE ARTS (SPA) COMMITTEE  
RECOMMENDATIONS TO COUNCIL**  
Meeting of April 27, 2016

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**Canada 150 Mosaic**

1. Recommend that Council withdraws from the Canada 150 Mosaic project and that staff send a letter to all who submitted artwork and return their renderings.

**Terms of Reference**

2. Recommend that Council amend the Sooke Program for the Arts Committee Terms of Reference as submitted for consideration.





Dear .....,

Thank you for your theme submission for the Mosaic 150 initiative.

I regret to inform you that the Sooke Program for the Arts Committee with the District of Sooke has decided to withdraw from this initiative. We very much appreciate your enthusiasm and artistic effort. We encourage your participation in future artistic endeavors in Sooke.

Thank you again for your interest.

Sincerely,

John Russell

Sooke Program for the Arts Committee

District of Sooke

cc. Drew Johnston, Chair, Sooke Program for the Arts Committee



## **DRAFT**

### **TERMS OF REFERENCE**

**Select Committee:** Sooke Community Arts Advisory Committee

**Purpose of Committee:** The Committee will identify and advise council on a wide range of community arts initiatives and matters within the District of Sooke.

**Committee Responsibilities:**

1. Review, develop and make recommendations to Council on the District of Sooke's arts program policy, Arts Reserve Fund, official community plan and other district policies and plans that may relate to the arts;
2. Identify and make recommendations to Council on community artistic initiatives which may include the acquisition of art and the promotion of community artistic endeavors;
3. Liaise with other district committees, district staff, community arts organizations, the business and general community on the promotion of new and existing arts initiatives;
4. Administer the Sooke Arts Reserve Fund as may be delegated by Council including but not limited to establishing and participating on juried arts panels;
5. Review and update the District Art Collection as may be required; and
6. Foster public awareness, recognition, education, support and celebration of the community arts in Sooke.

**Membership:**

The Committee will consist of a maximum of members as follows:

- One representative from the Sooke Arts Council;
- One representative from the Sooke Region Historical Society;
- One representative from the Parks and Trails Advisory Committee;
- One Council member, who shall serve as an ex-officio member and as a non-voting member;
- One representative from the T'Sou-ke First Nation; and
- Up to five community members.

District staff may be assigned to provide support.

The chairperson will be nominated by the members and confirmed by council.

A quorum shall consist of five members.

**Term:** One year in accordance with Policy No. 1.4 *Committee Structure and Function Policy, 2006*.

**Meetings:**

The Committee will meet once per month and may schedule additional meetings as it deems necessary.



## TERMS OF REFERENCE

Council Adoption: February 23, 2009  
Amended by Council September 14, 2015

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**Select Committee Name:** *SOOKE PROGRAM FOR THE ARTS (SPA)*

**Established:** Council resolution November 8, 2004  
Re-established September 14, 2015

**Purpose of Committee:**

The Sooke Program for the Arts (SPA) committee's purpose is to develop a Municipal Arts Program that celebrates Sooke's art and artists (visual, written, performance, musical, etc.) that allows for the management of public works of art, the protection and custodial care of public works of art, the acquisition of public works of art and promotes an environment that encourages the creation of works of art of all kinds.

**Members:** Up to nine (9) voting members consisting of:

- Representative from Sooke Region Historical Society
- Representative from Sooke Arts Council
- Members of the public at large who have an interest in literary, performing and/or visual arts.

**Council Representative:** Councillor as appointed by Council

**Chairperson:** To be selected by the Committee

**Term:** One (1) year in accordance with Policy No. 1.4.,  
*Committee Structure and Function Policy, 2006*

**Staff Support:** Planning

**Responsibilities of the Committee:**

1. Develop a framework and process for a Municipal Arts Program for Council consideration and adoption.
2. Collaborate with artists and arts organizations in the development of the Municipal Arts Program.
3. Develop a Community Arts Policy that will be consistent with the Municipal Arts Program for Council consideration and adoption.
4. Review policies and programs aimed at the promotion, protection, and administration of the arts in Sooke.

5. With the Sooke Region Historical Society, review and update the Municipal Art Collection catalogue.
6. Administer the Sooke Arts Reserve Fund for public art in accordance with Bylaw No. 172 subject to Council approval.

**Budget:** As per Bylaw No. 172, *Sooke Arts Reserve Fund Bylaw*.



File No. 2510-01

**REQUEST FOR DECISION**  
**REGULAR COUNCIL**  
Meeting Date: May 9, 2016

To: Teresa Sullivan, Chief Administrative Officer  
From: Gabryel Joseph, Director of Corporate Services/Acting Corporate Officer  
Re: **Appointment of Municipal Deputy Corporate Officer**

**RECOMMENDATION:**

**THAT COUNCIL** appoint Patti Rear as Deputy Corporate Officer.

**Executive Summary:**

Under the Community Charter, it is a requirement that Council appoint a Corporate Officer. In the event that the Corporate Officer is away from the office or unable to discharge the duties of the office for any reason, the continuity of District business must be ensured. It is recommended that a Deputy Corporate Officer be established by Council to ensure continuity of business.

**Background:**

Sections 146 and 148 of the Community Charter state the following:

**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.

**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.

Following a competitive hiring process, Patti Rear recently accepted the position of Deputy Corporate Officer. It is now in order that Council ratify her appointment by resolution.


Respectfully,

  
\_\_\_\_\_  
Gabryel Joseph, B.Ed, MPA  
Director of Corporate Services  
Acting Corporate Officer

Approved for Council Agenda

  
\_\_\_\_\_  
Development  
Services

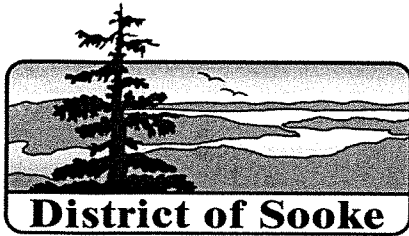
  
\_\_\_\_\_  
Corporate Services

  
BB.

\_\_\_\_\_  
Financial Services

\_\_\_\_\_  
CAO





File No. 2240-20

**REQUEST FOR INFORMATION**  
**REGULAR COUNCIL**  
Meeting Date: May 9, 2016

To: Teresa Sullivan, Chief Administrative Officer  
From: Financial Services  
Re: **Public Boat Launch Community Services Agreement**

**RECOMMENDATION:**

**THAT COUNCIL** receive this report for information.

**1. Executive Summary:**

On April 20, 2016, staff provided notification to the operator of the Public Boat Launch that it would be terminating the agreement effective May 31, 2016. This decision was made after reviewing the service agreement to ensure the District is being fiscally responsible.

For the fiscal year 2015, the District had revenues from sales of boat launch fees and annual passes of \$24,282.98 and boat launch related expenses of \$30,397.12. Of the expense total, \$22,373.95 was the amount remitted to the boat launch operator (net of GST). The District also pays monthly fees for rental of the ticket machine, bank processing fees, rental of the porta potty and other items such as signage.

**2. Background:**

The District entered into a Community Services Agreement with 881301 BC Ltd. for operation of the Public Boat Launch effective May 1, 2014 and expiring May 31, 2015. The agreement requires the District to remit 90% of all fees collected to the operator in return for services listed in Schedule A to the agreement (attachment #1).

On May 11, 2015 staff prepared a report for Council that outlined options for the Public Boat Launch (attachment #2). This report included the 2014/15 Boat Launch Operations submission from the operator which details how the funds received from the District were spent. Options presented in the staff report included having the services provided by District staff, entering into a more sustainable agreement with the contracted operator (50/50 split for example) or entering into a new agreement with the operator on the same terms.

The agreement expired on May 30, 2015, and has continued under an extension to allow for further negotiations.

**3. Analysis:**

The District is paying out more in boat launch expenses than it is collecting in boat launch revenues. This is not fiscally sustainable.

**4. Legal Impacts:**

Under section 18 of the agreement the District may, in its sole discretion, terminate or suspend all or any part of the Services upon one months' written notice. This notice was provided on April 20, 2016 (attachment #3 to this report).

**5. Strategic Relevance:**

- ✓ Fiscal Sustainability
- ✓ Excellence in Management and Governance

**6. Financial Impacts:**

The District remits 90% of boat launch fees and annual passes to the operator. For fiscal 2015 that expense total was \$22,373.95.

**Attached Documents:**

1. Community Services Agreement between the District of Sooke and 0881301 B.C. Ltd.
2. May 11, 2015 Report to Regular Council (includes 2014/15 Boat Launch Operations - report from operator)
3. April 20, 2016 Notice of Termination letter

Respectfully,



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


Approved for Council Agenda



\_\_\_\_\_  
Development  
Services



\_\_\_\_\_  
Corporate Services



\_\_\_\_\_  
Financial Services



\_\_\_\_\_  
CAO

## COMMUNITY SERVICES AGREEMENT

THIS AGREEMENT dated for reference the 1<sup>st</sup> day of May, 2014.

BETWEEN:

**DISTRICT OF SOOKE**, a municipality existing under the laws of British Columbia, located at 2205 Otter Point Road, Sooke, B.C. V9Z 1J2

("District")

AND:

**0881301 B.C. Ltd.** Located at [REDACTED]  
Sooke, B.C. V9Z 0Y6

("The Proponent")

WHEREAS:

- A. The Proponent wishes to provide operating, maintenance and ancillary works in relation to the District's Public Boat Launch;
- B. The Council of the District of Sooke recognizes the value of this service to the community;

NOWHEREFORE this Agreement is evidence that in consideration of the premises and mutual covenants herein contained and other good and valuable consideration (the receipt and sufficiency of which are acknowledged by both parties), the District and PROPONENT covenant and agree as follows:

### DEFINITIONS

1. In this Agreement:
  - (a) "Annual Fee" means the annual fee for the Services to be paid by the District to PROPONENT under section 4.
  - (b) "Operating Year" means from June to May in any year of the Term.
  - (c) "Services" means those services to be provided by PROPONENT as set out in section 2.
  - (d) "Term" means the term of this Agreement as set out in section 3.

### SERVICES

2. The PROPONENT agrees to provide the Services, as outlined in Schedule A to this Agreement, on the terms and conditions set out in this Agreement.

**TERM**

3. This Agreement will be for a term of one (1) year, commencing on June 1, 2014, and terminating on May 30, 2015 (the "Term"), unless terminated sooner in accordance with this Agreement.

**ANNUAL FEE**

4. The District will pay PROPONENT the fees described in Schedule A, exclusive of any applicable taxes, payable monthly commencing June 1 of the Operating Year. Payment will be made in arrears once the fees have been reconciled by the District and will be issued by the District no later than the 15<sup>th</sup> of the month following the month of the fee activity.
5. The Annual Fee is the total amount to be paid by the District for the Services, and the PROPONENT will be responsible for all of its expenses in providing the Services, including without limitation payments to staff and for office supplies, insurance, utilities and services, and all other expenses incurred by the PROPONENT in providing the Services.
6. The Annual Fee is not in recognition of any capital related items. The District will be responsible for capital improvements during the Term of this agreement.

**REPORT**

7. The PROPONENT will:
  - (a) Prepare and deliver to the District no later than May 30, 2015, a complete operations report of the PROPONENT's activities with respect to this agreement for the Operating Year including a "Year-End Financial Statement" in accordance with the PROPONENT's fiscal year end.

**RECORDS**

8. The PROPONENT will:
  - (a) keep proper accounts and records of its performance of the Services specifically outlined in this agreement, including invoices, receipts and vouchers, which must at all reasonable times be open to audit and inspection by the District's Director or Deputy Director of Finance, who may make copies and take extracts from the accounts and records;
  - (b) keep reasonably detailed records of performance of the Services specifically outlined in this agreement, which must at all reasonable times be open to inspection by the District's Director or Deputy Director of Finance, who may make copies and take extracts from the records;
  - (c) afford access to accounts and records for audit and inspection by the District or the District's Auditors and must furnish the District's Director or Deputy Director of

Finance with such information as the District may from time to time require regarding those documents; and

- (d) preserve, and keep available for audit and inspection, all records described in section 9(a) through (c) for at least two years after completion of the Services or termination of this agreement, whichever applies.

- 9. The District and the PROPONENT will provide each other, at no charge, such statistics and information as shall reasonably be required to provide insights on trends, problems, and municipal issues, subject to all applicable laws.

## REPRESENTATIONS

- 10. The PROPONENT represents and warrants to the District that it and its personnel have the education, training, skill, experience and resources necessary to provide the Services to a standard reasonably acceptable in the community, and has and shall maintain sufficient information resources and staff to provide the Services in accordance with this Agreement at all times.

## INDEMNITY

- 11. The PROPONENT will, at all times, indemnify and save harmless the District against all claims, demands, warrants, judgment, actions and proceedings, including but not limited to, Worker's Compensation legislation, brought or prosecuted in respect of damage to, or destruction of property, bodily injury (including death) and or personal injury and from and against any and all loss of, damage to, or destruction of property and expenses or costs (including legal fees), suffered or incurred by the District arising out of or in any way connected with the PROPONENT's performance or non-performance under this Agreement, and whether or not caused by the PROPONENT's negligence. This indemnity shall survive the termination or expiration of this Agreement.

## INSURANCE

- 12. The PROPONENT will obtain and maintain during the Term, Commercial General Liability insurance protecting the District (as an additional insured) and the PROPONENT (without any rights or cross claims or subrogation against the District) against claims for personal injury, death, property damage or third party or public liability claims arising from any occurrence relating to the Services to an amount not less than Two Million Dollars (\$2,000,000.00) per occurrence.

## INDEPENDENT CONTRACTOR

- 13. This is an Agreement for the performance of services and the PROPONENT is engaged under the agreement as an independent contractor for the sole purpose of providing the Services. Except as is otherwise expressly prescribed in this agreement, neither the PROPONENT nor any of its employees or contractors is engaged by the District as an employee or agent of the District. The PROPONENT is solely responsible for any and all remuneration and benefits payable to its employees and contractors, and all payments or deductions required to be made by any enactment, including those required for Canada Pension Plan, employment insurance, workers' compensation and

income tax. This Agreement does not create a joint venture or partnership, and the PROPONENT has no authority to represent or bind the District in any way.

14. The PROPONENT will not, without prior written consent of the District, incur any expense for which the District shall be required to reimburse the PROPONENT or for which the District, in any other way, shall become liable. Likewise, the District will not, without prior written consent of the PROPONENT, incur any expenses for which the PROPONENT shall be required to reimburse the District or for which the PROPONENT, in any other way, shall become liable.

#### **NO ASSIGNMENT**

15. The PROPONENT may not assign this Agreement.

#### **DISPUTE RESOLUTION**

16. Where there is a dispute between the parties respecting any aspect of this Agreement, either party may give notice to the other requiring a meeting, within 5 days, between the Principal of the PROPONENT, and the District of Sooke Mayor. The parties agree to use their best efforts to resolve any disputes at such a meeting.

#### **TERMINATION**

17. Despite the rest of this Agreement, the District may terminate this Agreement, by giving notice of termination to the PROPONENT, which is effective upon delivery of the notice, if the PROPONENT becomes bankrupt or insolvent, a receiving order is made against the PROPONENT, an assignment is made for the benefit of its creditors, an order is made or resolution passed for the winding up or dissolution of the PROPONENT, or the PROPONENT takes the benefit of any enactment relating to bankrupt or insolvent debtors.

Without limiting any other right or remedy available to the District, if the District terminates this Agreement under this section, the District may arrange, upon such terms and conditions and in such manner as the District considers appropriate, for performance of any part of the Services remaining to be completed, and the PROPONENT is liable to the District for any expenses reasonably and necessarily incurred by the District in engaging the services of another person to perform those Services. The District may set off against, and withhold from amounts due to the PROPONENT such amounts as the District determines, acting reasonably, are necessary to compensate and reimburse the District for the expenses described in this section.

18. Despite the rest of this agreement, the District may, in its sole discretion, terminate or suspend all or any part of the Services upon one months' written notice to the PROPONENT. If the District terminates or suspends all or part of the Services under this section, the PROPONENT may deliver an invoice to the District for the period between the end of the quarter for which the Annual Fee payment was delivered by the PROPONENT and the date of termination or suspension. The District is not entitled to, and irrevocably waives and releases, damages or compensation for costs incurred, loss of profit, or loss of opportunity, directly or indirectly arising out of termination or suspension of all, or any part, of the Services.

- 19. Despite the rest of this agreement, the PROPONENT may, in its sole discretion, terminate or suspend all or any part of the Services upon one months' written notice to the District. If the PROPONENT terminates or suspends all or part of the Services under this section, the PROPONENT may deliver an invoice to the District for the period between the end of the quarter for which the Annual Fee payment was delivered by the PROPONENT and the date of termination or suspension. The PROPONENT is not entitled to, and irrevocably waives and releases, damages or compensation for costs incurred, loss of profit, or loss of opportunity, directly or indirectly arising out of termination or suspension of all, or any part, of the Services.

**GENERAL**

- 20. Time is of the essence of this Agreement.
- 21. If any portion of this Agreement is held to be illegal or invalid by a court of competent jurisdiction, the illegal or invalid portion must be severed and the decision that it is illegal or invalid does not affect the validity of the remainder of this Agreement.
- 22. Any notice, direction, demand, approval, certificate or waiver which may be or is required to be given under this Agreement will be in writing and delivered personally or by courier or sent by fax or e-mail, addressed as follows:

(a) To the District:

District of Sooke  
 2205 Otter Point Road  
 Sooke, B.C. V9Z 1J2  
 Fax Number: (250) 250-642-0541  
 E-mail Address: [info@sooke.ca](mailto:info@sooke.ca)  
 Attention: Chief Administrative Officer

(b) To the PROPONENT:

0881301 B.C. Ltd.  
 [REDACTED]  
 Sooke, B.C. V9Z OY6  
 E-mail Address: [REDACTED]  
 Attention: [REDACTED]

or to such other address, e-mail address or fax number of which notice has been given as provided in this section.

Any notice, direction, demand, approval or waiver delivered is to be considered given on the next business day after it is dispatched for delivery. Any notice, direction, demand, approval or waiver sent by fax or e-mail is to be considered given on the day it is sent, if that day is a business day and if that day is not a business day, it is to be considered given on the next business day after the date it is sent.

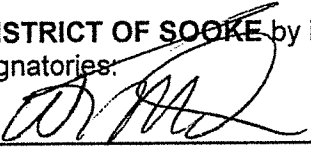
- 23. In this Agreement, reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise, and reference to a particular numbered

section or Schedule is a reference to the correspondingly numbered section or Schedule of this agreement.

- 24. This Agreement is governed by, and is to be interpreted according to, the laws of British Columbia.
- 25. This Agreement enures to the benefit of and is binding upon the parties and their respective successors, subcontractors, trustees, administrators and receivers, despite any rule of law or equity to the contrary.
- 26. This Agreement is the entire agreement between the parties and it terminates and supersedes all previous communications, representations, warranties, covenants and agreements, whether verbal or written, between the parties with respect to the subject matter of this Agreement.
- 27. Waiver of any default by either party must be express and in writing to be effective, and a waiver of a particular default does not waive any other default.

As evidence of their agreement to be bound by the above terms and conditions, the parties have executed this agreement below, on the respective dates written below.

**DISTRICT OF SOOKE** by its authorized signatories:

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

  
 \_\_\_\_\_  
 Gordon Howie, CAO

Date : June 9, 2014.

**0881301 B.C. Ltd.** by its authorized signatory:



Date : May 29, 2014.

		Finance	Corporate	Date
Content	Purchasing Policy	✓		May 29/14
	Financial Plan	AK		May 29/14
	Legal Form Used	✓		May 29/14
	Legal Review (if required)	N/A		May 29/14
Manager Approval		EB		May 29/14
Council Authority				May 26/14



### Schedule "A"

This Schedule details the Services to be provided by the PROPONENT to the District pursuant to the agreement.

#### General operational services:

- exercise reasonable diligence to determine the condition of the Boat Launch dock/facility and, if possible, remove any dangerous obstructions.
- provide prompt notice to the District of any dredging required to maintain adequate water depth at the Boat Launch dock/facility.
- maintain the Boat Launch dock itself in a state of repair sufficient to withstand expected weather or marine activities nearby.
- maintain the Boat Launch dock itself free of hazards or give appropriate warning of hazards in the Boat Launch dock/facility.
- maintain the Boat Launch operations so that a safe means of egress and ingress to vessels using dock is provided.
- monitor operations including a periodic check of any vessels moored at the dock and their lines.
- assist users (as necessary) of the facility with pumping of their holding tanks.
- exercise reasonable diligence to make the Boat Launch dock/facility safe and to warn of hazards or obstructions that are not known to the vessel owners.
- consider opportunities to include non-profits in the operation and maintenance of the Boat Launch dock/facility.
- In coordination with District staff, develop an annual operating and maintenance budget for the Boat Launch.
- All planned operating and maintenance works are to be pre-approved by the District.

#### Boat Launch Fee Collection

- oversee operation of the District's ticket machine to ensure appropriate fees are collected by users of the District's Boat Launch per the District's *Fees Amendment Bylaw*.
- The District will remit to the PROPONENT 90% of all fees collected.
- explore the possibility of additional revenue generation at the Boat Launch such as advertising listings on the ticket machine or other District assets at the Boat Launch as a means to offset the cost of these Services. The additional revenues would be ancillary in nature and would form the basis for a future possible agreement between the PROPONENT and the District.

### Security and Amenities

- oversee operation of the District's installed security camera system (if installed by the District during the Term).
- Oversee operation of the District's installed webcam capability (if installed by the District during the Term).
- Manage, in coordination with District staff, the installation and maintenance of a fish cleaning station (that meets District approval) on the Boat Launch dock
- Manage, in coordination with District staff, the installation and maintenance of a toilet, subject to approval of the District, on the Boat Launch dock/facility.
- All events scheduled by the District on the facility and the associated boardwalk shall be referred to the PROPONENT for coordination.

### Parking

- oversee parking at the Boat Launch to ensure all users parking at the facility have paid a Boat Launch fee.
- Notify the District of any parking violations.
- work with the Prestige Hotel regarding parking issues at the Boat Launch site.
- Offsite parking operations are not included as Services covered under this agreement. The District however is interested in solutions that will alleviate the parking concerns at the Boat Launch and recognizes that the Services in this agreement include the exploration of opportunities for offsite parking arrangements. The District requires prior notification of any planned arrangements for offsite parking and the PROPONENT is required to adhere to all applicable District Bylaws regarding creation of a site for offsite parking.

### Commercial Activities

- Operation of commercial activities at the Boat Launch dock/facility is subject to the terms of the District's Foreshore Lease. During the Term of this agreement, no commercial activities are to be conducted at the Boat Launch dock/facility by the PROPONENT without prior consent of the District.
- The PROPONENT is not to enter into discussions with any provincial or federal authority regarding the Foreshore Lease without prior consent from the District.



File No. 0890-20

**REQUEST FOR DECISION**  
Regular Council  
Meeting Date: May 11, 2015

To: Gord Howie, Chief Administrative Officer  
From: Finance Department  
Re: **Operation of Boat Launch**

**RECOMMENDATION:**

**THAT COUNCIL** provide staff with direction regarding the operation of the public boat launch.

**1. Executive Summary:**

On June 9, 2014, Council authorized the District to enter into an agreement with 881301 BC Ltd. for the operation of the Public Boat Launch. As part of that agreement the proponent was required to prepare and deliver a complete operations report of the activities with respect to the agreement. The report provided by the proponent is attached.

The report from the proponent has been reviewed and additional analysis has been performed based on the operation of the boat launch over the past year.

The boat launch saw a significant increase in revenue reported during the term of the agreement. Gross revenue for 2013 was \$5,499 and this was increased to \$22,571 for the period of June 1, 2014 – March 31, 2015. During this year a number of changes were made at the facility. A parking meter was installed, previously there was a drop box on the side of the building with very little signage. Other changes that were added were the porta potty and the fish cleaning station. With the exception of the fish cleaning station these assets were added at the facility at the cost of the District of Sooke.

The current contract outlines that 90% of the revenue generated at the facility is paid to the proponent operating the facility. During the first ten months of the one year contract the District paid \$20,314 to the proponent, leaving \$2,257 in revenue for the District of Sooke.

The District of Sooke has ongoing monthly operating costs of \$395 or \$4,740 annually. The current contract would result in a net loss for the District of \$2,483 based on last year's figures.

Three options are brought before Council this evening for discussion and direction.

Option 1:

The first option is for the municipality to operate the boat launch. Based on the prior year numbers, the ongoing operational costs and the monthly lease costs for the meter will be covered by the revenues received from the boat launch operations.

Allowing the municipality to operate the boat launch and collect the fees will keep all revenues generated for use of the boat launch within in the District.

Payment will be enforced through signs that state the requirement to pay. The enforcement will be done by District staff, primarily the Bylaw Enforcement Officer, at periodic times throughout the day. Users of the boat launch will undoubtedly have the ability to use the launch without paying, however, they do risk receiving a ticket if they have not paid or do not have proof of payment. This is in fact no different than the previous year with the contracted operator of the boat launch.

Option 2:

Enter into a new agreement with the proponent with a different revenue sharing formula. The current contract is a 90%/10% split. It is recommended that this split be closer to 50%/50% so that the District is able to cover their ongoing operations costs in addition to receiving some revenue to offset the cost of maintenance.

Option 3:

Enter into a new agreement with the current proponent with the same terms as the current expiring agreement. Under this arrangement the District would be losing at least \$2,500 annually on the operation of the boat launch. This does not include any additional one time maintenance costs that will be incurred by the District in the future.


**2. Financial Impacts:**





The current operating contract provides the proponent with 90% of the revenue generated by the boat launch facility. The District's 10% of the projected revenue does not cover the ongoing operational costs of the boat launch for the District, resulting in a net loss annually. Option 2 above would provide the District with full cost recovery of ongoing operational costs for the facility. Option 1 above, would allow the District to retain all revenue from the facility, undertake the maintenance that was previously performed by the proponent, at a reported cost of \$239.80 last year, while additional revenue can be set aside for future capital costs related to the facility.

**Attached Documents:**

1. 2014/2015 Boat Launch Operations Report from Contractor

Respectfully,

  
\_\_\_\_\_  
Michael Dillabaugh, CA  
Director of Finance

Approved for Council Agenda	
 _____ Engineering	_____ Planning
 _____ Corp. Services	 _____ Finance
 _____ CAO	

# 2014/15 Boat Launch Operations

## Report to Council

### SUMMARY

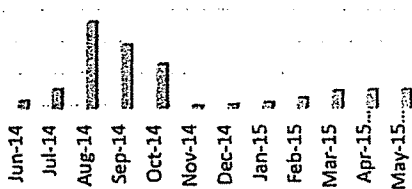
**Revenue:** The operational performance metric as set out in the facility planning documents is an increase in launch revenue. The fiscal year to date demonstrated a significant increase in launch revenue over past reporting periods. Gross revenue reported for 2013 was \$5,499. Gross revenue for the YTD period June 1, 2014 – March 31, 2015 is \$22,571. Projected revenue to May 31, 2015 is \$25,000, of which approximately \$6,500 is annual passes (primarily representing local use) and \$18,500 is day launches (mostly non-resident).

**Expenses:** The operator maintained a break-even strategy in the first year of the contract by matching the frequency of site monitoring with launch utilization. The cost saving measures recommended by the contractor can redirect funds into promotion of the facility and support development of the venue.

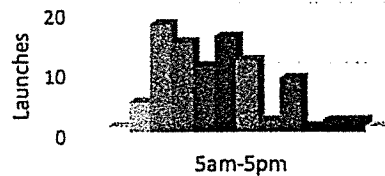
**Analysis:** The increase in launch fees is nearly 5-fold. Data show the increase to be the result of a 3-fold improvement in payment compliance from 1 in 4, to 3 in 4 due to site monitoring and payment facilitation, plus a 25% increase in utilization due to promotional efforts and the installation of the fish cleaning station. The dollar amounts adjusted for non-payment and annual pass use, represent approximately 3,500 launches, mostly non-resident during peak periods.

Lack of parking is the main impediment to increased utilization, lack of remote video capability is the main impediment to reducing operational costs, and lack of authority to place payment monitoring notices on windshields is the main impediment to increased compliance.

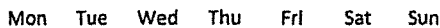
Monthly Launch Utilization



Time of Day Utilization



Day of Week Utilization



## OPERATIONAL ANALYSIS

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**Areas for improvement:** There is room for improvement in both the administration and operation of the facility.

### Administration

**Scope of Authority:** As it stands, council direction is too vague, and by default, operational control is vested with Finance staff with no particular expertise in the operation of a boat launch. There is no latitude for the contractor to develop the venue or initiate ongoing efficiencies. This has discouraged independent initiative, increased costs, and impacted revenue.

*The proponent's recommendation is that a contract provision be made, delegating sufficient authority to the operator to assume operational control, and the contract should include the adjacent pier and beach.*

**Term of Contract:** The short term, mid-season timing of the contract does not support multi-year initiatives, such as the development of a tent venue, that would provide the incentive for amenity contribution or re-investment by the proponent. Although not contractually required, in this term the operator supplied the (badly needed) fish cleaning station at a cost of \$5,500 on good faith and common sense. It should be noted that it is not a gift to the District, and runs with the contract. However, with the confidence of a multi-year term adding value, there is clearly sufficient potential to support such amenity contributions by the operator, the cost of which can be recovered as a fraction of added value and operational efficiencies brought to the operation of the facility on the operator's initiative. An example might be testing the feasibility of a tent venue on the adjacent pier for a seasonal small vendor market or beer garden, or hosting an annual salmon festival and outdoor recreation show.

Another consideration is the timing of the contract start and end dates. For example, the proponent has extended support to a non-profit for a Canada Summer Jobs grant application by providing administrative support and a job position. The grant is approved, which adds \$3,727 in crystallized primary external value to the facility. However, the position is obviously dependent on the contract, and the contract is uncertain in terms of continuance, and therefore an approved job grant is at risk purely because of the timing of the contract and not as a consequence of the merit of the job.

*The proponent's recommendation is a 5 year term aligned with the calendar.*

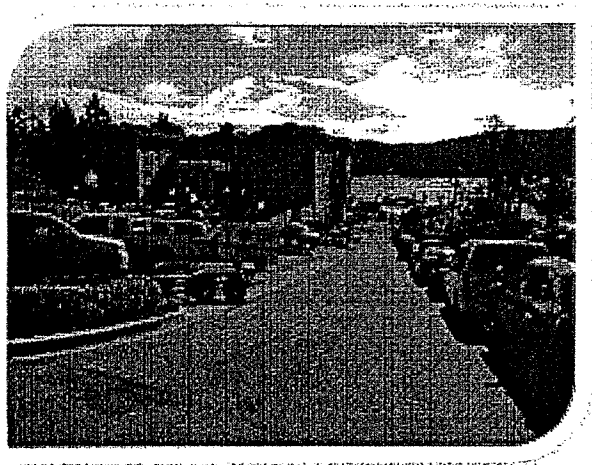
### Operations

**Parking:** Peak period utilization of the facility cannot be further increased unless the parking is expanded. Even non-peak utilization is limited in the case of large off-season events. This directly impacts revenue, which is the measure of success of the facility. The parking issue remains without a solution in development, due to the priority of the facility in overall District operations having dropped since it was conceived and built. The parking solution proposed by the contractor is formalization and development of additional parking along the shoulders of Hwy. 14 in the vicinity of the facility. Observations indicate this would provide adequate parking to relieve the issue for both the convention center and the launch facility, and preliminary inquiry indicates there are no show-stoppers posed by MoTI.

The issue of Prestige parking overflowing into the launch parking area remains unaddressed, and although it represents at least 30% of total revenue, virtually nothing has been collected in that regard.

The operator has been instructed by staff not to communicate with the Prestige, and the Prestige has done nothing to mitigate the matter. A strategy that can be deployed during Prestige events is the placement of cones during events on each launch parking spot, carrying the notice "paid parking only." This would require advance communication to the operator of the event.

*The proponent recommends staff be directed to work with the contractor to address the parking issue and commit to a solution prior to July 1, 2015.*



*April 26, 2015 VIEP conference, Just for the Halibut Derby. No coordination with launch operations.*

**Video Monitoring:** Monitoring of compliance is the single largest expense in the operation of the facility, totaling \$10,470 or 52% of operator revenue over the reporting period. Initial low compliance supported the placement of part time attendants, however, at current compliance levels the cost/benefit does not. Because of the part-time nature of the position, it required placement of 5 individuals to cover the key periods. Without remote visibility into the site, an expensive site tour is required, whether or not there is anyone using the facility at the time. There have also been incidents of theft, which may be mitigated by visible security.

*Installation of remote view video equipment is the recommendation of the proponent.*

**Payment Monitoring Notices:** Compliance has increased because users are aware payment is being monitored. However, this requires active reinforcement, which is severely constrained by lack of authority for the contractor to place notices on the windshields of non-payers advising that payment is being monitored. By-law enforcement staff do not work on the days and times necessary to be effective; specifically early and late hours, weekends, and holidays.

*In conjunction with video monitoring, extending the authority to place notices is the recommendation of the proponent.*



# BUDGET

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Jun 2014 – Mar 2015 YTD Actuals

Gross Operator Revenue	<u>20,314.00</u>	
<b>Expenses</b>		<b>% of Revenue</b>
Site Monitoring (\$35 per tour X 171)	5,985.00	29
Fish Cleaning Station	5,500.00	27
Payroll	4,485.43	22
Advertising & Promotion	1,624.16	8
Insurance	742.73	4
General & Administrative	597.09	3
Bank Charge & Fees	380.94	2
Licenses & Permits	244.05	1
Maintenance	239.80	1
Safety Equipment	<u>142.52</u>	1
Total Expenses	<u>19,941.72</u>	
Reserve (Shortfall)	372.28	

## Operating Expenses

Safety Equipment  
 Maintenance  
 Licenses & Permits  
 Bank Charge & Fees  
 General & Administrative  
 Insurance  
 Advertising & Promotion  
 Payroll  
 Fish Cleaning Station  
 Site Monitoring (\$35 per tour X 171)

## BUDGET (CTD.)

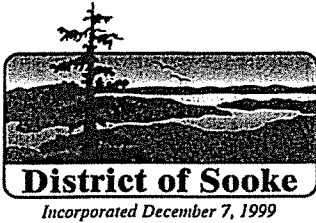
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June 2015 – May 2016 Projected

Gross Operator Revenue	<u>\$25,000.00</u>	
<b>Expenses</b>		<b>% of Revenue</b>
Site Monitoring (\$35 per tour X 200)	7,000.00	28
Venue & Event Development	5,500.00	22
Payroll	5,000.00	20
Advertising & Promotion	2,500.00	10
Insurance	1,000.00	4
General & Administrative	600.00	2
Bank Charge & Fees	400.00	2
Licenses & Permits	250.00	1
Maintenance	<u>250.00</u>	1
<b>Total Expenses</b>	<u><b>\$22,500.00</b></u>	
Reserve (Shortfall)	<b>\$ 2,500.00</b>	

### Operating Expenses

Reserve (Shortfall)  
 Maintenance  
 Licenses & Permits  
 Bank Charge & Fees  
 General & Administrative  
 Insurance  
 Advertising & Promotion  
 Payroll  
 Venue & Event Development  
 Site Monitoring (\$35 per tour X 200)

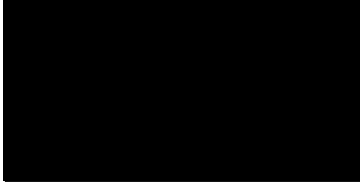


2205 Otter Point Road, Sooke, British Columbia, Canada V9Z 1J2

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

File No. 2240-20

April 20, 2016



Dear [REDACTED]

**Re: Community Service Agreement – Operation of Public Boat Launch**

This letter is to inform you of my decision to terminate the Community Services Agreement for Operation of the Public Boat Launch. The District of Sooke 2016 Strategic Plan requires we manage our resources in a fiscally sustainable manner and after review of the Community Service Agreement, I have determined these services should be provided by District staff. As a result, notice is being provided to you under section 18 of the Community Service Agreement to terminate the Services effective May 31, 2016.

I would like to thank you for the services you have provided to the community in managing the operations of the public boat launch facility.

Sincerely,

Teresa Sullivan  
Chief Administrative Officer

cc Rob Howat, Director of Development Services  
Brent Blackhall, Director of Financial Services  
Gabryel Joseph, Acting Corporate Officer



**CI-1 CORRESPONDENCE FOR INFORMATION**

**April 20 – May 4, 2016**

<b>Date Received</b>	<b>Description</b>
April 12, 2016	Insurance Bureau of Canada – Shake Zone
April 18, 2016	Elections BC – Request for Support
April 22, 2016	Seeking Topic Suggestions for 2016 CEO Forum
April 22, 2016	Thank You Reply – Sample Letter for Federal Environmental Rights Legislation
April 22, 2016	Improvements to Electric Vehicle Charging Sooke
May 2, 2016	Request to amend Motor Fuel Tax Act to Fund Transit Investments

District of Sooke  
APR 21 2016  
Received  
7320-20

April 12, 2016

TAYLOR & COUNSELLOR  
Mayor Rick Kasper  
Municipal Hall  
2205 Otter Pt. Road  
Sooke, BC V9Z 1J2

Dear Mayor Kasper:

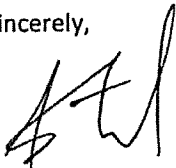
Insurance Bureau of Canada (IBC) is working to build a more resilient Canada that will withstand the devastating effects of a major earthquake. To help your local residents better understand and prepare for such an event, IBC in partnership with Sooke will bring the Shake Zone program to the Capital Regional District from May 15<sup>th</sup> to May 22<sup>nd</sup>.

The IBC Shake Zone features a mobile earthquake simulator operated by Quake Cottage™ that safely allows people to experience what a significant quake might feel like. It is our hope that you will join us at this event to help build public awareness of earthquake risk.

South western British Columbia is at significant risk from earthquake, with a 30% chance that a major earthquake will strike the area in the next 50 years. This is why IBC, the national industry association representing Canada's private home, auto and business insurers, has made earthquake preparedness a strategic priority for Canada's insurance industry. We are calling for Canada to follow the lead of the U.K. and other G7 countries and establish a national disaster program that would reduce the number of lives lost and minimize the destruction of our communities and the economy as a whole. More information on the risk we face is enclosed with this letter.

Our ability to disaster-proof Canada calls for strong collaboration and partnership among business, individuals, and government. That's why we hope to see you at the Shake Zone event where, together, we will foster a culture of earthquake awareness, personal preparedness, and disaster resilience in your community.

Sincerely,



Aaron Sutherland  
Director, Government Relations  
Western & Pacific

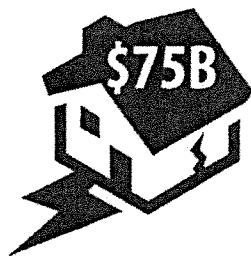


# Disaster Proofing Canada – Earthquake Resiliency

Canada is not prepared for a major earthquake – despite its high risk

It's not a question of *if* but *when*...

- Southwestern British Columbia is overdue for a large earthquake
- Such a major disaster would cost lives and destroy communities, infrastructure, and supply lines.
- It would have a huge impact on individual British Columbian's and on Canada's economic performance as a whole.

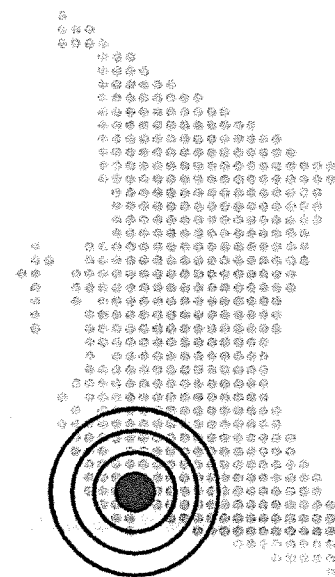


**9.0 magnitude** quake in British Columbia will result in **\$75 billion** in losses

Over **3 million** British Columbians live in this area





Only **45%** of British Columbians have earthquake insurance





**30%** chance major earthquake will hit BC in next 50 years

## IMPACT OF EARTHQUAKES AROUND THE WORLD

New Zealand earthquake

-  **185** lives lost
-  **7,000** homes destroyed due to unstable land
- NZ\$40 billion** economic cost equivalent to **20%** of GDP

Japan earthquake and tsunami

-  **16,000** lives lost
-  **130,000** buildings destroyed
- \$275 billion** economic cost equivalent to **5%** of GDP



Canada's National Disaster Mitigation Strategy acknowledges that preparation is crucial to reducing the financial impact of this major disaster. However:

- Canada is not well prepared from a financial resilience perspective.
- Canadians are increasingly concerned about this issue.

The Canadian insurance industry faces its own risk related to earthquake.

- While the industry is well capitalized for a 1-in-500-year earthquake in accordance with Office of the Superintendent of Financial Institutions requirements, in the event of a rare and catastrophic event such as the huge quake and tsunami that hit Japan in 2011, Canadian insurers would face systemic insolvency and mortgage insurers would be exposed to significant financial risk.
- Risk contagion within the Canadian financial sector would have a damaging ripple effect throughout the entire Canadian economy at a time when it could least afford it.

IBC's Natural Catastrophe Action Plan would address the national **earthquake** risk in two ways.



The property and casualty insurance industry would promote greater insurance take-up through consumer education and new earthquake insurance products that offer Canadians more choice and flexibility. This market-based approach transfers risk away from federal and provincial governments.



The action plan provides for a public/private partnership that would improve financial resiliency in the case of a rare catastrophic earthquake. The plan addresses the financial contagion risk to the Canadian economy.

## Here in BC:

- IBC is working with Canada's federal government to develop a public-private risk sharing agreement that reduces overall disaster costs and prevents systemic insolvency in the event of a catastrophic earthquake.
- BC's support for improving Canada's financial resiliency to an earthquake is critical to ensuring it remains a priority going forward.

### For further information:

Craig Stewart,  
Vice-President, Federal Affairs  
cstewart@ibc.ca | 613-883-0461

Bill Adams,  
Vice-President, Western and Pacific  
wadams@ibc.ca | 604-684-3635



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Mailing Address:  
PO Box 9275 Stn Prov Govt  
Victoria BC V8W 9J6

Phone: 250-387-5305  
Toll-free: 1-800-661-8683/ TTY 1-888-456-5448  
Fax: 250-387-3578  
Toll-free Fax: 1-866-466-0665  
Email: [electionsbc@elections.bc.ca](mailto:electionsbc@elections.bc.ca)  
Website: [www.elections.bc.ca](http://www.elections.bc.ca)

April 18, 2016

**COPY**

District of Sooke  
APR 20 2016  
Received

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

Dear Mayor:

I am writing to request your support as Elections BC begins preparations for the 41<sup>st</sup> provincial general election on May 9, 2017.

Later this year, District Electoral Officers in each of the province's 87 electoral districts will begin contacting community halls, recreation centres, fire halls, public libraries and other municipal facilities to confirm their availability for use as voting places. Once availability has been confirmed, District Electoral Officers will work with the managers of these facilities to ensure that appropriate security and logistics controls are planned.

Voting days for the 2017 provincial election include advance voting on April 29-30 and May 3-6, as well as general voting on May 9. The hours for each day of voting are 8:00 a.m. to 8:00 p.m.

If you require more information, please do not hesitate to contact Nancy Southcott, Manager, Electoral Operations, at 250-356-8884 or by email at [nancy.southcott@elections.bc.ca](mailto:nancy.southcott@elections.bc.ca).

I hope you will make note of the dates mentioned above and that you will share this information with the appropriate representatives for the facilities in your community. I appreciate your assistance in making the voting process accessible to British Columbians.

Sincerely,

Anton Boegman  
Deputy Chief Electoral Officer (Electoral Operations)  
British Columbia

Original Document to File No. 0400-01			
For Action by:	CC	Agenda	Other
Mayor/Council	<input checked="" type="checkbox"/>		
Council Reader File	<input type="checkbox"/>		
CAO	<input type="checkbox"/>		
Corp Services	<input type="checkbox"/>		
Engineering	<input type="checkbox"/>		
Finance	<input type="checkbox"/>		
Planning	<input type="checkbox"/>		
Fire	<input type="checkbox"/>		
Other	<input type="checkbox"/>		

**From:** Eydie Fraser <efraser@lgl.ca>  
**Sent:** Friday, April 22, 2016 11:12 AM  
**To:** district@dist100milehouse.bc.ca; info@abbotsford.ca; officeclerk@alertbay.ca; village.hall@anmore.com; info@cityofarmstrong.bc.ca; admin@ashcroftbc.ca; inquiry@barriere.ca; belcarra@belcarra.ca; bim@bimbc.ca; clerks@burnaby.ca; admin@cachecreek.info; info@campbellriver.ca; village@canalflats.ca; castlegar@castlegar.ca; chase@chasebc.ca; d-chet@gochetwynd.com; info@chilliwack.com; admin@docbc.ca; admin@village.clinton.bc.ca; info@districtofcoldstream.ca; generalinquiry@colwood.ca; feedback@coquitlam.ca; info@courtenay.ca; info@creston.ca; info@cumberland.ca; admin@dawsoncreek.ca; clerks@delta.ca; duncan@duncan.ca; cityhall@cranbrook.ca; info@elkford.ca; enderby@shaw.ca; info@esquimalt.ca; cityhall@fernien.ca; district@fortstjames.ca; info@fortstjohn.ca; town@comox.ca; clinton.mauther@fraserlake.ca; cao@village.fruitvale.bc.ca; info@gibsons.ca; villageofgoldriver@cablerocket.com; enquiries@golden.ca; info@grandforks.ca; ssmith@villageofgranisle.ca; info@greenwoodcity.com; info@harrisonhotsprings.ca; info@hazleton.ca; lcondon@highlands.ca; info@hope.ca; doh@houston.ca; district@hudsonshope.ca; info@invermere.net; info@kamloops.ca; village@netidea.com; cbourel@district.kent.bc.ca; town@keremeos.ca; info@kimberley; districtofkitimat@kitimat.ca; info@ladysmith.ca; general@lakecowichan.ca; administration@cityoflangford.ca; district@lantzville.ca; info@langleycity.ca; info@tol.ca; cityhall@lillooetbc.ca; reception@lionsbay.ca; districtofloganlake@loganlake.ca; info@lumby.ca; hotspot@lytton.ca; info@district.mackenzie.bc.ca; enquiries@mapleridge.ca; vom@mhtv.ca; info@merritt.ca; info@metchosin.ca; midwaybc@shaw.ca; info@mission.ca; info@mcbride.ca; admin@montrose.ca; info@nakusp.com; mayor.council@nanaimo.ca; info@nelson.ca; office@newdenver.ca; info@newhazleton.ca; postmaster@newwestcity.ca; info@northcowichan.ca; admin@northsaanich.ca; info@cnv.org; infoweb@dnv.org; admin@northernrockies.ca; obcouncil@oakbay.ca; admin@oliver.ca; info@osoyoos.ca; citypark@parksville.ca; ppalmer@peachland.ca; admin@pemberton.ca; ask@penticton.ca; info@pittmeadows.bc.ca; citypa@portalberni.ca; info@portalice.ca; office@portclements.ca; info@portcoquitlam.ca; info@portedward.ca; general@porthardy.ca; reception.portmcneill@telus.net; info@portmoddy.ca; admin@poucecoupe.ca; info@cdpr.bc.ca; servicecentre@city.pg.bc.ca; cityhall@princerupert.ca; admin@princeton.ca; qbtown@qualicumbeach.com; cityhall@cityquesnel.bc.ca; office@queencharlotte.ca; mark.read@radiumhotsprings.ca; admin@revelstoke.ca; cityclerk@richmond.ca; cityhall@rossland.ca; clerksec@saanich.ca; indo@salmo.ca; cityhall@salmonarm.ca; village@saywardvalley.net; info@sechelt.ca; squinn@secheltation.net; cityhall@sicamous.ca; townhall@sidney.ca; administration@silverton.ca; info@villageofslocan.ca; general@smithers.ca; Info; mail@spallumcheenwp.bc.ca; sparwood@sparwood.ca; admdept@squamish.ca; info@districtofstewart.com; info@summerland.ca; admin@sunpeaks municipality.ca; jsullivan@surrey.ca; reception@villageoftahsis.com; cmcleod@districtoftaylor.com; info@telkwa.com; cityhall@terrace.ca; joanne@tofino.ca; info@trail.ca; info@tsawwassenfirstnation.com; reception@uchucklesaht.ca; info@ucuelet.ca; village@valemount.ca; info@vancouver.ca; info@district.vanderhoof.ca; admin@vernon.ca; publicservice@victoria.ca; info@viewroyal.ca; warfield@shawlink.ca; wells@goldcity.net; info@districtofwestkelowna.ca; info@westvancouver.net; info@whistler.ca; webmaster@whiterockcity.ca; cbouchard@williamslake.ca; admin@recn.ca

**Subject:**

Seeking Topic Suggestions for 2016 CEO Forum

We've heard your requests for another opportunity for Mayors and Chairpersons to get together to discuss executive leadership challenges.

The LGLA's 7<sup>th</sup> Chief Elected Officials Forum will take place November 3 & 4, 2016 in Vancouver. We hope you'll mark the date in your calendar! Facilitator Gordon McIntosh and the Local Government Leadership Academy want to make sure we meet your mid-term leadership needs.

Please take a moment to complete our brief online survey and let us know what topics you'd like to see on the agenda this year!

<http://fluidsurveys.com/surveys/errin-morrison/2016-ceo-forum-topics/>

Contact LGLA's Program Manager, Errin Morrison, with any questions ([emorrison@lgla.ca](mailto:emorrison@lgla.ca)).

Eydie Fraser  
LGLA Board Coordinator

**Teresa Burket**

022001

**From:** Sarah Temple  
**Sent:** Friday, April 22, 2016 12:13 PM  
**To:** Teresa Burket  
**Subject:** FW: Thank you for reply. From Rupert 12 and Franny 9  
**Attachments:** SAMPLE LETTER RE- SUPPORT FOR FEDERAL ENVIRONMENTAL RIGHTS LEGISLATION.pdf; ATT00001.htm

District of Sooke  
APR 22 2016  
Received

For mail received – daily correspondence. Also, please file.

Thanks!

---

**From:** skye ladell [REDACTED]  
**Sent:** Friday, April 22, 2016 12:05 PM  
**Cc:** skye ladell  
**Subject:** Thank you for reply. From Rupert 12 and Franny 9

Hello and Happy Earth Day!

Thank you so much for answering the letter we wrote to you on March 22, 2016, World Water Day. We have just heard that the Federation of Canadian Municipalities will not be voting on the City of Victoria’s Federal Bill of Environmental Rights Resolution this June. We hope it will be looked at the next time they meet.

We would like your municipality to consider writing a letter directly to Prime Minister Justin Trudeau, Minister of Environment and Climate Change Catherine McKenna and other federal leaders, including your local Member of Parliament, asking them to champion a Federal Bill of Environmental Rights. We are adding a sample letter for you to look at.

We are so thankful to you for taking the time to write back to us. We don’t have all the words to describe how it makes us feel, but it is amazing to be listened to and have our ideas and requests respected. We wish all kids shared our feeling of being empowered. If they did they would probably do so much more to make the world a better place.

Thank you for reading this letter. We feel so lucky to live in British Columbia where so many people and communities care about the environment and are willing to work to make positive change.

Sincerely,

Rupert and *Franny*

Rupert (12) and Franny (9) Yakelashek

[REDACTED]

(our mom’s email address)

SAMPLE LETTER RE- SUPPORT FOR FEDERAL ENVIRONMENTAL RIGHTS LEGISLATION

Email: [pm@pm.gc.ca](mailto:pm@pm.gc.ca)

**Mailing address:**

The Right Honourable [FIRST & LAST NAME]  
Office of the Prime Minister  
80 Wellington Street  
Ottawa, ON Canada  
K1A 0A2

[DATE]

Dear Prime Minister [FIRST & LAST NAME],

Cc: Minister of the Environment, Minister of Health, other party leaders, environment critics, local MP

Please be advised that [LOCAL GOVERNMENT] passed the attached declaration on [DATE] recognizing the right to live in a healthy environment.

As stated in the highlighted section of the motion, we encourage the Parliament to pass legislation to protect environmental rights that:

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

We note that a federal environmental bill of rights has been introduced in the past, most recently as Bill C-634.

[LOCAL GOVERNMENT] City Council also supports inclusion of human environmental rights in the Canadian Charter of Rights and Freedoms.

Federal leadership on this issue is essential for the sustainability and prosperity of our country as well as the health and wellbeing of our children.

Thank you for your consideration.

Sincerely,

[SIGNATORY FIRST & LAST NAME]

**From:** Eric Swanson [REDACTED]  
**Sent:** Friday, April 22, 2016 10:23 PM  
**To:** Info  
**Subject:** Improvements to electric vehicle charging in Sooke

Dear Mayor and Council,

My name's Eric Swanson. I live in Victoria, but thought to bring the following to your (or appropriate staff's) attention:

As new electric vehicle owners, and surfers, my wife and I have been taking trips out to Jordan River and Sombrio. In all but the most expensive electric cars, this usually requires stopping for about an hour in Sooke to charge up. While waiting, we'd love to spend the money we'd otherwise be spending on gas, at local businesses.

However, the only current public charging options are at the Sooke Harbour House, Prestige Resort and T'Souke Nation. It takes a while to walk from any of these locations to the Sooke retail core (e.g. about 30 min round trip from the Prestige). This makes it pretty inconvenient to visit local businesses while charging.

In many other Vancouver Island municipalities, a few so-called Level 2 chargers are located in the downtown, retail core(s) to encourage shopping (e.g. in Victoria parkades, Duncan, Parksville, Qualicum, Campbell River, Port Alberni etc.)

It'd be great if Sooke could do the same. The cost is usually pretty minimal to install the Level 2 chargers (they draw about as much as an oven or clothes dryer). Charging station resources for local gov's available here.

I'd love to hear whether Sooke is already considering this, or *would* consider it.

Thanks!

Eric Swanson  
[REDACTED] Victoria BC

## Amanda Irving

---

**Subject:** FW: Request to amend Motor Fuel Tax Act to fund Transit investments

**From:** Weirmier, Cara [[mailto:Cara\\_Weirmier@BCTransit.Com](mailto:Cara_Weirmier@BCTransit.Com)]  
**Sent:** Monday, May 02, 2016 3:11 PM  
**To:** Amanda Irving  
**Subject:** FW: Request to amend Motor Fuel Tax Act to fund Transit investments

Hi Amanda,

As requested, below is the original email sent to local municipalities, as well as the letter from the Victoria Regional Transit Commission. I will advise the Chair of the Commission that you will be adding it to the May 9 meeting.

Kind regards,  
Cara

**Cara Weirmier**, *Executive Assistant & Divisional Coordinator – Operations*  
*Assistant to the Victoria Regional Transit Commission*  
BC Transit | 520 Gorge Road East, Victoria, BC, V8T 2W6  
250-385-2551 x 5726 | [www.bctransit.com](http://www.bctransit.com)

Please consider the environment before printing this e-mail.

---

**From:** Weirmier, Cara  
**Sent:** Friday, March 18, 2016 2:39 PM  
**To:** [lkaercher@cityoflangford.ca](mailto:lkaercher@cityoflangford.ca); [lhilton@oakbay.ca](mailto:lhilton@oakbay.ca); Mayor Carol Hamilton, City of Colwood ([mayor@colwood.ca](mailto:mayor@colwood.ca)) <[mayor@colwood.ca](mailto:mayor@colwood.ca)>; Mayor Barbara Desjardins, Township of Esquimalt <[barb.desjardins@esquimaltcouncil.ca](mailto:barb.desjardins@esquimaltcouncil.ca)>; Mayor Alice Finall, District of North Saanich <[AFinall@northsaanich.ca](mailto:AFinall@northsaanich.ca)>; Mayor Lisa Helps, City of Victoria <[lhelps@victoria.ca](mailto:lhelps@victoria.ca)>; Mayor Richard Atwell, District of Saanich ([mayor@saanich.ca](mailto:mayor@saanich.ca)) <[mayor@saanich.ca](mailto:mayor@saanich.ca)>; [matait@sooke.ca](mailto:matait@sooke.ca); [jranns@metchosin.ca](mailto:jranns@metchosin.ca); [ryan.windsor@csaanich.ca](mailto:ryan.windsor@csaanich.ca); [sprice@sidney.ca](mailto:sprice@sidney.ca); [crdboard@crd.bc.ca](mailto:crdboard@crd.bc.ca); [mayorandcouncil@viewroyal.ca](mailto:mayorandcouncil@viewroyal.ca); [kwilliams@highlands.ca](mailto:kwilliams@highlands.ca)  
**Cc:** Susan Brice ([sgbrice@shaw.ca](mailto:sgbrice@shaw.ca)) <[sgbrice@shaw.ca](mailto:sgbrice@shaw.ca)>  
**Subject:** Request to amend Motor Fuel Tax Act to fund Transit investments

Good afternoon,

Please see the attached letter, sent on behalf of the Victoria Regional Transit Commission, regarding a proposed amendment to the *Motor Fuel Tax Act*.

If you have any questions or concerns, or would like to contact the Commission, please send to [victoria\\_commission@bctransit.com](mailto:victoria_commission@bctransit.com), or by mail at:

Victoria Regional Transit Commission  
c/o Cara Weirmier  
520 Gorge Road East  
Victoria, BC V8W 2P3

Kind regards,  
Cara

**Cara Weirmier**, *Executive Assistant & Divisional Coordinator – Operations*  
*Assistant to the Victoria Regional Transit Commission*  
BC Transit | 520 Gorge Road East, Victoria, BC, V8T 2W6  
250-385-2551 x 5726 | [www.bctransit.com](http://www.bctransit.com)

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**Victoria Regional  
Transit Commission**

**Councillor Susan Brice –  
Chair**  
*District of Saanich*

**Mayor Richard Atwell**  
*District of Saanich*

**Mayor Alice Finall**  
*District of North Saanich*

**Mayor Lisa Helps**  
*City of Victoria*

**Mayor Barb Desjardins**  
*Township of Esquimalt*

**Mayor Carol Hamilton**  
*City of Colwood*

**Councillor Marianne Alto**  
*City of Victoria*

March 10, 2016

Re: Request to amend *Motor Fuel Tax Act* to Fund Transit Investments

Dear Colleagues

Growth in transit service is a priority of the region's economic development and transportation strategies. Recent consultation has also confirmed strong support from the public in moving forward with improvements to transit service.

The Commission recently approved a budget for 2016/17 that maintains the existing level of transit service in the region without an increase in property tax. This was possible due to the implementation of a new fare structure, administrative savings and operational efficiencies.

While the Commission will continue to use all funding levers available to maintain the existing level of service, moving forward with the desired level of expansion will require additional funding beyond what can be achieved from property tax and fares. In addition to operating costs, up to \$125M in capital expenditure is necessary over the next five years to upgrade transit exchanges, fleet, and operating centers. Without significant new funding, future transit service expansion will remain limited.

As you may be aware, the *BC Transit Act* allows for the Commission to seek funding from property tax, passenger and ancillary revenue, and a motor fuel tax. The Victoria Regional Transit System presently receives 3.5 cents per litre tax on fuel sold in the service area. This tax generates approximately \$11.7M annually to help cover the local share of transit operating and capital expenses. A 1.0 cent increase in fuel tax generates approximately \$3.4M annually.

In response to the pressure to fund the necessary investments in transit and support service expansion, the Commission's request before the Government of BC is to amend the *Motor Fuel Tax Act* to increase the dedicated fuel tax applied in the region under the *BC Transit Act* by 2.0 cents per litre. For reference, generating this same value of funding through property taxes instead of the fuel tax would require a 22% increase in the transit levy.

The request was made to the Minister of Transportation and Infrastructure in 2013, following a full consultation with the community. At that time, the increase in fuel tax was supported by the Board of the Capital Regional District, the Greater Victoria Chamber of Commerce and many other organizations throughout the region.

At a recent meeting with the Minister of Transportation and Infrastructure, the Commission was informed that our request has been forwarded to the Minister of Finance for consideration in this year's budget. While it is not approved at this time,

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the concept continues to receive support at the provincial level. The Minister asked the Commission to confirm that broad support for this approach remains at the local and regional level to support further deliberation.

While no tax is welcomed, public surveys and funding studies have shown that increases to fuel tax are a preferred approach to funding transit systems rather than relying solely on property taxes. The Commission is seeking your continued commitment to this approach to fund increased transit services and associated facilities through an additional fuel tax by your support of the following motion:

*"Endorse the Victoria Regional Transit Commission's request to increase the dedicated fuel tax applied in the region under the BC Transit Act by two cents per litre to support transit system development in the Capital Region"*

If appropriate, we would be pleased to attend a meeting of your council/board to discuss this issue in person. Thank you for your continued support to move transit forward in the region.

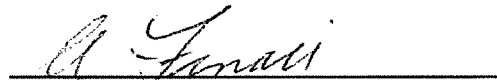
Respectfully,

  
Susan Brice, Chair  
Victoria Regional Transit Commission

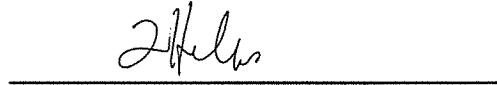
Mayor Richard Atwell, Member



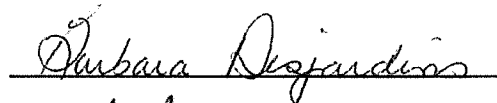
Mayor Alice Finall, Member



Mayor Lisa Helps, Member



Mayor Barb Desjardins, Member



Mayor Carol Hamilton, Member



Councillor Marianne Alto, Member

