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## REGULAR COUNCIL MEETING AGENDA

**Closed Portion at 6:00 pm in Council Chamber**

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

**in Municipal Meeting Room**

**November 28, 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>MOTION TO CLOSE THE MEETING TO THE PUBLIC:</b>   |   |    |
| Motion to close the meeting to the public under section 90 of the <i>Community Charter</i> to discuss:                            |   |    |
| <ul style="list-style-type: none"> <li>90(1)(g) litigation or potential litigation affecting the municipality</li> </ul>          |   |    |
| <b>CALL TO ORDER - Open Portion</b>   |   |    |
| <b>INTRODUCTION OF NEW BUSINESS/SUPPLEMENTARY INFORMATION</b>   |   |    |
| <b>APPROVAL OF THE AGENDA</b>   |   |    |
| <b>MOTION TO MOVE AGENDA ITEM RA-1 RCMP QUARTERLY REPORT TO IMMEDIATELY FOLLOWING ADOPTION OF COUNCIL AND COW MEETING MINUTES</b> |   |    |
| <b>ADOPTION OF COUNCIL AND COW MEETING MINUTES:</b>   |   |    |
| November 14, 2016   | Regular Council Meeting minutes   | 1  |
| <b>DELEGATIONS – REQUESTS TO ADDRESS COUNCIL (or Presentations - 5 minute time limit each)</b>                                    |   |    |
| D-1   | <b>Wild Wise Sooke – Debbie Read</b> <ul style="list-style-type: none"> <li>Bear Wise – Update</li> </ul>       | 17 |
| D-2   | <b>Transition Sooke – Jeff Bateman</b> <ul style="list-style-type: none"> <li>Waste Management Bylaw</li> </ul> | -- |

|  |  |    |
|--|--|----|
| D-3  | <b>Ron Fedosenko</b> <ul style="list-style-type: none"> <li>Zoning at 6545 Sooke Road</li> </ul>   | 19 |
| D-4  | <b>Friends of Good mere – Les Poltak</b> <ul style="list-style-type: none"> <li>Update on Goodmere Road</li> <li>Rainwater Management</li> </ul>   | -- |
| <b>UNFINISHED BUSINESS</b>   |  |    |
| UB-1   | <b>Request for Motion of Support to Establish a Regional Transportation Service (deadline to respond December 1, 2016)</b>   | 21 |
| <b>PUBLIC QUESTION AND COMMENT PERIOD (10 minutes – 2 minutes time limit per person)</b> |  |    |
| <b>PUBLIC INPUT AND INFORMATION MEETINGS AND RELATED REPORTS:</b>                        |  |    |
| PI-1   | <b>Bylaw No. 658, Five Year Financial Plan Amendment Bylaw, 2016</b> <ul style="list-style-type: none"> <li>Staff Report and Presentation</li> <li>Mayor's Statement</li> <li>Public Input</li> <li>Council to consider adoption of Bylaw No. 658</li> </ul> | 33 |
| <b>BYLAWS</b>  |  |    |
| B-1  | <b>Bylaw No. 647, Zoning Amendment Bylaw (600-32)- 6038 Sooke Road</b> <ul style="list-style-type: none"> <li>Report to Council</li> <li>Council to consider adoption of Bylaw No. 647</li> </ul>  | 67 |
| B-2  | <b>Bylaw No. 659, Firearms and Bow Use Bylaw, 2016</b> <ul style="list-style-type: none"> <li>Report to Council</li> <li>Council to consider first, second and third reading of Bylaw No. 659</li> </ul>   | 71 |
| <b>REPORTS Requiring Action:</b>   |  |    |
| RA-1   | <b>RCMP Quarterly Report</b>   | -- |
| RA-2   | <b>Class 5 Tax Ratio</b> <ul style="list-style-type: none"> <li>Report to Council</li> <li>Council to consider recommendation</li> </ul>   | 81 |
| RA-3   | <b>2017 Council Appointments to Regional Board Committees and Commissions</b> <ul style="list-style-type: none"> <li>Report to Council</li> <li>Council to consider recommendation</li> </ul>  | 91 |
| RA-4   | <b>Appointment of Board of Variance member</b> <ul style="list-style-type: none"> <li>Report to Council</li> <li>Council to consider recommendation</li> </ul>   | 95 |

**REPORTS For Information – Council, Committees, COW and Commissions and Staff (CAO, Development Services)**

|             |  |     |
|-------------|--|-----|
| <b>RI-1</b> | <b>Development Cost Charges Update January – November 2016</b><br>• Staff Report | 101 |
| <b>RI-2</b> | <b>Mayor and Council Reports (Verbal)</b>  | --  |
| <b>RI-3</b> | <b>CAO Report (verbal)</b>   | --  |

**NEW BUSINESS**

**CORRESPONDENCE Requiring Action:**

|            |  |     |
|------------|--|-----|
| <b>C-1</b> | Letter received November 15, 2016 – CRD Re: 2003 Regional Growth Strategy (RGS) Amendment Bylaw 4124 – Referral for Municipal Acceptance   | 109 |
| <b>C-2</b> | Letter received November 16, 2016 – Loretta Rose Deutscher Re: Council Chamber Public Elevator   | 121 |
| <b>C-3</b> | Letter received November 16, 2016 – Royal Canadian Mounted Police Re: Corporate Management and Comptrollership Branch (CMCB) Availability for Presentations  | 123 |
| <b>C-4</b> | Letter received November 16, 2016 – Cathy Peters Re: Human Trafficking/Sexual Exploitation, Youth and Child Exploitation, Youth Porn Use/Addiction In BC   | 125 |
| <b>C-5</b> | Email received November 17, 2016 – BC Guide to Arts & Culture Re: Call for Advertisements for The Definitive Guide for the Arts & Cultural Traveler 16 <sup>th</sup> Edition (deadline December 9, 2016) | 129 |
| <b>C-6</b> | Email received November 22, 2016– Small Business BC Awards Re: Four Local Businesses in Sooke Nominated for 14 <sup>th</sup> Annual Small BC Business Awards   | 133 |

**CORRESPONDENCE For Information:**

|            |   |     |
|------------|---|-----|
| <b>I-1</b> | Email received November 17, 2016 – Copy of letter from City of Richmond to Premier Christy Clark Re: George Massey Tunnel Replacement Project – Highway Infrastructure Features | 137 |
| <b>I-2</b> | Letter received November 18, 2016 – Art Gallery of Greater Victoria Re: Request for Monetary Support  | 147 |
| <b>I-3</b> | Email received November 20, 2016 – Royal Canadian Legion Branch #54 Re: Thank you for Participation in Remembrance Day Parade and Service                                       | 151 |
| <b>I-4</b> | Email received November 21, 2016 – Victoria Regional Transit Commission Re: Improving Transit Service by Improving Transit Travel Times   | 153 |

|   |   |     |
|---|---|-----|
| <b>I-5</b>                                    | Letter received November 21, 2016 – Union of BC Municipalities (UBCM) Re: Asset Management Training Subsidy for NAMS Training Award | 157 |
| <b>I-6</b>                                    | Letter received November 23, 2016 – UBCM Re: Gas Tax Agreement Community Works Fund Payment   | 159 |
| <b><i>REPORT OF IN CAMERA RESOLUTIONS</i></b> |   |     |
| <b>RIC-1</b>                                  | <b>Items released from November 14, 2016 Regular In-Camera Council meeting</b>  | 161 |
| <b><i>ADJOURNMENT</i></b>                     |   |     |



## DISTRICT OF SOOKE

Minutes of the Regular Meeting of Council  
held in the Council Chamber  
at 2225 Otter Point Road, Sooke, BC  
on November 14, 2016  
6:00 p.m., In-Camera Portion, Meeting Room  
7:00 p.m., Public Portion, Council Chamber

### COUNCIL PRESENT

Mayor M. Tait  
Councillor E. Logins  
Councillor B. Parkinson  
Councillor K. Pearson  
Councillor K. Reay

### STAFF PRESENT (Open Portion)

G. Joseph, Director of Corporate Services  
B. Blackhall, Director of Financial Services  
R. Howat, Director of Development Services  
R. Cameron, Interim Fire Chief  
K. Lesyshen, Planner  
T. Johnson, Planner  
J. Royer-Collard, Corporate Services Assistant

**ABSENT:** Councillor B. Berger, Councillor R. Kasper

### CALL TO ORDER

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

### 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)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

90(1)(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 (*annual municipal report*).

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay  
**Absent:** Councillor B. Berger, Councillor R. Kasper

### CALL TO ORDER - OPEN PORTION

Mayor Tait called the open portion of the Regular Council meeting to order at 7:05 p.m. in the Council Chamber.

## NEW BUSINESS/ SUPPLEMENTARY INFORMATION

Item C-9: Additional Correspondence for Action from the Honorable Stephanie Cadieux, regarding Adoption Awareness Month (November 2016).

Item B-1: Supplemental information for 2016-2020 Financial Plan Bylaw Amendment.

## APPROVAL OF THE AGENDA

**MOVED** E. Logins – K. Pearson

THAT the agenda for the November 14th, 2016 Regular Meeting of Council be with the following changes:

- Items B-1: *Supplementary Information for 2016-2020 Financial Plan Bylaw Amendments*, and C-9: Additional Correspondence for Action from the Honorable Stephanie Cadieux, regarding Adoption Awareness Month, be added to the agenda.
- Item RA-4: Community Grant Committee Review presentations to immediately follow public question and comment period.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

## ADOPTION OF MINUTES

**MOVED** K. Pearson – E. Logins

THAT the minutes of the September 22, 2016, Special Council Meeting be adopted as circulated.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

**MOVED** K. Pearson – E. Logins

THAT the minutes of the October 24, 2016, Committee of the Whole Meeting be adopted as circulated.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

**MOVED** E. Logins – K. Pearson

THAT the minutes of the October 24, 2016, Regular Council Meeting be adopted as circulated.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

**MINUTES FOR INFORMATION**

**MOVED** E. Logins – B. Parkinson

THAT the following minutes be received for information:

- Parks & Trails Advisory Committee - October 4, 2016
- Parks & Trails Advisory Committee - November 1, 2016
- Community Centre Advisory Committee - October 20, 2016
- Sooke Program of the Arts Committee - October 26, 2016
- Community Grant Review Committee - November 7, 2016

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

Minute Corrections:

Community Grant Review Committee meeting minutes, page 31 of the agenda package, Council resolution dated July 11, 2016 should be June 27, 2016.

**DELEGATIONS**

**D-1 Wind Mobile**

Jeff Bray, representative for WIND, presented to Council on what WIND can offer Sooke. How they would implement service, the area(s) of coverage and stated that the priorities and future needs of Sooke can come from elected officials, which is the reason for presenting to Council.

**D-2 Poll Surveying Road Closures & Detours**

Britt Santowski, Sooke Pocket News, presented to Council the findings of a public poll ran online through the Sooke Pocket News website. The information collected from Sooke residents was in regards to awareness of road closures.

**D-3 Sooke Wishing Pond Legacy**

Paul Unwin, Local Artist, presented to Council on an art project that he felt would benefit Sooke as a tourist icon. He outlined that numerous Sooke businesses have indicated they would contribute to or support this project. This project could leave a legacy for generations to come.

**PUBLIC QUESTION AND COMMENT PERIOD**

Council heard from the following members of the public:

- Ellen Candlish, Sooke Resident, spoke to in favor of Item RA-6 Parks and Trails Advisory Recommendations of trail connection between Horne Road and Goodmere Road.
- Ellen Lewers, Sooke Resident, spoke in opposition to Item B-1 Financial Plan Amendment Bylaw.
- Gail Hall, Sooke Resident, spoke in opposition to Item B-1 Financial Plan Amendment Bylaw.
- Margarita Dominguez, Sooke Resident, spoke in favor of Item RA-6 Parks and Trails Advisory Recommendations regarding the Off-lease dog park.
- Doug Dalquist, Sooke Resident, spoke in favor of Item RA-6 Parks and Trails Advisory Recommendations of trail connection between Horne Road and Goodmere Road.
- Jeff Bateman, Sooke Resident, spoke to advising current committees of upcoming changes and to Bylaw No. 652.
- Margarita Dominguez spoke to the minutes of the Regular Council Meeting held on October 24, 2016.

## REPORTS Requiring Action

### RA-4 Community Grant Committee Review

**MOVED** E. Logins – K.Reay

THAT Council hear remaining Community Grant Application presentations and then deliberate on all the grant individually.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

Applicant Presentation:

- Sooke Community Choir Society  
Requested \$1050.00 for Piano items.
- Sooke Harbour Players  
Requested \$6250.00 to purchase new technical equipment.
- Sooke River Bluegrass Festival  
Requested \$5000.00 to purchase a large tent for the festival, instead of renting.
- Sooke Food Bank  
Requested \$5000.00 in additional monies for Sooke Christmas Bureau.



## **PUBLIC HEARING**

### **PH-1 Bylaw No. 647, *Zoning Amendment Bylaw (600-32)* – 6038 Sooke Road**

Development Services staff provided a presentation and summary of the proposed Bylaw.

Mayor Tait called the Public Hearing for Bylaw No. 647 to order at 8:03 p.m.

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

The Mayor called for public submissions to the Public Hearing for Bylaw No. 647 a first, second and third time. Hearing none; she closed the public hearing at 8:07 p.m.

#### **Council consider third reading of Bylaw No. 647.**

**MOVED** K. Pearson – B. Parkinson

THAT Bylaw No. 647, *Zoning Amendment Bylaw (600-32)* – 6038 Sooke Road, be read for a third time.

**CARRIED**

#### **In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

## **BYLAWS**

### **B-1 Bylaw No. 658, *Financial Plan Amendment Bylaw (639-1)***

The Director of Finance spoke to the report and Bylaw, clarifying that this is an amendment to the current year's budget.

#### **Council Discussed:**

- The reasoning for the preparation of the report and what purpose it serves;
- If this would be suited for a discussion at a Committee of the Whole meeting;
- Requirements for approval;
- Changes between the prior budget and this amendment;
- Clarification in contingency funds.

**MOVED** B. Parkinson – E. Logins

THAT the 2016-2020 Fire Year Financial Plan Amendment report be brought to a future Committee of the Whole meeting where further discussion can occur.

**LOST**

#### **In favour:**

Councillor Parkinson

#### **Opposed:**

Mayor Tait, Councillor Logins, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

**MOVED** E. Logins – K. Reay  
THAT Council give first reading to Bylaw No. 658, *Five Year Financial Plan Amendment Bylaw (639-1)*.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Pearson, Councillor Reay

**Opposed:**

Councillor Parkinson

**Absent:** Councillor B. Berger, Councillor R. Kasper

**MOVED** K. Reay – K. Pearson

AND THAT Council give second reading to Bylaw No. 658, *Five Year Financial Plan Amendment Bylaw (639-1)*.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Pearson, Councillor Reay

**Opposed:**

Councillor Parkinson

**Absent:** Councillor B. Berger, Councillor R. Kasper

**MOVED** K. Reay – K. Pearson

AND THAT Council give third reading to Bylaw No. 658, *Five Year Financial Plan Amendment Bylaw (639-1)*.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Pearson, Councillor Reay

**Opposed:**

Councillor Parkinson

**Absent:** Councillor B. Berger, Councillor R. Kasper

**MOVED** E. Logins – K. Reay

THAT staff be directed to schedule a public input session at the next regular meeting of Council where Bylaw No. 658 will be considered for adoption.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

**B-3 Bylaw No. 652, Zoning Amendment Bylaw (600-34) – 6557 Clairview Road**

**MOVED** K. Reay – K. Pearson

THAT Council adopt Bylaw No. 652, *Zoning Amendment Bylaw (600-34)* for the purpose of amending the zoning on the property located at 6557 Clairview Rd from Large Lot Residential (R1) to Low Density Multi-Family 1 Zone (RW1).

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

**REPORTS REQUIRING ACTION**

**RA-1 Declaration of Fire Service Level**

Interim Fire Chief, R. Camerson, presented highlights of the staff report to Council.

**MOVED** E. Logins- B. Parkinson

THAT Council adopt the structural fire service level standard described as "Full Service Operational Level", as defined in the British Columbia Fire Service minimum training standards "playbook", issued by the Office of the Fire Commissioner and pursuant to paragraph 3(3)(b) of the Fire Services Act of British Columbia.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

**MOVED** K. Reay – B. Parkinson

THAT the training budget funds of \$18,000.00 previously placed in abeyance be moved back to the Fire Department's 2017 budget.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

**RA-2 Development Variance Permit – 7126 Grant Road**

Councillor Pearson left the room at 8:45 p.m.

Development Services staff provided a presentation to Council regarding the Development Variance Permit.

**MOVED** B. Parkinson – E. Logins

THAT Council issue a Development Variance Permit, PLN01283, to vary section 104.7 of Bylaw 600, *Sooke Zoning Bylaw, 2013*, to allow for a reduced easterly side lot line setback from 3m to 1.2m for a proposed addition to the single-family dwelling located at 7126 Grant Road West.

Councillor Pearson returned at 8:48 p.m.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

**RA-3 Contract Extension for Interim Fire Chief Position**

**MOVED** B. Parkinson – K. Pearson

THAT Council re-appoint Russ Cameron, of Morwenna Holdings Ltd., as the Interim Head of the Fire Department (“Fire Chief”) for the District of Sooke for an extended three-month period, or until such time as a new Chief is appointed, effective October 29, 2016.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

**RA-4 Community Grant Committee Review**

Council discussed:

- Details regarding the amounts allocated and whom would be receiving them was provided;
- Suggestion that limits be placed on how often applicants can apply for grants;
- Possibility of adding items to the budget for societies who receive regular grants;

**MOVED** B. Parkinson – K. Pearson

THAT Council award a Category B Grant in the amount of \$7,000.00 to the Sooke Christmas Bureau for 2016 Christmas Food Hampers.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

**MOVED** B. Parkinson – E. Logins

THAT Council introduce an annual seasonal line item to the *2014-2021 Five Year Financial Plan* for Sooke Christmas Bureau Food Hampers, to a maximum of \$15,000.00.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

**MOVED** B. Parkinson – K. Reay

THAT Council award a Category B Grant in the amount of \$4,100.00 to the Sooke Food Bank for phones, storage totes, and signs.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

**MOVED** K. Reay – E. Logins

THAT Council award a Category B Grant in the amount of \$3,600.00 to the Team Sooke/ Juan de Fuca: Refugee Sponsorship Committee for the provision of bus passes, provided the passes are not accessible through the Community Social Planning Council.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

**MOVED** B. Parkinson – K. Pearson

THAT Council award a Category B Grant in the amount of \$1050.00 to the Sooke Community Choir.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

Councillor E. Logins, declared a conflict, and left Council Chamber at 9:14 pm

**MOVED** K. Reay- B. Parkinson

THAT Council award a Category B Grant in the amount of \$3500.00 to the Sooke Harbour Players for Lighting, Sound and Audio Visual.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

Councillor E. Logins returned to Council Chamber at 9:20 pm

**MOVED** B. Parkinson – E. Logins

THAT Council award a Category B Grant in the amount of \$5000.00 to the Sooke River Bluegrass Festival.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson

**Opposed:**

K. Reay – K. Pearson

**Absent:** Councillor B. Berger, Councillor R. Kasper

**MOVED** K. Reay – K. Pearson

THAT Council award an additional amount of \$5000.00 to fund the Sooke Food Bank.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

**MOVED** K. Pearson – K. Reay

THAT Council fund the remaining grants not reviewed by the Community Grants Committee, as outlined in the November 14, 2016 staff report, from Council Contingency.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

#### **RA-5 Sooke Program of the Arts Recommendations**

**MOVED** K. Reay – K. Pearson

THAT staff provide a report on participating in the 2017 Communities in Bloom, including providing funding and support staff.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

**MOVED** K. Reay – K. Pearson

THAT the Sooke Arts Policy Amendments be reviewed in early 2017, after the new Council Structure has been implemented.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

#### **RA-6 Parks and Trails Advisory Recommendations**

**MOVED** K. Pearson – E. Logins

THAT Council refer to the following items to the Community Development Committee: Develop a public consultation to examine locations for an off-leash dog park, develop a Policy that outlines a process to follow when naming parks and trails, and provide a report to Council.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

**MOVED** K. Pearson – B. Parkinson

THAT Council direct staff to proceed with construction of trail connection between Horne Road and Goodmere Road, utilizing volunteer assistance for labour.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

## REPORTS FOR INFORMATION

### RI-1 **Sooke Core Specified Area Proposed Boundary Adjustment for 7181 Minnie Rd & 7057 West Coast Road**

Development Services staff presented information to Council, and answered questions, regarding these properties.

**MOVED** B. Parkinson – K. Pearson

THAT 7181 Minnie Road and 7057 West Coast Road be included in the *Sooke Core Sewer Specified Area Amendment Bylaw (147-18)* subject to the servicing Bylaw.

**WITHDRAWN**

With the unanimous consent of Council, Councillor Parkinson withdrew her motion.

**MOVED** B. Parkinson – K. Pearson

THAT Council adopt Bylaw No. 560, *Sooke Core Sewer Specified Area Amendment Bylaw (147-18)*.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

**MOVED** K. Pearson – K. Reay

THAT staff provide a report to Council on the impacts of future areas being adopted into the Sewer Specified Area.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

### RI-2 **Mayor and Council Updates (verbal)**

1. Mayor Tait reported on:

- CRD Forum – Regarding Climate Action Plan: Saturday, November 19<sup>th</sup>, 2016;
- UBCM - Appointed to Healthy Communities Committee;
- Mayors Open House Comments – need to add to website shortly;
- Transit Commission – Awaiting official induction.

2. Councillor Pearson reported on:

- Juan de Fuca Water Commission – Grant for Anderson Cove waterline extension approved;
- Upgrades to Waterlines, Fire flow project, are completed.

Councillor B. Parkinson left at 10:18 pm

3. Councillor Reay reported on:
- Attended the Remembrance Day ceremony, as a CREST Finance Committee representative.

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

None.

**CORRESPONDENCE REQUIRING ACTION**

**C-1 Letter from Communities in Bloom regarding Congratulatory letter and 2017 Application form. Received October 24, 2016.**

**MOVED** E. Logins- K. Reay  
THAT Council receive the letter and application from the Communities and Bloom.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

Councillor Parkinson returned at 10:21 p.m.

**C-2 Letter from the Capital Regional District regarding Request for Motion of Support to Establish a Regional Transportation Service. Received October 27, 2016.**

**MOVED** E. Logins – B. Parkinson  
THAT Council direct staff to invite a representative from the CRD Transportation Select Committee to make a presentation at a future meeting.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

**C-3 Email from Business for the Arts regarding Community Needs Assessment Survey – Sponsorship Training for Arts Organization. Received November 2, 2016.**

**MOVED** E. Logins – B. Parkinson  
THAT Council direct staff to complete the Community Needs Assessment Survey, in the allotted time if possible.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper



**C-4 Email from SEAPARC regarding BC Children’s Hospital 8<sup>th</sup> Annual Festival of Trees – Sooke Sponsorship Package. Received November 4, 2016.**

**MOVED** K. Pearson – B. Parkinson

THAT Council direct staff to register the District as a Tree Sponsor for the Festival of Trees at SEAPARC;

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

**C-5 Letter from Vancouver Island Regional Library (VIRL) Board regarding 2017 Appointments. Received November 7, 2016.**

**MOVED** K. Pearson – B. Parkinson

THAT Council appoint Councillor Reay to the VIRL Board of Trustees and direct staff to complete the necessary forms.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

**MOVED** K. Reay – K. Pearson

AND THAT Council appoint Councillor Logins as the alternate to the VIRL Board of Trustees.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

**C-6 Letter from Association of Vancouver Island and Costal Communities (AVICC) regarding a Call for Resolutions Submissions, Nominations for Executive Committee, and Presentations. Received November 7, 2016.**

**MOVED** E. Logins – B. Parkinson

THAT Council receive the letter and application from the AVICC.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

**C-7 Letter from Clear Seas regarding a Request for Meeting with Council. Received November 8, 2016.**

**MOVED** K. Pearson – E. Logins

THAT Council receive the letter from the Clear Seas director.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

**C-8 Email from Minister of Jobs, Tourism & Skills Training regarding Medal of Good Citizenship- Call for Nominations. Received November 8, 2016.**

**MOVED** K. Reay – E. Logins

THAT Council receive the email from the from the Minister of Jobs, Tourism & Skills Training.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

**C-9 Email from the Honorable Stephanie Cadieux regarding Adoption Awareness Month. Received November 3, 2016.**

**MOVED** K. Pearson – K. Reay

THAT Council receive the email from the Honourable Stephanie Cadieux.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

**CORRESPONDENCE AND COUNCIL REPORTS FOR INFORMATION**

**I-1 through I-15**

**MOVED** E. Logins – K. Pearson

THAT the correspondences listed as I1 – I15 to be received for information;

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

**ADJOURNMENT**

**MOVED** K. Pearson – E. Logins

TO adjourn the meeting at 10:43 p.m.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

**Certified Correct:**

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**Maja Tait  
Mayor**

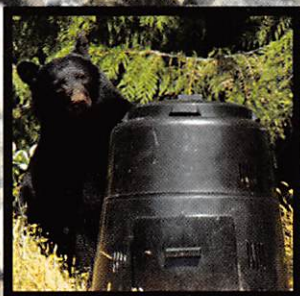
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**Gabryel Joseph  
Corporate Officer**

**DRAFT**



# Wild Wise Sooke



Manage your  
attractants to  
ensure bears  
don't move  
into your  
neighbourhood



Photo Credit: Vancouverisland.com

**Garbage is the #1 bear attraction!**

**Email: [wildwisesooke@gmail.com](mailto:wildwisesooke@gmail.com)**



## **KEEP OUR COMMUNITY SAFE AND OUR BEARS WILD**

- Secure garbage from bears; store garbage indoors or inside a secure building.
- Do not put garbage at the curb before 6 a.m. on collection day.
- Harvest ripe fruit; pick up windfall fruit every day.
- Remove bird feeders during bear season (April - November) or use only small amounts of feed and bring in each night.
- Store pet food and livestock feed inside.
- Use a properly installed and maintained electric fence to protect livestock. Consider electric fencing to protect fruit trees and compost piles.
- Consider removing outdoor fridges and freezers.
- Do not put cooked food, meat, cheese, or fish in compost. Keep compost piles working properly. Smelly compost attracts bears.
- Clean barbeques after each use.

### **FOR MORE INFORMATION**

Call Wild Wise Sooke: 250-646-2997

Or Email: [wildwisesooke@gmail.com](mailto:wildwisesooke@gmail.com)



To report wildlife conflict contact the  
Conservation Officer Service at 1.877.952.7277

**From:** [Ron Fuzzy Fedosenko](#)  
**To:** [Info](#)  
**Cc:** [REDACTED]  
**Subject:** Council. All members.  
**Date:** Wednesday, November 16, 2016 1:41:58 PM

---

Hi: I am asking for input and help on how to address the ongoing saga of renting my little office at 6545 Sooke Road. The old tenant has moved out that was renting due to personal reasons and the succeeding tenant has given notice as she has found out she needs more space. She had an existing business license and just moved in. The space is for rent again of course and this tenant wants to be there long time and as a result wants to make renovations that are costly but not extensive needing a permit. His business would be a sausage business and he wishes to remain in Sooke. He would be making sausages as he does that the present location he occupies at the bakery next to the Peoples Drug Store in the mall. He is only proposing to move down the street and he has a business license. Because of the additions or alterations he wants to do I suggested he take the high road and ask permission to move this operation to a new address and to confirm that he indeed can move in and continue as he does now without any concerns about whether the City of Sooke disapproves or contravenes any bi law. There would be minimal traffic and the only thing he would like to do is put up a sign of course. Probably a lit one which would need approval of course. In the past I would permitted and I forget who it was, to a 2 x 8 ft. sign which I had for years up on the front. I have owned the property since March, 1987.

I need to approach this the proper way and do it once and for all. I am aware this is a non-conforming property. This all happened before my time so I have no idea of the history other than this property has been commercial since before I was born and I am 74 yrs. old. I have owned it for about I am hoping that council can see fit to make it right and I believe most of the council would agree. So I am asking if there is process that would finally make this right please help me or direct me in the proper direction. Surely there is a solution as I know there are or were other properties that were in the same position as mine.

I am asking for assistance and I am hoping one of you has a suggestion that can alleviate this issue once and for all.

Below is an excerpt of the meeting minutes from April 27, 2015.

D-3 Ron Fedosenko – Zoning and Business Operations at 6545 Sooke Road

Ron Fedosenko, Sooke resident, addressed Council as to his property and existing building at 6545 Sooke Road. Mr. Fedosenko advised that the new tenant applied for a commercial business license with the District of Sooke and was denied a license due to the property being zoned residential. Mr. Fedosenko also advised that there have been non-conforming uses operating on the property since the 1940's and that he pays commercial taxes on the property. Mr. Fedosenko asked that Council consider issuing the business license to his tenant.

Gord Howie explained that the issue is that the building has been used as a private office for several years and Mr. Fedosenko has not applied for a business license. Council could consider options such as directing staff to issue a business license not in compliance with the Sooke Zoning Bylaw. That option may set a precedent with other properties that have non-conforming uses. Council could also consider leaving it to the property owner to apply for rezoning and expedite the application, ie. waive Public Hearing, or, Council could direct staff to come back with a report providing further information and options for Council consideration. MOVED and seconded to direct staff to issue a business license to the current business operating at 6545 Sooke Road without requiring compliance with the Sooke Zoning Bylaw as to the use of the property.

CARRIED UNANIMOUSLY

The only problem was is it says in the minutes to the current business which wasn't operating and I was under the impression when it was discuss that to carry on business as it had been done for 70 plus years.

Hopefully one of you has a suggestion or an idea as to how this issue can be resolved.

I could see myself selling it for say [REDACTED] to the City of Sooke. LOL. Don't laugh . I would carry a large mortgage for a long time. Be a great bus stop. Bus stops with the signs generate are in demand. Remember there are 4 sides to rent would really appreciate the help. Revenue of \$ [REDACTED] a month net would service a [REDACTED] Mortgage & utilizes. Taxes wouldn't apply I am thinking. LOL. stop all this nonsense.

Everyone have a great day and laugh.

[REDACTED]

Ron [REDACTED] Fedosenko  
Managing Broker/Property Manager

HAYWORTH COMMUNITIES INC.  
A Member of the Cherish Living Group  
CHERISH REALTY SERVICES



[fuzzy@cherishliving.ca](mailto:fuzzy@cherishliving.ca)



October 21, 2016

File: 0360-20

Mayor Maja Tait and Sooke Council:

**Re: Request for Motion of Support to Establish a Regional Transportation Service**

It is with much enthusiasm and solid backing from the Capital Regional District (CRD) Board of Directors that I am asking you to consider supporting establishment of a regional transportation service.

We are all hearing growing public concerns about increasing congestion and travel delays and hearing desires for a more effective, sustainable transportation system that provides affordable, convenient and safe travel options. With 58% of transportation movements in the region crossing municipal boundaries, it is no surprise that residents and businesses are eager to see a regional lens applied to transportation. In response to that and in recognition of the fact that, although some issues can be addressed at the local level, resolution of the most intractable transportation challenges will require collaborative, multi-jurisdictional action, the CRD Board has made creation of a Regional Transportation Service a CRD Board Strategic Priority.

A transportation service would provide the CRD with a mandate to address regional transportation needs to the extent outlined in the Regional Transportation Plan (RTP). The CRD developed the RTP in consultation with local government, the Ministry of Transportation and Infrastructure, BC Transit and other key stakeholders from across the region to identify a vision for regional transportation along with priority actions and targets.

An FAQ (Attachment 1), the proposed bylaw (Attachment 2), and requisition policy (Attachment 3), are provided for your review. The following points may be of particular interest.

- The creation of the transportation service would initially be cost neutral as it would be focused on the consolidation of existing regional transportation functions and budgets.
- No new funding could be allocated to programs or functions without approval from the CRD Board (see requisition policy in Attachment 3).
- Any new funding could be used to leverage funding from higher levels of government and other partners.
- The transportation service would build upon and complement the strong transportation work undertaken at the local government level and will not interfere with local transportation decision making.

A regional transportation service could, without any new funding, provide the CRD with the ability to:

- collaboratively identify regional transportation priorities
- coordinate inter-municipally
- integrate regional trails more closely with municipal walking and cycling infrastructure
- collect and analyze regional multi-modal transportation data
- more effectively advocate for senior government funding with one united regional voice

The CRD does not currently have a transportation service. Putting one in place requires participating area approval. Introducing new region-wide CRD services happens only infrequently. Before the CRD formally advances the CRD Transportation Service Bylaw and proceeds to seek participating area approval, the CRD wishes to canvas municipalities for support. At its October 12, 2016 meeting the CRD Board directed local government engagement on the proposed service.

For the transportation service to be truly effective it needs full regional participation.

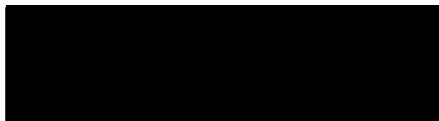
**We are therefore seeking the following motion of support from your council, forwarded to the CRD by December 1, 2016:**

*Sooke municipality supports the establishment of a regional transportation service through the Capital Regional District.*

If Sooke is not able to provide support at this time we respectfully request that before supporting a motion of non-support that a CRD delegation be given an opportunity to speak to your council.

If there is a desire for more information or to discuss the service in greater detail, I would be happy to arrange for a representative from the Transportation Select Committee and CRD staff to attend a council meeting within the next two months. In the interim please do not hesitate to contact me directly.

Sincerely,



Director Susan Brice  
Chair, Capital Regional District Transportation Select Committee

cc: Robert Lapham, MCIP, RPP, Chief Administrative Officer  
Kevin Lorette, P.Eng., MBA, General Manager Planning and Protective Services  
Signe Bagh, MCIP, RPP, Senior Manager Regional and Strategic Planning  
Municipal CAOs

Attachments: 1. Transportation Service Frequently Asked Questions (FAQs)  
2. Transportation Service Establishment Bylaw 2016  
3. Transportation Service Funding Requisition Policy

## **REGIONAL TRANSPORTATION SERVICE FAQ**

### **Why is the Transportation Service needed?**

- To respond proactively to emerging transportation needs and opportunities as identified in the Regional Transportation Plan.
- To more effectively leverage third party financial support for priority projects – thereby securing more money for projects and programs than might be achievable for a single municipality or electoral area going on its own.
- To deliver programming that can most cost-effectively be delivered on a regional scale (e.g. travel demand management, active transportation programming and web based regional transportation platforms) -- such programs may not be viable for individual municipalities to run on their own.
- To provide a united regional voice on transportation priorities with higher levels of governance, thereby potentially securing more funding than would be obtainable for individual municipalities.
- To respond to resident and business calls for a better-integrated regional transportation system.
- To allow transportation professionals in each municipality to work together with colleagues in other local jurisdictions to resolve regional transportation issues.
- To better integrate regional trails with local pedestrian and cycling infrastructure.

### **Who is asking for the transportation service?**

- Regional residents have continually identified transportation (and specifically an integrated transportation system) as among key regional priorities. This was most recently identified in the Victoria Foundation Vital Signs report.
- The Greater Victoria Chamber of Commerce has identified a need for a regional transportation authority.
- The CRD Board has identified the establishment of a regional transportation service as a strategic priority.
- Numerous studies including the Bish Report, the Regional Transportation Plan and the Acuere CRD Transportation Service Feasibility Study have identified a transportation service as the best means to advance the region's transportation targets.

**What will change with a transportation service?**

- Enhanced integration of regional trails with municipal walking and cycling infrastructure
- A united voice to advocate for senior government funding
- Capacity to capitalize on funding opportunities and partnerships that are currently unavailable at a regional level
- Coordinated approach to regional transportation priorities
- Better alignment of regional transit priorities and infrastructure guidelines with sub regional and regional priorities and practices
- Streamlined collection and analysis of regional multi-modal transportation data
- Economies of scale from regional program delivery of specialized expertise

**How will the service be funded?**

- Initially the service will consolidate existing CRD transportation functions and as such there will be no requirement for funding beyond that already budgeted.
- Longer term, as potential new functions are considered, funding streams will need to be secured. Funding sources would need to be determined prior to the launch of new functions but could conceivably include grants, direct CRD requisitions, and other forms of taxation or municipal pooling of resources.

**What is meant by an incremental approach to the Transportation Service?**

It is proposed that the transportation service be implemented in an incremental manner with three phases.

1. Consolidation of existing regional transportation functions within existing budgets.
2. Introduction of new programs as requested and approved by the CRD Board e.g. Active, Safe Routes to School, Travel Demand Management, Multi-media web based transportation platforms. New funding would be required to advance Phase 2.
3. A greater role in regional transit (requires changes provincial legislation).

**How can we be assured that the CRD isn't going to expand authority and requisition recklessly?**

- The initial consolidation phase will not require any additional funds as it can be implemented with consolidation of existing CRD division budgets.
- A maximum requisition level has been identified in the service establishment bylaw.
- A policy identifying requisitioning triggers has been included as an added measure of protection against scope and budget creep.
- Any future requisition increase would need to be approved through the annual committee and Board budget process.
- A greater regional governance role in transit would require legislative changes which could take many years. Any transfer of transit roles would be tied to movement of funds from one authority to the other.

**What relationship is there between the transportation service and the Regional Transportation Plan?**

- The Regional Transportation Plan identified the establishment of a regional transportation service as a priority action that could best advance the targets and actions identified in the plan.
- Acuere Consulting confirmed in the Transportation Service Feasibility Study that the introduction of a Regional Transportation Service would provide the necessary instrument to implement the actions of the Regional Transportation Plan.

**Will the service replace local transportation functions?**

- The service would not usurp any local government (incl. EAs) authority or responsibility.
- The service would build upon the strong initiatives/work being undertaken at a local government level.
- The service would provide the opportunity to introduce certain programs and assistance that may not be feasible at a local level.

**Why does the service need full membership of all CRD partners?**

- Transportation does not respect municipal boundaries and the expectation from residents, businesses and visitors is that movement across the region is seamless.

- Transportation corridors are regional in nature and therefore transportation solutions need to be regional. Fixing one part of a corridor without consideration of the impacts on adjoining corridors will likely not resolve issues.

**Will the service allow the region's trails to still deliver on recreational value?**

- The linear park functions of the regional trails system will be retained. Both recreational and utilitarian users including commuters will be provided for just as they are on local streets and sidewalks.

**What approval process is necessary to get a new service introduced?**

Division 4 of Part 10 of the Local Government Act outlines the participating area approval options.

1. Region wide or area by area referendum
2. Board majority vote on establishing the bylaw followed by either region wide or participating area by participating area Alternative Approval Process (AAP)
3. Consent by each Council and AAP for Electoral Areas

At this point, no decision has been made as to which approval process will be used.

**Background Facts**

- 58% of travel within the region is inter-municipal.
- The CRD Board has identified the establishment of a transportation service as a Strategic Priority.
- The Regional Transportation Plan identifies the establishment of a transportation service as a priority.
- The Transportation Service Feasibility Study identified the establishment of a transportation service as the key to delivering on the actions and priorities identified in the Regional Transportation Plan.
- The Chamber of Commerce supports establishment of a transportation service, recognizing its role in the economic development of the region.
- Regional transportation across the region continues to be identified as a high priority as evidenced in the Greater Victoria Vital Signs Survey.

**CAPITAL REGIONAL DISTRICT  
BYLAW NO. 4093**

\*\*\*\*\*  
**A BYLAW TO ESTABLISH A SERVICE AREA WITHIN THE CAPITAL REGIONAL DISTRICT  
FOR THE PURPOSE OF A REGIONAL TRANSPORTATION SERVICE**  
\*\*\*\*\*

**WHEREAS** under section 332 of the *Local Government Act* a regional district may, by bylaw, establish and operate any service the Board considers necessary or desirable for all or part of the regional district;

**AND WHEREAS** the Board of the Capital Regional District wishes to establish a service for the purpose of providing a service to address transportation needs within the Region;

**AND WHEREAS** the approval of the electors in the Participating Areas has been obtained under section Division 4 Part 10 of the *Local Government Act*;

**AND WHEREAS** the approval of the Inspector of Municipalities has been obtained under section 342(1)(a) of the *Local Government Act*;

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

**1. Service**

(1) The service being established and operated is the Capital Regional District Transportation Service (the "**Transportation Service**") for the purpose of providing services in relation to transportation as follows:

- (a) Policy, planning, administration and information related services including, without limitation:
  - i. Transportation policy, plans, surveys and studies;
  - ii. Regional trails planning, operations and maintenance, capital planning and management of land tenure;
  - iii. Transportation data collection, monitoring, analysis and reporting;
  - iv. Transportation modelling;
  - v. Transportation web based and multi-media platforms;
  - vi. Active transportation programming, planning and promotion;
  - vii. Transportation demand management programming, planning and promotion;
  - viii. Transit partnerships for data, analysis, planning and policy;
  - ix. Transportation infrastructure funding applications and partnerships; and
- (b) Management of those regional trails listed in Schedule A ("designated regional trails")—

(2) Subsection (1) is not intended to alter or affect the dedication as regional trail of any designated regional trail nor to impair the use of the designated regional trails for the purpose of public recreation and enjoyment and ancillary nature conservation.

**2. Boundaries**

The boundaries of the "Transportation Service" are the boundaries of the Capital Regional District.

**3. Participating Areas**

All of the municipalities and electoral areas within the CRD are the participating area of the "Transportation Service" as follows:

District of Central Saanich, City of Colwood, Township of Esquimalt, District of Highlands, Juan de Fuca Electoral Area, City of Langford, District of Metchosin, District of North Saanich, District of Oak Bay, District of Saanich, Salt Spring Island Electoral Area, Town of Sidney, District of Sooke, Southern Gulf Islands Electoral Area, City of Victoria and Town of View Royal.

**4. Cost Recovery**

As provided in section 378 of the *Local Government Act*, the annual cost of providing the Transportation Service shall be recovered by one or more of the following:

- (a) property value taxes imposed in accordance with Division 3 of Part 11 of the *Local Government Act*;
- (b) fees and charges imposed under section 397 of the *Local Government Act*;
- (c) revenues raised by other means authorized by the *Local Government Act* or another Act;
- (d) revenues received by way of agreement, enterprise, gift, grant or otherwise.

**5. Maximum Requisition**

In accordance with section 339(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned for the cost of the Transportation Service is the greater of:

- (a) ten million (\$10,000,000) dollars; or
- (b) an amount equal to the amount that could be raised by a property value tax rate of \$0.119 per one thousand (\$1,000) dollars applied to the net taxable value of land and improvements in the Service Area.

**6. Citation**

This Bylaw may be cited as the "Capital Regional District Transportation Service Establishment Bylaw No. 1, 2016".

|  |        |      |
|--|--------|------|
| READ A FIRST TIME this                           | day of | 2016 |
| READ A SECOND TIME this                          | day of | 2016 |
| READ A THIRD TIME this                           | day of | 2016 |
| APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS | day of | 2016 |
| RECEIVED PARTICIPATING AREA APPROVAL THIS        | day of | 2016 |
| ADOPTED this                                     | day of | 2016 |

\_\_\_\_\_  
Chair

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

|   |        |      |
|---|--------|------|
| FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS | day of | 2016 |
|---|--------|------|

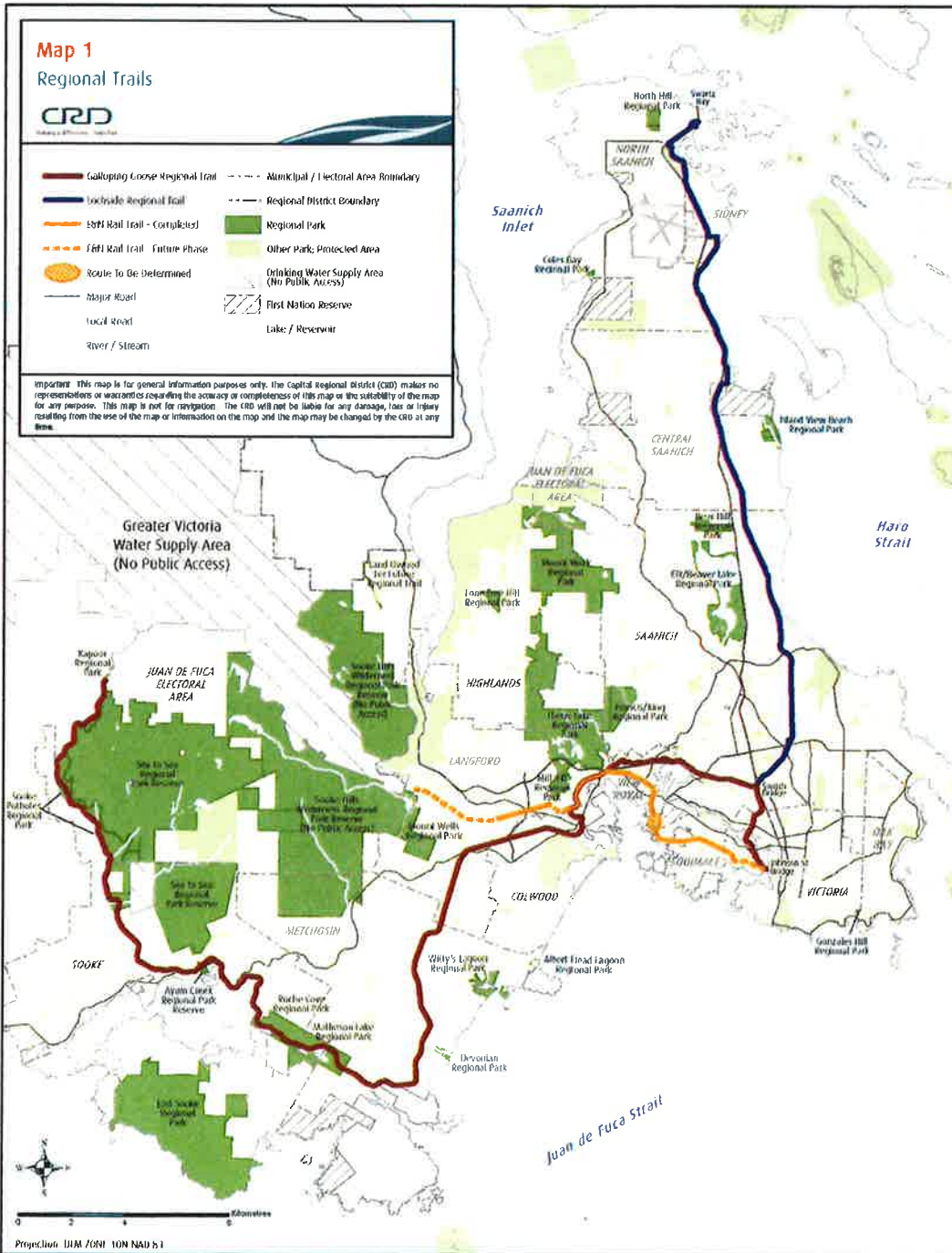


Schedule "A"

Designated Regional Trails

E & N Rail Trail – Humpback Connector  
 Galloping Goose Regional Trail  
 Lochside Regional Trail

See Map1 for general trail locations



**CAPITAL REGIONAL DISTRICT  
CORPORATE POLICY AND PROCEDURES**



Making a difference...together

|            |   |                   |
|------------|---|-------------------|
| Section    | <i>Regional and Strategic Planning</i>      |                   |
| Subsection | Policies, Procedures, Manuals               | <i>(policy #)</i> |
| Title      | TRANSPORTATION SERVICE REQUISITION TRIGGERS |                   |

**POLICY:**

The CRD has authority under Service Establishment Bylaw 4093 to requisition funding for transportation services. This policy outlines the triggers and process to be satisfied prior to the CRD Board requisitioning above the base level, yet within the maximum requisition level, to fund priority transportation projects. This policy should be used to identify the circumstances under which funding above the requisition base level may be considered and to clarify the possible maximum requisition levels for the various phases of service development.

**PURPOSE:**

The purpose of this policy is to describe the requisitioning process, including the identification of triggers for requisitioning above the amount needed to fund existing CRD transportation functions, also referred to as the base level of the transportation service. The policy places parameters around funding requests for new and expanded transportation functions.

**RESPONSIBILITIES:**

This policy will be administered by the Regional and Strategic Planning Division.

**SCOPE:**

The policy applies to funding associated with *expansion* of the transportation service as outlined in Service Establishment Bylaw No. 4093. The policy will be used by staff to inform future planning and recommendations to the CRD Board and by CRD Board members to inform future decision making related to transportation funding.

**PROCEDURE:**

The transportation service is reflected in three phases of service development:

1. Existing functions
- 2a. New non-infrastructure functions
- 2b. New and/or expanded infrastructure functions and
3. Regional transit governance and administration

The following table identifies triggers for transportation service requisition increases along with the maximum requisitions for each of the service development phases.

## Attachment 3

2

| Phase  | Trigger(s)  | Maximum Requisition  |
|--|---|--|
| <b>Phase 1</b>   |   |  |
| Existing Functions   | Service Bylaw Adoption  | As per existing service budgets  |
| i. Transportation, policy, plans, surveys and studies  | “   | “  |
| ii. Regional trails planning, operations and maintenance, capital planning and tenure          | “   | “  |
| iii. Transportation data collection, monitoring, analysis and reporting                        | “   | “  |
| iv. Transportation modelling   | “   | “  |
| <b>Phase 2a.*</b>  |   |  |
| Additional functions – non infrastructure  | New function identified in Board-adopted Service Plan, post Service Bylaw Adoption  | A property value tax rate of \$0.036 per one thousand (\$1,000) dollars applied to the net taxable value of land and improvements in the Service Area. (approximately 3 million in 2016 dollars) |
| i. Transportation web based and multi-media platforms  | “   | “  |
| ii. Active transportation programming, planning and promotion                                  | “   | “  |
| iii. Transit partnerships, data gathering, analysis and policy                                 | “   | “  |
| <b>Phase 2b.*</b>  |   |  |
| i. Additional functions - transportation infrastructure, funding applications and partnerships | New function identified in Board-adopted Service Plan, post Service Bylaw Adoption  | A property value tax rate of \$0.119 per one thousand (\$1,000) dollars applied to the net taxable value of land and improvements in the Service Area.   |
| ii. Regional Trails Expansion  | At minimum matching funds from other levels of government and/or agencies <u>or</u> Board motion to fund  | (\$10 million in 2016 dollars)   |
| <b>Phase 3**</b>   |   |  |
| Regional Transit Governance and Administration   | i. Provincial legislation change – <i>BC Transit Act</i><br>ii. Amendment to Service Establishment Bylaw No. 4093<br>iii. Provincial funding assurances |  |

\* The sequencing and timing of phases 2a. and 2b are at the will of the CRD Board.

\*\* Dependent on provincial legislation, the sequencing and timing of Phase 3 is at the will of the CRD Board.

|                |              |
|----------------|--------------|
| Approval Date: | Approved By: |
|----------------|--------------|





File No. 1710

**REQUEST FOR DECISION**  
Regular Council Meeting  
Meeting Date: November 28, 2016

**To:** Teresa Sullivan, Chief Administrative Officer  
**From:** Brent Blackhall, Director of Financial Services  
**Re:** **2016–2020 Five Year Financial Plan Amendment**

**RECOMMENDATION:**

**THAT** Council adopt Bylaw No. 658, *Five Year Financial Plan Amendment Bylaw (639-1)*.

**Executive Summary:**

At the November 14, 2016 Regular Council meeting staff presented an amended five year financial plan for 2016-2020. Council is now being asked for final adoption of Bylaw No. 658, *Five Year Financial Plan Amendment Bylaw (639-1)*.

**Background:**

At the May 11, 2016 Council meeting, Council adopted Bylaw No. 639, *Five Year Financial Plan Bylaw, 2016*. Expenditures have since been approved that were not included in the original bylaw. Revenue adjustments have also been incurred. Inclusion of the approved expenditures and revenue adjustments is reflected in proposed Bylaw No. 658, *Five Year Financial Plan Amendment Bylaw (639-1)*.

Section 165 (3) of the *Community Charter* requires municipalities to prepare a five-year financial plan. The 2016 – 2020 Five Year Financial Plan was adopted by bylaw at the May 11, 2016 Council meeting.


Bylaw No. 639, *Five Year Financial Plan Bylaw, 2016* is being amended to comply with section 173(b) of the *Community Charter*, which states that as soon as it is practicable, Council must amend the financial plan to include the expenditure and the funding source for the expenditure that was not included in the original bylaw.


Financial Plan amendments are not unusual and have recently been introduced in the City of New Westminster, City of Richmond, District of West Vancouver, Cowichan Valley Regional District, City of Grand Forks, City of Penticton, District of North Vancouver, Town of Golden, Town of Smithers and many others.

**Attached Documents:**

1. Bylaw No. 639, *Five Year Financial Plan Bylaw, 2016*
2. Bylaw No. 658, *Five Year Financial Plan Amendment Bylaw (639-1)* at third reading
3. 2016 to 2020 Five Year Financial Plan - Amended
4. Summary of Adjustments to the financial plan:
  - Departmental changes
  - Sewer Fund changes
  - Capital Expenditure changes
  - Funding Sources changes

Respectfully,

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

|  |  |
|--|--|
| Approved for Council Agenda  |  |
| <br>_____<br>Development Services | <br>_____<br>Corporate Services |
| <br>_____<br>Financial Services  | _____<br>Fire Services   |
| _____<br>CAO                   |  |



## 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

Amended the 9<sup>th</sup> day May of 2016

Read a third time the the 9<sup>th</sup> day May of 2016, as amended

Adopted on the 11<sup>th</sup> day of May of 2016.

Certified Correct:

  
A/ Mayor

  
A/ 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         |
|                                | <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> |

**Expenditures**

|                                      |                   |                   |                   |                   |                   |
|--------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <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        |
|                                      | <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> |

**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**

| <b>Funding Source</b>          | <b>2016</b> | <b>2017</b> | <b>2018</b> | <b>2019</b> | <b>2020</b> |
|--------------------------------|-------------|-------------|-------------|-------------|-------------|
|                                | <b>%</b>    | <b>%</b>    | <b>%</b>    | <b>%</b>    | <b>%</b>    |
| <b>Property Taxes</b>          | 34.76%      | 41.81%      | 42.00%      | 42.62%      | 46.74%      |
| <b>Parcel Taxes</b>            | 8.11%       | 9.43%       | 8.89%       | 8.65%       | 9.14%       |
| <b>Fees and Charges</b>        | 12.23%      | 11.86%      | 11.01%      | 10.59%      | 11.33%      |
| <b>Other Sources</b>           | 32.07%      | 24.85%      | 23.54%      | 26.54%      | 24.65%      |
| <b>Transfer from Own Funds</b> | 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:

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

### Tax Ratios

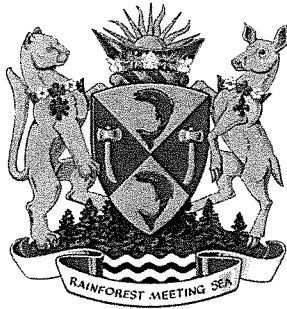
Tax ratios are based on Policy No. 5.5, *Revenue, Tax and Budget Policy, 2008*. The ratios for 2016 and 2015 are presented below.

| Property Class            | 2016 Tax Ratios | 2015 Tax Ratios |
|---------------------------|-----------------|-----------------|
| 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  
FIVE YEAR FINANCIAL PLAN AMENDMENT  
BYLAW No. 658**

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A bylaw to amend Bylaw No. 639, *Five Year Financial Plan Bylaw, 2016*  
to include approved expenditures.

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

1. This Bylaw is cited as *Five Year Financial Plan Amendment Bylaw, 2016 (639-1)*.
2. Bylaw No. 639, *Five Year Financial Plan Bylaw, 2016* is amended by deleting Schedule A in its entirety and replacing it with the attached Schedule A to this bylaw.

READ a FIRST time the 14 day of November, 2016.

READ a SECOND time the 14 day of November, 2016.

READ a THIRD time the 14 day of November, 2016.

ADOPTED the \_\_ day of \_\_\_\_, 20\_\_.

**Certified Correct:**

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Maja Tait  
Mayor

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Gabryel Joseph  
Corporate Officer

**District of Sooke**  
**Amended Financial Plan 2016 - 2020**

| <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>            | 1,526,351           | 1,551,695           | 1,551,695           | 1,551,695           | 1,551,695           |
| <b>Fees and Charges</b>        | 1,984,694           | 2,036,633           | 1,991,419           | 1,969,657           | 1,993,910           |
| <b>Other Sources</b>           | 6,171,924           | 4,090,636           | 4,109,082           | 4,761,111           | 4,187,646           |
| <b>Transfer from Own Funds</b> | 2,111,522           | 2,852,771           | 2,782,662           | 2,310,984           | 1,618,995           |
|                                | <u>\$18,442,326</u> | <u>\$17,414,156</u> | <u>\$17,767,694</u> | <u>\$18,240,532</u> | <u>\$17,292,138</u> |

**Expenditures**

|                                      |                     |                     |                     |                     |                     |
|--------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>Debt - Principal and Interest</b> | 981,492             | 1,123,940           | 1,032,870           | 1,156,750           | 1,149,867           |
| <b>Capital Expenditures</b>          | 4,301,239           | 2,749,985           | 3,164,019           | 3,414,446           | 2,261,229           |
| <b>Transfer to Own Funds</b>         | 1,460,270           | 1,761,080           | 1,992,459           | 1,970,021           | 2,112,904           |
| <b>Other Municipal Purposes</b>      | 11,699,326          | 11,779,151          | 11,578,346          | 11,699,316          | 11,768,139          |
|                                      | <u>\$18,442,327</u> | <u>\$17,414,156</u> | <u>\$17,767,694</u> | <u>\$18,240,532</u> | <u>\$17,292,139</u> |

**District of Sooke  
Amended 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           |
| <b>Total municipal taxes</b>                                 | <b>6,647,835</b>  | <b>6,882,421</b>  | <b>7,332,836</b>  | <b>7,647,085</b>  | <b>7,939,893</b>  |
| Net taxes available for municipal purposes                   | 230,506           | 242,342           | 242,342           | 242,342           | 242,342           |
| Sales and user fees  | 169,641           | 100,719           | 100,719           | 100,719           | 100,719           |
| Penalties and fines  | 205,000           | 205,000           | 205,000           | 205,000           | 205,000           |
| Developer cost charges                                       | 52,000            | 303,188           | 318,347           | 334,264           | 350,977           |
| Licenses and permits   | 531,404           | 538,304           | 545,411           | 552,731           | 560,271           |
| Sewer operating revenue                                      | 2,500,661         | 2,388,778         | 2,321,298         | 2,276,298         | 2,276,298         |
| Lease and rental   | 52,340            | 52,340            | 52,340            | 52,340            | 52,340            |
| Government transfers and grants                              | 1,923,768         | 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                          | 1,274,390         | 2,295,685         | 2,335,919         | 1,862,645         | 1,168,929         |
| Transfers from surplus (capital)                             | 224,695           | -                 | -                 | -                 | -                 |
| Transfers from surplus                                       | 477,268           | 489,606           | 446,743           | 448,339           | 450,066           |
| 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>18,442,326</b> | <b>17,414,156</b> | <b>17,767,694</b> | <b>18,240,532</b> | <b>17,292,138</b> |
| <b>Expenditures:</b>   |                   |                   |                   |                   |                   |
| General government   | 2,771,360         | 2,581,210         | 2,498,304         | 2,480,255         | 2,514,923         |
| Protective services  | 3,258,799         | 3,503,747         | 3,523,777         | 3,565,479         | 3,599,068         |
| Development services   | 3,702,784         | 3,699,387         | 3,727,225         | 3,795,279         | 3,815,867         |
| Sewer operations   | 1,966,383         | 1,789,807         | 1,741,040         | 1,773,303         | 1,778,282         |
| Sewer capital  | 150,000           | 205,000           | 88,000            | 85,000            | 60,000            |
| 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   | 4,151,239         | 2,749,985         | 3,164,019         | 3,414,446         | 2,261,229         |
| Proceeds that must be transferred to reserves                | 828,891           | 1,071,579         | 1,095,238         | 1,111,155         | 1,127,868         |
| Transfers to reserves  | 631,379           | 689,502           | 897,222           | 858,866           | 985,035           |
| <b>Total Expenditures:</b>                                   | <b>18,442,327</b> | <b>17,414,156</b> | <b>17,767,694</b> | <b>18,240,532</b> | <b>17,292,139</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  
Amended 2016 to 2020 Five Year Financial Plan  
General Government Services**

| <b>General Government Services</b>         | <b>2016</b>    | <b>2017</b>    | <b>2018</b>    | <b>2019</b>    | <b>2020</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         |
|  | <u>196,431</u> | <u>147,931</u> | <u>145,431</u> | <u>145,431</u> | <u>145,431</u> |
| <b>Corporate Services</b>                  |                |                |                |                |                |
| Salaries                                   | 595,475        | 623,246        | 547,396        | 550,765        | 554,186        |
| 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                                | 129,000        | 2,500          | 2,500          | 2,500          | 2,500          |
|  | <u>970,348</u> | <u>842,315</u> | <u>748,021</u> | <u>751,880</u> | <u>755,767</u> |
| <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         |
|  | <u>421,351</u> | <u>419,423</u> | <u>422,529</u> | <u>425,682</u> | <u>428,882</u> |

| <b>General Government Services</b>           | <b>2016</b>    | <b>2017</b>    | <b>2018</b>    | <b>2019</b>    | <b>2020</b>    |
|--|----------------|----------------|----------------|----------------|----------------|
| <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        |



| <b>General Government Services</b>         | <b>2016</b>         | <b>2017</b>         | <b>2018</b>         | <b>2019</b>         | <b>2020</b>         |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|
| 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 Parking Lease                  | 10,500              | 18,000              | 18,000              | 18,000              | 18,000              |
| Boat Launch Trail                          | 17,248              | -                   | -                   | -                   | -                   |
| Boat Launch Expense                        | 24,282              | 24,282              | 24,282              | 24,282              | 24,282              |
| Downtown Parking Lease                     | 14,000              | 24,000              | 24,000              | 24,000              | 24,000              |
| Canada Day Fireworks                       | 2,653               | 2,653               | 2,653               | 2,653               | 2,653               |
|  | <b>357,668</b>      | <b>360,639</b>      | <b>388,142</b>      | <b>369,332</b>      | <b>373,809</b>      |
| <b>Grants</b>                              |                     |                     |                     |                     |                     |
| <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>      |
| <b>Plans</b>                               |                     |                     |                     |                     |                     |
| 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>       |
| <b>Subtotal before amortization</b>        | <b>2,627,528</b>    | <b>2,435,939</b>    | <b>2,350,855</b>    | <b>2,329,856</b>    | <b>2,363,020</b>    |
| <b>Amortization - General Government</b>   | <b>143,832</b>      | <b>145,270</b>      | <b>147,449</b>      | <b>150,398</b>      | <b>151,902</b>      |
| <b>Total General Government</b>            | <b>\$ 2,771,360</b> | <b>\$ 2,581,210</b> | <b>\$ 2,498,304</b> | <b>\$ 2,480,255</b> | <b>\$ 2,514,923</b> |

**District of Sooke  
Amended 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   | 567,595          | 602,719          | 584,922          | 605,361          | 618,952          |
| 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           | 46,000           | 47,000           | 48,000           | 49,000           |
| 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           |

| <b>Protective Services</b>          | <b>2016</b>    | <b>2017</b>    | <b>2018</b>    | <b>2019</b>    | <b>2020</b>    |
|-------------------------------------|----------------|----------------|----------------|----------------|----------------|
| Annual dinner                       | 12,000         | 12,000         | 12,000         | 12,000         | 12,000         |
|                                     | <b>806,155</b> | <b>880,678</b> | <b>868,705</b> | <b>895,115</b> | <b>913,859</b> |
| <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         | 75,636         | 77,773         | 79,728         | 81,703         |
| 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>224,368</b> | <b>232,005</b> | <b>238,960</b> | <b>245,935</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         |

| <b>Protective Services</b>          | <b>2016</b>             | <b>2017</b>             | <b>2018</b>             | <b>2019</b>             | <b>2020</b>             |
|-------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| 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                   |
|                                     | <u>46,500</u>           | <u>46,500</u>           | <u>46,500</u>           | <u>46,500</u>           | <u>46,500</u>           |
| <b>Other</b>                        |                         |                         |                         |                         |                         |
| 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                  |
|                                     | <u>58,318</u>           | <u>58,318</u>           | <u>58,318</u>           | <u>58,318</u>           | <u>58,318</u>           |
| <b>Total Fire Department</b>        | <u>1,255,237</u>        | <u>1,350,156</u>        | <u>1,366,417</u>        | <u>1,403,020</u>        | <u>1,434,008</u>        |
| <b>Subtotal before amortization</b> | <b>3,010,068</b>        | <b>3,252,529</b>        | <b>3,268,790</b>        | <b>3,305,392</b>        | <b>3,336,381</b>        |
| Amortization - Protective Services  | 248,731                 | 251,219                 | 254,987                 | 260,087                 | 262,687                 |
| <b>Total Protective Services</b>    | <u><u>3,258,799</u></u> | <u><u>3,503,747</u></u> | <u><u>3,523,777</u></u> | <u><u>3,565,479</u></u> | <u><u>3,599,068</u></u> |

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

| <b>Development Services</b>                       | <b>2016</b>    | <b>2017</b>    | <b>2018</b>    | <b>2019</b>    | <b>2020</b>    |
|---|----------------|----------------|----------------|----------------|----------------|
| <b>Engineering Operations</b>                     |                |                |                |                |                |
| Salaries  | 441,114        | 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>547,843</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  | 192,105        | 239,228        | 241,944        | 244,701        | 247,499        |
| 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>254,256</b> | <b>301,902</b> | <b>304,977</b> | <b>308,084</b> | <b>311,238</b> |

| <b>Development Services</b>         | <b>2016</b>      | <b>2017</b>      | <b>2018</b>      | <b>2019</b>      | <b>2020</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            |
|                                     | <u>190,416</u>   | <u>194,789</u>   | <u>193,195</u>   | <u>199,625</u>   | <u>195,091</u>   |
| <b>Economic Development</b>         |                  |                  |                  |                  |                  |
| Conference Hosting                  | 5,000            | 5,000            | 0                | 0                | 0                |
|                                     | <u>5,000</u>     | <u>5,000</u>     | <u>0</u>         | <u>0</u>         | <u>0</u>         |
| <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              |
|                                     | <u>249,258</u>   | <u>252,367</u>   | <u>255,523</u>   | <u>258,724</u>   | <u>261,942</u>   |
| <b>Community Spaces</b>             |                  |                  |                  |                  |                  |
| Parks Dept. salaries and benefits   | -                | 242,097          | 242,097          | 242,097          | 242,097          |
| Parks Dept. operating costs         | 13,635           | 91,007           | 89,444           | 96,010           | 102,707          |
| Public Space maintenance            | 229,602          | -                | -                | -                | -                |
| Hazardous vegetation control        | 18,000           | 18,000           | 18,000           | 18,000           | 18,000           |
| Community Clean Up                  | 58,750           | -                | -                | -                | -                |
| Seasonal Adornment                  | 40,000           | 5,000            | 5,000            | 5,000            | 5,000            |
| Harbourway Walkway License          | 500              | 500              | 500              | 500              | 500              |
|                                     | <u>360,487</u>   | <u>356,604</u>   | <u>355,041</u>   | <u>361,607</u>   | <u>368,304</u>   |
| <b>Subtotal before amortization</b> | <u>2,033,845</u> | <u>2,013,759</u> | <u>2,016,312</u> | <u>2,050,148</u> | <u>2,053,284</u> |
| <b>Amortization</b>                 |                  |                  |                  |                  |                  |

| <b>Development Services</b>           | <b>2016</b>      | <b>2017</b>      | <b>2018</b>      | <b>2019</b>      | <b>2020</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          | 106,988          | 108,572          | 110,744          | 111,851          |
| <b>Total Amortization</b>             | <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>3,702,784</b> | <b>3,699,387</b> | <b>3,727,225</b> | <b>3,795,279</b> | <b>3,815,867</b> |

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

| <b>Sewer Fund</b>                           | <b>2016</b>      | <b>2017</b>      | <b>2018</b>      | <b>2019</b>      | <b>2020</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                                  | 1,526,351        | 1,551,695        | 1,551,695        | 1,551,695        | 1,551,695        |
| Sewer Generation Charge                     | 359,084          | 359,084          | 359,084          | 359,084          | 359,084          |
| Revenue from increase in Parcel tax         | 135,169          | 67,480           | -                | -                | -                |
| DCC - Wastewater                            | 34,538           | 115,000          | 115,000          | 115,000          | 115,000          |
| Transfer from AARF Reserve Account          | -                | -                | -                | -                | -                |
| Transfer from Future Sewer Expenditures     | 150,000          | -                | -                | -                | -                |
| Transfer from DCC Wastewater Reserve        | 295,519          | 295,519          | 295,519          | 250,519          | 250,519          |
|   | <b>2,500,661</b> | <b>2,388,778</b> | <b>2,321,298</b> | <b>2,276,298</b> | <b>2,276,298</b> |
| Amortization offset                         | 476,147          | 480,909          | 488,122          | 497,885          | 502,864          |
| <b>Total Revenues</b>                       | <b>2,976,808</b> | <b>2,869,687</b> | <b>2,809,420</b> | <b>2,774,183</b> | <b>2,779,162</b> |
| <b>Expenditures</b>                         |                  |                  |                  |                  |                  |
| <b>Operating</b>                            |                  |                  |                  |                  |                  |
| Salaries and benefits                       | 85,540           | 547,143          | 547,143          | 547,143          | 547,143          |
| Operating costs                             | 130,908          | 490,575          | 490,575          | 490,575          | 490,575          |
| EPCOR, for operations as per agreement      | 880,215          | -                | -                | -                | -                |
| Insurance and other                         | 24,000           | 24,000           | 24,000           | 24,000           | 24,000           |
| DCC Bylaw - Sanitary                        | -                | 10,000           | -                | 25,000           | 25,000           |
| Plans and non-capital improvements          | 98,666           | 7,500            | 15,000           | 12,500           | 12,500           |
| AARF Reserve Account Contribution           | -                | -                | -                | -                | -                |
| Rehabilitation, repairs and maintenance     | 100,000          | 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       | 34,538           | 115,000          | 115,000          | 115,000          | 115,000          |
|   | <b>1,490,236</b> | <b>1,308,898</b> | <b>1,252,918</b> | <b>1,275,418</b> | <b>1,275,418</b> |
| Amortization                                | 476,147          | 480,909          | 488,122          | 497,885          | 502,864          |
| <b>Total Operating Expenditures</b>         | <b>1,966,383</b> | <b>1,789,807</b> | <b>1,741,040</b> | <b>1,773,303</b> | <b>1,778,282</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                    | 150,000          | 205,000          | 88,000           | 85,000           | 60,000           |
| <b>Total Capital expenditures</b>           | <b>150,000</b>   | <b>205,000</b>   | <b>88,000</b>    | <b>85,000</b>    | <b>60,000</b>    |
| <b>Total expenditures</b>                   | <b>2,801,742</b> | <b>2,680,166</b> | <b>2,514,399</b> | <b>2,543,662</b> | <b>2,523,641</b> |
| <b>Sewer Fund Surplus (deficit)</b>         | <b>175,066</b>   | <b>189,521</b>   | <b>295,021</b>   | <b>230,621</b>   | <b>255,521</b>   |



**District of Sooke  
Amended 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           |
|   | <u>296,133</u> | <u>438,581</u>   | <u>347,511</u>   | <u>471,391</u>   | <u>464,508</u>   |
| <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          | 9,900            | 10,107           | 10,320           | 10,540           |
| 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          |
|   | <u>456,313</u> | <u>499,981</u>   | <u>602,201</u>   | <u>628,345</u>   | <u>729,514</u>   |
| <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   | 52,000         | 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           |
|   | <u>828,891</u> | <u>1,071,579</u> | <u>1,095,238</u> | <u>1,111,155</u> | <u>1,127,868</u> |

**District of Sooke  
Amended 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                     | 93,400           | 89,000           | 90,000           | 75,000           | 136,000          |
| Casino Reserve Fund                        | 111,500          | 350,000          | 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                           | 428,058          | 259,695          | 1,223,047        | 971,059          | 826,067          |
| Community Works Reserve (Gas Tax)          | 256,763          | 755,867          | 238,467          | 438,467          | 38,467           |
| Land Sale Reserve                          | 1,071            | 1,123            | -                | -                | -                |
| Playing Field Reserve                      | -                | 400,000          | -                | -                | -                |
| Asset Replacement Reserve                  | 316,097          | 375,000          | 395,000          | -                | -                |
| Building Maintenance Reserve               | -                | -                | 55,000           | 50,000           | 45,000           |
| Capital Improvement Financing Reserve      | -                | 5,000            | 5,000            | -                | -                |
|  | <b>1,274,390</b> | <b>2,295,685</b> | <b>2,335,919</b> | <b>1,862,645</b> | <b>1,168,929</b> |
| <b>Other</b>                               |                  |                  |                  |                  |                  |
| Government Grants                          | 433,500          | -                | -                | -                | -                |
| Developer Contributions                    | 240,000          | -                | -                | -                | -                |
| Proceeds from borrowing                    | 1,420,000        | -                | -                | 600,000          | -                |
| Transfer from Surplus                      | 224,695          | -                | -                | -                | -                |
| Taxation - Transfer from General Operating | 558,654          | 454,300          | 828,100          | 951,800          | 1,092,300        |
|  | <b>2,876,849</b> | <b>454,300</b>   | <b>828,100</b>   | <b>1,551,800</b> | <b>1,092,300</b> |
| <b>Total Revenue</b>                       | <b>4,151,239</b> | <b>2,749,985</b> | <b>3,164,019</b> | <b>3,414,445</b> | <b>2,261,229</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                                  | 46,500           | 167,000          | 55,000           | 60,000           | 45,000           |
| Fire Department                            | 93,400           | 89,000           | 365,000          | 675,000          | 136,000          |
| Engineering                                | 3,739,165        | 2,253,685        | 2,559,919        | 2,551,646        | 1,951,929        |
| Public Space Enhancement Program           | 162,074          | 150,000          | 100,000          | 100,000          | 100,000          |
| Seniors/Youth Centre                       | 50,000           | 50,000           | 50,000           | -                | -                |
| <b>Total expenditures</b>                  | <b>4,151,239</b> | <b>2,749,985</b> | <b>3,164,019</b> | <b>3,414,446</b> | <b>2,261,229</b> |

| 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    | -               | -       | -                       | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
| General Government    | IT Infrastructure                                 | 23,600    | 3,430           | 20,170  | -                       | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
|                       | Computer Equipment Replacement Plan               | 10,000    | 10,000          | 2,500   | -                       | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
|                       | Mobile Inspections                                | 7,000     | 4,500           | -       | -                       | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
|                       | Operating Software                                | 40,600    | 17,930          | 22,670  | -                       | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
| Public Works Yard     | Shed roof   | 2,000     | -               | -       | -                       | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
| Building              | Sprinklers  | 8,000     | 8,000           | -       | -                       | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
|                       | Workstation reconfiguration                       | 7,500     | 7,500           | -       | -                       | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
|                       | Office repairs                                    | 15,000    | 15,000          | -       | -                       | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
|                       | Bathrooms   | 6,000     | 6,000           | -       | -                       | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
|                       | Roof de-mossing                                   | 10,000    | 10,000          | -       | -                       | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
| Fire Department       | Protective Clothing Replacement                   | 48,500    | 48,500          | -       | -                       | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
|                       | SCBA Cylinder Replacement Program                 | 23,000    | -               | -       | 23,000                  | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
|                       | SCBA Units  | 9,600     | -               | -       | 9,600                   | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
|                       | Saw Replacement                                   | 49,800    | -               | -       | 49,800                  | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
|                       | Rescue chainsaws                                  | 5,000     | -               | -       | 5,000                   | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
|                       | Ventilation fans                                  | 2,000     | -               | -       | 2,000                   | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
|                       |   | 4,800     | -               | -       | 4,800                   | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
|                       |   | 93,400    | -               | -       | 93,400                  | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
| Engineering           | Town Centre - Land acquisition (annually until 20 | 107,130   | -               | -       | -                       | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
|                       | Roundabout project                                | 814,097   | -               | 40,000  | -                       | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
|                       | Road and Sidewalk Improvement Program             | 246,700   | -               | 196,700 | -                       | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
|                       | Sidewalk Improvements                             | -         | -               | -       | -                       | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
|                       | Turf Field Project                                | -         | -               | -       | -                       | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
|                       | Sooke River Rd Bike Trail                         | 153,763   | -               | -       | -                       | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
|                       | Property Purchase                                 | 1,420,000 | -               | -       | 1,420,000               | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
|                       | Boat Launch Fish Cleaning Station                 | 2,800     | 2,800           | -       | -                       | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
|                       | Sumner Staircase                                  | 20,000    | 20,000          | -       | -                       | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
|                       | Gillespie Road culvert                            | 50,000    | -               | -       | -                       | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
|                       | Church Road alignment                             | 25,000    | -               | -       | -                       | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
|                       | Goodmere Road                                     | 300,000   | -               | -       | -                       | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
|                       | Sidewalk Impr. Other Point Rd to Hope Center      | 250,000   | -               | -       | -                       | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
|                       | Rainwater Management Program                      | 245,000   | -               | 125,000 | -                       | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
|                       | Street Light Installation Program                 | 38,707    | 8,423           | 30,284  | -                       | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
|                       | Boat Launch Ramp                                  | 29,000    | 22,000          | 7,000   | -                       | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
|                       | Parks Dept works yard (building renovations)      | 16,988    | 16,988          | -       | -                       | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
|                       | Transit Stops enhancements                        | 20,000    | 8,000           | 12,000  | -                       | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
| Community Development | Public Space Enhancement Program                  | 3,739,165 | 98,191          | 535,984 | 1,420,000               | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
|                       | Seniors/Youth Centre (Housing Reserve)            | 162,074   | 62,074          | -       | -                       | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
|                       |   | 50,000    | -               | -       | -                       | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
|                       |   | 212,074   | 62,074          | -       | -                       | -      | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |
| Total                 |   | 4,151,239 | 224,695         | 558,654 | 1,420,000               | 93,400 | -                 | -   | -                | -                         | -                             | -         | -                     | -           | -                      | -            | - | - |

Amended Road and Sidewalk Improvements for 2016 include: Galleage, Phillips, Otter Pt, Grant, West Coast)  
 Galleage Ave 21,980  
 Grant Rd 95,500  
 Phillips Rd 19,805  
 Otter Pt, Rd 16,745  
 West Coast Rd 73,900  
 Misc. 19,970  
 246,700

Grants from ICBC of \$39,500 are related to these costs.

District of Sooke  
Amended Financial Plan 2016 - 2020  
2017 Capital Plan

| Department            | Project Name   | 2017      | Funding Sources |         |         |                              |         |         |          |         |                           |                               |           |             |         |
|-----------------------|--|-----------|-----------------|---------|---------|------------------------------|---------|---------|----------|---------|---------------------------|-------------------------------|-----------|-------------|---------|
|                       |  |           | Gen Ops Surplus | Taxes   | FER     | Playing Field/Casino Reserve | Casino  | GST     | Road DCC | Gas Tax | Capital Asset Replacement | Capital Improvement Financing | Land Sale | SPA Reserve |         |
| Council               | Aids Advisory Panel  | 10,000    | -               | -       | -       | -                            | -       | -       | -        | -       | -                         | -                             | -         | -           | 10,000  |
|                       |  | 10,000    | -               | -       | -       | -                            | -       | -       | -        | -       | -                         | -                             | -         | -           | -       |
| General Government    | Computer Equipment Replacement Plan<br>Operating Software  | 17,800    | -               | 17,800  | -       | -                            | -       | -       | -        | -       | -                         | -                             | -         | -           | -       |
|                       |  | 2,300     | -               | 2,300   | -       | -                            | -       | -       | -        | -       | -                         | -                             | -         | -           | -       |
| Public Works Yard     | Roof replacement   | 10,000    | -               | 10,000  | -       | -                            | -       | -       | -        | -       | -                         | -                             | -         | -           | -       |
|                       |  | 10,000    | -               | 10,000  | -       | -                            | -       | -       | -        | -       | -                         | -                             | -         | -           | -       |
| Buildings             | HVAC<br>Plumbing and Sprinklers  | 50,000    | -               | -       | -       | -                            | -       | -       | -        | -       | -                         | -                             | -         | 50,000      | -       |
|                       |  | 117,000   | -               | -       | -       | -                            | -       | -       | -        | -       | -                         | -                             | -         | 117,000     | 167,000 |
| Fire Department       | Protective Clothing Replacement<br>Critical Equipment Replacement  | 24,000    | -               | -       | -       | -                            | -       | -       | -        | -       | -                         | -                             | -         | -           | -       |
|                       |  | 65,000    | -               | -       | -       | -                            | -       | -       | -        | -       | -                         | -                             | -         | -           | -       |
| Engineering           | Town Centre - Land acquisition (annually until<br>Road and Sidewalk Improvement Program<br>Goodmire Road<br>Murray/Home Rd Rainwater Management Sy<br>Sidewalk/Trail Nordin to Hope Centre<br>Rainwater Management Program<br>Turf field project<br>Sidewalk Improvement<br>Street Light Installation Program<br>Parks Dept.(building repairs)<br>Downtown Art Bench<br>Transit Stops enhancements | 112,318   | -               | 50,000  | -       | -                            | -       | 111,196 | -        | -       | -                         | 200,000                       | -         | -           | 1,123   |
|                       |  | 230,000   | -               | 100,000 | -       | -                            | 148,500 | 1,500   | -        | -       | -                         | -                             | -         | -           | -       |
|                       |  | 150,000   | -               | 100,000 | -       | -                            | 100,000 | 150,000 | -        | -       | -                         | -                             | -         | -           | -       |
|                       |  | 300,000   | -               | 100,000 | -       | -                            | 100,000 | 100,000 | -        | -       | -                         | -                             | -         | -           | -       |
|                       |  | 300,000   | -               | 100,000 | -       | 400,000                      | 100,000 | 300,000 | -        | -       | -                         | -                             | -         | -           | -       |
|                       |  | 700,000   | -               | 12,000  | -       | -                            | 54,367  | -       | -        | -       | 8,000                     | 5,000                         | -         | -           | -       |
|                       |  | 50,000    | -               | -       | -       | -                            | -       | -       | -        | -       | -                         | -                             | -         | -           | -       |
|                       |  | 12,000    | -               | -       | -       | -                            | -       | -       | -        | -       | -                         | -                             | -         | -           | -       |
|                       |  | 54,367    | -               | -       | -       | -                            | -       | -       | -        | -       | -                         | -                             | -         | -           | -       |
|                       |  | 8,000     | -               | -       | -       | -                            | -       | -       | -        | -       | -                         | -                             | -         | -           | -       |
|                       |  | 5,000     | -               | -       | -       | -                            | -       | -       | -        | -       | -                         | -                             | -         | -           | -       |
|                       |  | 12,000    | -               | -       | -       | -                            | -       | -       | -        | -       | -                         | -                             | -         | -           | -       |
| 2,253,685             | -  | 374,000   | -               | 400,000 | 300,000 | 259,695                      | 705,867 | 208,000 | 5,000    | 1,123   | -                         | -                             |           |             |         |
| Community Development | Public Space Enhancement Program<br>Seniors/Youth Centre   | 150,000   | -               | 50,000  | -       | -                            | 50,000  | -       | -        | -       | -                         | -                             | -         | -           |         |
|                       |  | 50,000    | -               | 50,000  | 50,000  | -                            | -       | -       | -        | -       | -                         | -                             | -         |             |         |
|                       |  | 200,000   | -               | 50,000  | 50,000  | -                            | -       | -       | -        | -       | -                         | -                             | -         |             |         |
| Total                 |  | 2,749,985 | -               | 454,300 | 89,000  | 400,000                      | 350,000 | 50,000  | 259,695  | 755,867 | 375,000                   | 5,000                         | 1,123     | 10,000      |         |

District of Sooke  
Amended 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 Asses Replacement | Capital Improvement Financing | Land Sale | SPA Reserve | Building Maintenance |
| Council               | Arts Advisory Panel   | 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    | -               | -       | -      | -        | -      | -         | -        | -       | -                         | -                             | -         | 40,000      | -                    |
|                       |   | 15,000    | -               | -       | -      | -        | -      | -         | -        | -       | -                         | -                             | -         | 15,000      | -                    |
|                       |   | 55,000    | -               | -       | -      | -        | -      | -         | -        | -       | -                         | -                             | -         | 55,000      | -                    |
| Fire Department       | Protective Clothing Replacement Critical Equipment Replacement Tanker Truck   | 25,000    | -               | -       | 25,000 | -        | -      | -         | -        | -       | -                         | -                             | -         | -           | -                    |
|                       |   | 65,000    | -               | -       | -      | -        | -      | -         | -        | -       | -                         | -                             | -         | -           | -                    |
|                       |   | 275,000   | -               | -       | 90,000 | -        | -      | -         | -        | -       | -                         | -                             | -         | 275,000     | -                    |
| Engineering           | Church Road Collector Widening Road and Sidewalk Improvement Program Rainwater Management Program Street Light Installation Program Parks Dept. Equipment Downtown Art Bench Transit Stops enhancements | 1,942,452 | -               | 250,000 | -      | 269,405  | -      | 1,223,047 | 200,000  | 120,000 | -                         | 5,000                         | -         | -           | -                    |
|                       |   | 250,000   | -               | 130,000 | -      | -        | -      | -         | -        | -       | -                         | -                             | -         | -           | -                    |
|                       |   | 300,000   | -               | 300,000 | -      | -        | -      | -         | -        | -       | -                         | -                             | -         | -           | -                    |
|                       |   | 12,000    | -               | 12,000  | -      | -        | -      | -         | -        | -       | -                         | -                             | -         | -           | -                    |
|                       |   | 38,467    | -               | -       | -      | -        | -      | 38,467    | -        | -       | -                         | -                             | -         | -           | -                    |
|                       |   | 5,000     | -               | -       | -      | -        | -      | -         | -        | 5,000   | -                         | -                             | -         | -           | -                    |
|                       |   | 12,000    | -               | 12,000  | -      | -        | -      | -         | -        | -       | -                         | -                             | -         | -           | -                    |
|                       |   | 2,559,919 | -               | 704,000 | -      | 269,405  | -      | 1,223,047 | 238,467  | 120,000 | 5,000                     | -                             | -         | -           | -                    |
| Community Development | Public Space Enhancement Program Seniors/Youth Centre   | 100,000   | -               | 100,000 | -      | 50,000   | -      | -         | -        | -       | -                         | -                             | -         | -           | -                    |
|                       |   | 50,000    | -               | 100,000 | -      | 50,000   | -      | -         | -        | -       | -                         | -                             | -         | -           | -                    |
|                       |   | 150,000   | -               | 100,000 | -      | 50,000   | -      | -         | -        | -       | -                         | -                             | -         | -           | -                    |
| Total                 |   | 3,164,019 | -               | 828,100 | 90,000 | 319,405  | -      | 1,223,047 | 238,467  | 395,000 | 5,000                     | -                             | 10,000    | 55,000      | -                    |

District of Sooke  
Amended Financial Plan 2016 - 2020  
2019 Capital Plan

| Department            | Project Name  | 2019                                   | Funding Sources |                    |                         |                            |           |         |         |          |         |                           |                               |           |                  |                      |        |
|-----------------------|---|--|-----------------|--------------------|-------------------------|----------------------------|-----------|---------|---------|----------|---------|---------------------------|-------------------------------|-----------|------------------|----------------------|--------|
|                       |   |  | Gen Ops Surplus | Taxes              | Proceeds from borrowing | FER                        | Parks Rel | Casino  | GST     | Road DCC | Gas Tax | Capital Asset Replacement | Capital Improvement Financing | Land Sale | SPA Reserve      | Building Maintenance |        |
| Council               | Arts Advisory Panel   | 10,000<br>10,000                       | -               | -                  | -                       | -                          | -         | -       | -       | -        | -       | -                         | -                             | -         | 10,000<br>10,000 | -                    |        |
| General Government    | Computer Equipment Replacement Plan   | 17,800                                 | -               | 17,800             | -                       | -                          | -         | -       | -       | -        | -       | -                         | -                             | -         | -                | -                    |        |
| Buildings             | Dist. Parking Lot, Fire Hall 2 drain system Council Chamber upgrades  | 50,000                                 | -               | -                  | -                       | -                          | -         | -       | -       | -        | -       | -                         | -                             | -         | -                | 50,000               |        |
|                       |   | 10,000                                 | -               | 10,000             | -                       | -                          | -         | -       | -       | -        | -       | -                         | -                             | -         | -                | -                    | 50,000 |
| Public Works Yard     |   | -                                      | -               | -                  | -                       | -                          | -         | -       | -       | -        | -       | -                         | -                             | -         | -                | -                    |        |
| Fire Department       | Protective Clothing Replacement<br>Critical Equipment Replacement<br>Replacement of Engine 3  | 26,000<br>49,000<br>600,000<br>675,000 | -               | -                  | 600,000<br>600,000      | 26,000<br>49,000<br>75,000 | -         | -       | -       | -        | -       | -                         | -                             | -         | -                | -                    |        |
| Engineering           | Grant Rd Connector (Other Point to Gatewood)<br>Road and Sidewalk Improvement Program<br>Rainwater Infrastructure<br>Parks Dept. Equipment<br>Streetlight Installation Program<br>Transit Stop Enhancements | 1,939,179                              | -               | 250,000            | -                       | -                          | 200,000   | 118,109 | 971,069 | 400,000  | -       | -                         | -                             | -         | -                | -                    |        |
|                       |   | 250,000                                | -               | 250,000            | -                       | -                          | -         | -       | -       | -        | -       | -                         | -                             | -         | -                | -                    | -      |
|                       |   | 300,000                                | -               | 300,000            | -                       | -                          | -         | -       | -       | -        | -       | -                         | -                             | -         | -                | -                    | -      |
|                       |   | 38,467                                 | -               | 12,000             | -                       | -                          | -         | -       | -       | 38,467   | -       | -                         | -                             | -         | -                | -                    | -      |
|                       |   | 12,000                                 | -               | 12,000             | -                       | -                          | -         | -       | -       | -        | -       | -                         | -                             | -         | -                | -                    | -      |
| 2,551,646             | -   | 824,000                                | -               | -                  | 200,000                 | 118,109                    | 971,069   | 438,467 | -       | -        | -       | -                         | -                             | -         | -                |                      |        |
| Community Development | Public Space Enhancement Program  | 100,000<br>100,000                     | -               | 100,000<br>100,000 | -                       | -                          | -         | -       | -       | -        | -       | -                         | -                             | -         | -                | -                    |        |
| Total                 |   | 3,414,446                              | -               | 951,800            | 600,000                 | 75,000                     | -         | 200,000 | 118,109 | 971,069  | 438,467 | -                         | -                             | -         | 10,000           | 50,000               |        |

District of Sooke  
Amended Financial Plan 2016 - 2020  
2020 Capital Plan

| Department            | Project Name   | 2020   | Funding Sources |  |                                       |          |                |          |               |                |                           |                               |                       |                      |                                      |
|-----------------------|--|--|-----------------|--|---------------------------------------|----------|----------------|----------|---------------|----------------|---------------------------|-------------------------------|-----------------------|----------------------|--------------------------------------|
|                       |  |  | Gen Ops Surplus | Taxes  | FER                                   | Parks Re | Casino         | GST      | Road DCC      | Gas Tax        | Capital Asset Replacement | Capital 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<br>FH 2 Door / Septic<br>Furniture replacement  | 20,000<br>10,000<br>15,000<br>45,000                                       | -               | -  | -                                     | -        | -              | -        | -             | -              | -                         | -                             | -                     | -                    | 20,000<br>10,000<br>15,000<br>45,000 |
| Fire Department       | Protective Clothing Replacement<br>Critical Equipment Replacement<br>Replacement of Car 1  | 27,000<br>49,000<br>60,000<br>136,000                                      | -               | -  | 27,000<br>49,000<br>60,000<br>136,000 | -        | -              | -        | -             | -              | -                         | -                             | -                     | -                    | -                                    |
| Engineering           | Brownsey widening<br>Road and Sidewalk Improvement Prog<br>Rainwater Infrastructure<br>Parks Dept. Equipment<br>Streelight Installation Program<br>Transit Stop Enhancements | 1,339,462<br>250,000<br>300,000<br>38,467<br>12,000<br>12,000<br>1,951,929 | -               | 400,000<br>250,000<br>300,000<br>12,000<br>12,000<br>974,000 | -                                     | -        | 100,000        | -        | 13,395        | 826,067        | 38,467                    | -                             | -                     | -                    | -                                    |
| Community Development | Public Space Enhancement Program   | 100,000  | -               | 100,000  | -                                     | -        | -              | -        | -             | -              | -                         | -                             | -                     | -                    | -                                    |
|                       |  | 100,000  | -               | 100,000  | -                                     | -        | -              | -        | -             | -              | -                         | -                             | -                     | -                    | -                                    |
| <b>Total</b>          |  | <b>2,261,229</b>   | <b>-</b>        | <b>1,092,300</b>   | <b>136,000</b>                        | <b>-</b> | <b>100,000</b> | <b>-</b> | <b>13,395</b> | <b>826,067</b> | <b>38,467</b>             | <b>-</b>                      | <b>-</b>              | <b>10,000</b>        | <b>45,000</b>                        |

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

| Revenues  | 2016           | 2017           | 2018           | 2019           | 2020           |
|---|----------------|----------------|----------------|----------------|----------------|
| <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)      |
|   | <u>230,506</u> | <u>242,342</u> | <u>242,342</u> | <u>242,342</u> | <u>242,342</u> |
| <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                                     | 69,983         | 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          |



| <b>Revenues</b>                            | <b>2016</b>      | <b>2017</b>    | <b>2018</b>    | <b>2019</b>    | <b>2020</b>    |
|--|------------------|----------------|----------------|----------------|----------------|
| 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>169,641</b>   | <b>100,719</b> | <b>100,719</b> | <b>100,719</b> | <b>100,719</b> |
| <b>Grants and contributions</b>            |                  |                |                |                |                |
| 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      | 433,500          | -              | -              | -              | -              |
|  | <b>1,679,127</b> | <b>980,627</b> | <b>960,627</b> | <b>960,627</b> | <b>960,627</b> |
| <b>Investment income</b>                   |                  |                |                |                |                |
| Interest                                   | 60,000           | 60,000         | 60,000         | 60,000         | 60,000         |
| <b>Total Investment income</b>             | <b>60,000</b>    | <b>60,000</b>  | <b>60,000</b>  | <b>60,000</b>  | <b>60,000</b>  |
| <b>Penalties and fines</b>                 |                  |                |                |                |                |
| 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> |
| <b>Licenses and permits</b>                |                  |                |                |                |                |
| 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          |

| <b>Revenues</b>               | <b>2016</b>      | <b>2017</b>      | <b>2018</b>      | <b>2019</b>      | <b>2020</b>      |
|-------------------------------|------------------|------------------|------------------|------------------|------------------|
| Building Permit Fees          | 330,000          | 336,900          | 344,007          | 351,327          | 358,867          |
| 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>531,404</b>   | <b>538,304</b>   | <b>545,411</b>   | <b>552,731</b>   | <b>560,271</b>   |
| <b>Lease and Rental</b>       |                  |                  |                  |                  |                  |
| Lease - Kallasin              | 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>    |
| <b>Developer Cost Charges</b> |                  |                  |                  |                  |                  |
| 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>   |
| <b>Casino revenue sharing</b> |                  |                  |                  |                  |                  |
| 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>3,461,409</b> | <b>2,727,160</b> | <b>2,729,426</b> | <b>2,752,664</b> | <b>2,776,917</b> |

**District of Sooke  
Amended Financial Plan 2016 - 2020  
Summary of Adjustments**

| <u>General Government Changes</u>                  | Note | 2016           | 2017           | 2018           | 2019           | 2020           |
|--|------|----------------|----------------|----------------|----------------|----------------|
| Corporate Services - Salaries and Benefits         | 1    | 35,871         | 74,081         | 74,081         | 74,081         | 74,081         |
| Corporate Services - CAO Contingency               | 2    | 126,500        | -              | -              | -              | -              |
| Special Services - Boat Launch parking lease       | 3    | 10,500         | 18,000         | 18,000         | 18,000         | 18,000         |
| Special Services - Downtown parking lease          | 4    | 14,000         | 24,000         | 24,000         | 24,000         | 24,000         |
| Special Services - Boat Launch trail               | 3    | 17,248         | -              | -              | -              | -              |
|  |      | <u>204,119</u> | <u>116,081</u> | <u>116,081</u> | <u>116,081</u> | <u>116,081</u> |
| General government expenditures, original budget   |      | 2,567,241      | 2,465,129      | 2,382,223      | 2,364,174      | 2,398,842      |
| General government expenditures, changes           |      | <u>204,119</u> | <u>116,081</u> | <u>116,081</u> | <u>116,081</u> | <u>116,081</u> |
| General government expenditures, amended budget    |      | 2,771,360      | 2,581,210      | 2,498,304      | 2,480,255      | 2,514,923      |
| <br>   |      |                |                |                |                |                |
| <u>Protective Services Changes</u>                 |      |                |                |                |                |                |
| Fire Department - Salaries and Benefits            | 5    | 16,034         | 63,147         | 26,817         | 26,817         | 26,817         |
| Protective services expenditures, original budget  |      | 3,242,765      | 3,440,600      | 3,496,960      | 3,538,662      | 3,572,251      |
| Protective services expenditures, changes          |      | <u>16,034</u>  | <u>63,147</u>  | <u>26,817</u>  | <u>26,817</u>  | <u>26,817</u>  |
| Protective services expenditures, amended budget   |      | 3,258,799      | 3,503,747      | 3,523,777      | 3,565,479      | 3,599,068      |
| <br>   |      |                |                |                |                |                |
| <u>Development Services Changes</u>                |      |                |                |                |                |                |
| Engineering Operations - Salaries and Benefits     | 6    | 51,349         | -              | -              | -              | -              |
| Planning Operations - Salaries and Benefits        | 7    | 14,313         | 58,760         | 58,760         | 58,760         | 58,760         |
| Community Spaces - Parks Salaries and Benefits     | 8    | -              | 242,097        | 242,097        | 242,097        | 242,097        |
| Community Spaces - Parks operating supplies        | 8    | 13,635         | 91,007         | 89,444         | 96,010         | 102,707        |
| Community Spaces - Public space maintenance        | 8    | -              | (229,602)      | (229,602)      | (229,602)      | (229,602)      |
| Community Spaces - Community clean up              | 8    | -              | (58,750)       | (58,750)       | (58,750)       | (58,750)       |
| Community Spaces - Seasonal Adornment              | 9    | 30,000         | -              | -              | -              | -              |
|  |      | <u>109,297</u> | <u>103,512</u> | <u>101,949</u> | <u>108,515</u> | <u>115,212</u> |
| Development Services expenditures, original budget |      | 3,593,487      | 3,595,875      | 3,625,276      | 3,686,764      | 3,700,655      |
| Development Services expenditures, changes         |      | <u>109,297</u> | <u>103,512</u> | <u>101,949</u> | <u>108,515</u> | <u>115,212</u> |
| Development Services expenditures, amended budget  |      | 3,702,784      | 3,699,387      | 3,727,225      | 3,795,279      | 3,815,867      |

**Notes:**

1. Human Resources Administration Assistant added.
2. Increase for contract costs related to Interim Fire Chief (Morwenna Holdings), Strategic Planning (Innova) and Shadow West Security.
3. Boat Launch parking lease at Maple Ave South. Trail costs from parking area to West Coast Rd.
4. Parking lease at Otter Pt. Road.
5. Adjustments related to new Fire Dept Clerk and Fire Chief.
6. Wastewater manager in Engineering until transition, then in Sewer Fund.
7. Part-time planner position added.
8. Parks related costs coming in house Jan 2017. Related previous contracts removed. Positions added include 2 full time and 2 seasonal staff. Operating includes materials and supplies, IT, office expenses, machines and furniture, vehicle fuel, maintenance, memberships, travel, tuition/training, PPE and immunization.
9. Tree in roundabout, banners and lights.

**District of Sooke  
Amended Financial Plan 2016 - 2020  
Summary of Adjustments**

| <u>Sewer Fund Changes</u>                             | Note | 2016      | 2017        | 2018        | 2019        | 2020        |
|---|------|-----------|-------------|-------------|-------------|-------------|
| <b>Revenue Adjustments:</b>                           |      |           |             |             |             |             |
| Adjustments to Parcel Taxes                           | 1    | (25,344)  | -           | -           | -           | -           |
| Adjustments to Sewer Generation Charges               | 1    | 29,373    | 29,373      | 29,373      | 29,373      | 29,373      |
| Reduction in Wastewater DCCs                          | 2    | (80,462)  | -           | -           | -           | -           |
| Removal of Transfer from AARF Reserve Account         | 3    | (60,000)  | (46,000)    | (60,000)    | (60,000)    | (60,000)    |
| Reduction in Transfer from Future Sewer Expenditures  | 4    | (150,000) | -           | -           | -           | -           |
| Total Revenue Increase (Decrease)                     |      | (286,433) | (16,627)    | (30,627)    | (30,627)    | (30,627)    |
| <b>Expenditure Adjustments:</b>                       |      |           |             |             |             |             |
| Termination of Epcor Operations Agreement             | 5    | (258,274) | (1,161,258) | (1,184,484) | (1,208,173) | (1,232,337) |
| Salaries and Benefits                                 | 6    | 85,540    | 547,143     | 547,143     | 547,143     | 547,143     |
| Operating costs                                       | 7    | 130,908   | 490,575     | 490,575     | 490,575     | 490,575     |
| Removal of DCC Bylaw cost item                        | 8    | (10,000)  | -           | -           | -           | -           |
| Adjustment to Plans and non-capital improvements      | 8    | (7,500)   | -           | -           | -           | -           |
| Adjustment to Non DCC Capital Projects                | 4    | (150,000) | 205,000     | 88,000      | 85,000      | 60,000      |
| Asset Management Report                               | 9    | 33,666    | -           | -           | -           | -           |
| Long Term Planning Report                             | 9    | 65,000    | -           | -           | -           | -           |
| Adjustment to Rehabilitation, Repairs and maintenance | 9    | 40,000    | -           | -           | -           | -           |
| Removal of AARF Reserve Contribution                  | 3    | (67,000)  | (67,000)    | (67,000)    | (67,000)    | (67,000)    |
| Reduction in Transfer to DCC Wastewater Reserve       | 2    | (80,462)  | -           | -           | -           | -           |
| Total Expenditure Increase (Decrease)                 |      | (218,122) | 14,460      | (125,766)   | (152,455)   | (201,619)   |
| Net Impact to Sewer Fund Surplus                      |      | (68,311)  | (31,087)    | 95,139      | 121,828     | 170,992     |
| Sewer Fund Surplus, original budget                   |      | 243,377   | 220,608     | 199,882     | 108,693     | 84,529      |
| Net Impact to Sewer Fund Surplus (above)              |      | (68,311)  | (31,087)    | 95,139      | 121,828     | 170,992     |
| Sewer Fund Surplus, amended budget                    |      | 175,066   | 189,521     | 295,021     | 230,521     | 255,521     |
| <b>Reserve for Future Sewer Expenditures</b>          |      |           |             |             |             |             |
| Opening Balance                                       |      | 301,424   | 219,801     | 440,409     | 640,291     | 748,984     |
| Transfer in per original budget                       |      | 243,377   | 220,608     | 199,882     | 108,693     | 84,529      |
| Transfer out per original budget                      |      | (325,000) | -           | -           | -           | -           |
| Closing Balance, original budget                      |      | 219,801   | 440,409     | 640,291     | 748,984     | 833,513     |
| Opening Balance                                       |      | 301,424   | 301,490     | 491,011     | 786,032     | 1,016,553   |
| Transfer in per amended budget                        |      | 175,066   | 189,521     | 295,021     | 230,521     | 255,521     |
| Transfer out per amended budget                       |      | (175,000) | -           | -           | -           | -           |
| Closing Balance, amended budget                       |      | 301,490   | 491,011     | 786,032     | 1,016,553   | 1,272,074   |

**Notes:**

1. Adjustments to actual to account for corrections to existing folios, additions of new folios and PILT changes.
2. Adjustment to actual anticipated DCCs for 2016 (lower than anticipated new subdivisions in 2016)
3. No longer required (was part of Epcor agreement)
4. Actual costs for 2016 lower due to management of centrifuge costs. Offset by new costs for Epcor assets purchased and other required minor capital improvements.
5. Epcor contract terminated effective Sept 30, 2016.
6. Staffing costs for in-house operations (Manager, Lead Operator, two Operators and Admin Assistant).
7. Costs for in-house operations. Includes: contractors and consultants, materials and supplies, freight and courier, chemicals, licenses, hydro, water, telephone and data lines, stationary and printing, office machines and furniture, software, computer charges, vehicle fuel, vehicle maintenance memberships and professional dues, employee recognition, travel, and training/tuition.
8. Items not required for 2016.
9. New costs for 2016 (additional minor capital repairs, new required management reports).

**District of Sooke  
Amended Financial Plan 2016 - 2020  
Summary of Adjustments**

| <u>Capital Expenditures Changes</u>                 | Note | 2016      | 2017      | 2018      | 2019      | 2020      |
|---|------|-----------|-----------|-----------|-----------|-----------|
| Building - Sprinklers                               | 1    | (67,000)  | 67,000    | -         | -         | -         |
| Building - Roof de-mossing                          | 2    | 7,500     | -         | -         | -         | -         |
| Fire Department - Equipment replacement             | 3    | -         | (67,000)  | (12,000)  | (12,000)  | (12,000)  |
| Fire Department - Replacement of SCBA               | 3    | -         | (195,000) | -         | -         | -         |
| Fire Department - SCBA Cylinder Replacement Program | 3    | 9,600     | 16,000    | 16,000    | -         | -         |
| Fire Department - SCBA Units                        | 3    | 49,000    | 49,000    | 49,000    | 49,000    | 49,000    |
| Fire Department - Saw replacement                   | 3    | 5,000     | -         | -         | -         | -         |
| Fire Department - Rescue chainsaws                  | 3    | 2,000     | -         | -         | -         | -         |
| Fire Department - Ventilation fans                  | 3    | 4,800     | -         | -         | -         | -         |
| Engineering - Roundabout / TC Project               | 4    | 146,936   | -         | -         | -         | -         |
| Engineering - Road and Sidewalk Improvement Program | 5    | -         | -         | -         | -         | -         |
| Engineering - Sidewalk Improvement                  | 6    | (50,000)  | 50,000    | -         | -         | -         |
| Engineering - Turf Field Project                    | 6    | (700,000) | 700,000   | -         | -         | -         |
| Engineering - Fish Cleaning Station                 | 7    | 2,800     | -         | -         | -         | -         |
| Engineering - Sunriver staircase                    | 8    | 20,000    | -         | -         | -         | -         |
| Engineering - Gillespie Road Culvert                | 8    | 50,000    | -         | -         | -         | -         |
| Engineering - Church Road alignment                 | 8    | 25,000    | -         | -         | -         | -         |
| Engineering - Streetlight Installation Program      | 9    | 26,707    | -         | -         | -         | -         |
| Engineering - Parks building renovations            | 10   | 16,968    | 8,000     | -         | -         | -         |
| Engineering - Parks equipment                       | 10   | -         | 54,367    | 38,467    | 38,467    | 38,467    |
| Engineering - Replacement vehicle                   | 11   | (23,000)  | -         | -         | -         | -         |
| Engineering - Transit stop enhancements             | 8    | 8,000     | -         | -         | -         | -         |
|   |      | (465,689) | 682,367   | 91,467    | 75,467    | 75,467    |
| Capital expenditures, original budget               |      | 4,616,928 | 2,067,618 | 3,072,552 | 3,338,979 | 2,185,762 |
| Capital expenditures, changes                       | 12   | (465,689) | 682,367   | 91,467    | 75,467    | 75,467    |
| Capital expenditures, amended budget                |      | 4,151,239 | 2,749,985 | 3,164,019 | 3,414,446 | 2,261,229 |

**Notes**

1. Remaining project costs to be incurred in 2017 (assessment costs in 2016).
2. Additional costs over original budget. Entire building roof done.
3. Equipment items per Interim Fire Chief report to Council (removed previously budgeted amounts).
4. Additional costs incurred related to paving, sewer reconnections and Mariners Village works (Mariners works mainly recovered from letter of credit).
5. Budget is the same but projects changed (projects listed on 2016 Capital page and include Grant Rd, Otter Pt Rd, Golledge, Phillips and West Coast Rd).
6. Costs will not be incurred in 2016. Moved to 2017.
7. Cost incurred due to termination of contract with Boat Launch operator.
8. New items for 2016 identified by Development Services as priorities for the year. Transit stop additional items identified during the year.
9. Costs to install lights at DOS parking lot.
10. Parks services coming in house in Jan 2017. Changes required to existing building at works yard. Capital equipment being added in 2017 mainly will be leased and includes one tonne truck, plow, Kubota with backhoe/forks/mower, Trailers and Mowers.
11. Vehicle not required (Epcor assets purchased covers this off).
12. Note that above changes impact capital reserves according, see Capital Plan sheets for 2016 to 2020 for reserve drawdowns.

**District of Sooke  
Amended Financial Plan 2016 - 2020  
Summary of Adjustments**

| <b>Funding Sources changes (not including Sewer Fund)</b> | <b>Note</b> | <b>2016</b> | <b>2017</b> | <b>2018</b> | <b>2019</b> | <b>2020</b> |
|---|-------------|-------------|-------------|-------------|-------------|-------------|
| Sales and user fees                                       | 1           | 68,922      | -           | -           | -           | -           |
| Developer cost charges                                    | 2           | (236,750)   | -           | -           | -           | -           |
| Licenses and permits                                      | 3           | 100,000     | 100,000     | 100,000     | 100,000     | 100,000     |
| Sewer operating revenue                                   | 4           | (311,433)   | (16,627)    | (30,627)    | (30,627)    | (30,627)    |
| Government transfers and grants                           | 5           | 38,500      | -           | -           | -           | -           |
| Transfers from reserves for capital                       | 6           | (556,164)   | 682,367     | 91,467      | 75,467      | 75,467      |
| Transfers from surplus (capital)                          | 6           | 48,268      | -           | -           | -           | -           |
| Transfers from surplus                                    | 7           | 164,235     | 185,740     | 147,847     | 154,413     | 161,110     |
|   |             | (684,422)   | 951,480     | 308,687     | 299,253     | 305,950     |
| <br>  |             |             |             |             |             |             |
| Funding Sources, original budget                          |             | 19,126,749  | 16,462,677  | 17,459,008  | 17,941,279  | 16,986,189  |
| Funding Sources, changes                                  |             | (684,422)   | 951,480     | 308,687     | 299,253     | 305,950     |
| Funding Sources, amended budget                           |             | 18,442,327  | 17,414,157  | 17,767,695  | 18,240,532  | 17,292,139  |

**Notes**

1. Right of Way sale (Kennedy Rd) in 2016.
2. Reduced to actual anticipated road DCCs (less new developments in 2016 than estimated).
3. Increase to reflect actual activity in 2016 and anticipated in future years.
4. Sewer Fund changes noted on separate Sewer Fund changes page.
5. ICBC grants related to Road and Sidewalk Improvements.
6. Capital changes noted on separate capital sheet. See also Capital Plan detail sheets for 2016 to 2020.
7. Increase in transfer related to operating cost changes in General government, Protective, and Development Services (taxes not adjusted in amended budget).



File No. 3900-01

**REQUEST FOR DECISION**  
REGULAR COUNCIL  
Meeting Date: November 28, 2016

To: Teresa Sullivan, Chief Administrative Officer  
From: Patti Rear, Deputy Corporate Officer  
Re: **Bylaw No. 647 Zoning Amendment Bylaw (600-32) – 6038 Sooke Road.**

**RECOMMENDATION:**

**THAT COUNCIL** adopt Bylaw No. 647, *Zoning Amendment Bylaw (600-32)*.


This Bylaw is to amend the zoning on a portion of the property located at 6038 Sooke Road, from Rural Residential Zone (RU4) to Community Facilities Zone (P2) and include a site specific text amendment to the Small Scale Agriculture Zone (RU3) to permit 'Community Care Facility'.

Council received no public submissions at the November 14, 2016 Public Hearing for this bylaw and subsequently gave third reading to the bylaw (To review the minutes from this meeting, refer to agenda package item 'Adoption of Council and CoW Minutes'). The Ministry of Transportation and Infrastructure approved the bylaw at third reading on November 21, 2016. No covenant was required for this rezoning.

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

**Attached Documents:**

1. Bylaw No. 647 (600-32).

  
\_\_\_\_\_  
Patti Rear  
Deputy Corporate Officer

| Approved for Council Agenda  |   |
|--|---|
| <br>Development Services | <br>Corporate Services |
| <br>Financial Services   | <br>Fire Services   |
| <br>CAO                 |   |



**DISTRICT OF SOOKE  
ZONING AMENDMENT  
BYLAW No. 647**

---

A bylaw to amend Bylaw No. 600, *Sooke Zoning Bylaw, 2013* for the purpose of amending the zoning on a portion of the property legally described as Lot A, Sections 7 and 11, Sooke District, Plan 31841 from Rural Residential (RU4) to Community Facilities (P2) and include a site specific text amendment to the Small Scale Agriculture (RU3) Zone to permit 'Community Care Facility'.

---

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

1. This bylaw is cited as *Zoning Amendment Bylaw (600-32)*.
2. The parcel of land legally described as Lot A, Sections 7 and 11, Sooke District, Plan 31841 as shown boldly outlined and hatched on **Schedule A**, which is affixed to and forms part of this bylaw, is hereby rezoned from Rural Residential (RU4) to Community Facilities (P2).
3. Bylaw No. 600, Sooke Zoning Bylaw, 2013, as amended, and **Schedule A** attached thereto, are amended accordingly.
4. Bylaw No. 600, Sooke Zoning Bylaw, 2013 as amended, and **Schedule 103 – Small Scale Agriculture (RU3)** attached thereto, is further amended by adding the following clause under "Permitted Uses:" in Section 103.2:

*(I) Notwithstanding the Permitted Uses set out in Section 103.2, on the property identified as Lot A, Sections 7 and 11, Sooke District, Plan 31841, shown shaded on "Schedule A", 'Community Care Facility' is a permitted use subject to necessary approvals from the Agricultural Land Commission (ALC).*

Read a FIRST time the 11<sup>th</sup> day of July, 2016.

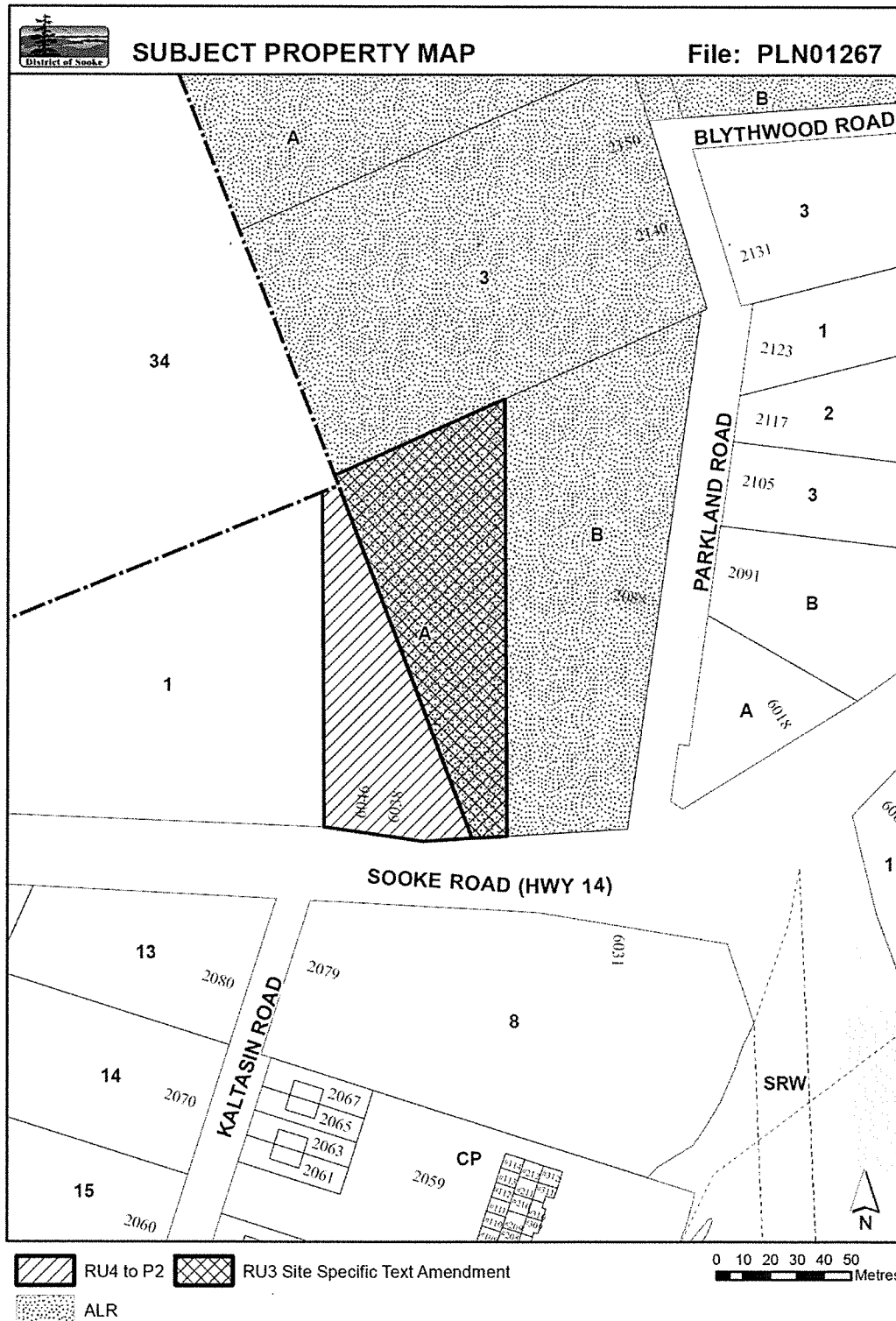
Read a SECOND time the 11<sup>th</sup> day of July, 2016.

PUBLIC HEARING held the 14<sup>th</sup> day of November, 2016.

Read a THIRD time the 14<sup>th</sup> day of November, 2016.



**SCHEDULE A**







File No. 3900-01

**REQUEST FOR DECISION**  
**REGULAR COUNCIL**  
Meeting Date: November 28, 2016

To: Teresa Sullivan, Chief Administrative Officer  
From: Corporate Services  
Re: Firearms and Bow Use Bylaw No. 659, 2016

**RECOMMENDATION:**

**THAT COUNCIL** grant First, Second, and Third Readings to *Firearms and Bow Use Bylaw No. 659, 2016*.

**Executive Summary:**

Staff received previous direction from Council to development amendments to the District of Sooke Bylaw No. 59, Firearms Regulation Bylaw, 2001, to provide regulation of the use of bows in the District.

**Background:**

District of Sooke's current *Firearms Regulation Bylaw* has not been amended since its adoption in 2001. The bylaw requires clarification of language and updating to allow exemptions for officers acting in the line of duty, as well as the discharge of firearms for occasional wildlife control and farm operation practices.

**Analysis:**

Staff analyzed many different municipal firearms-related bylaws, concentrating on those municipalities that contained farm or agricultural lands, similar to Sooke. From this analysis, staff are proposing bylaw amendments to reflect best practices in the development of a new *Firearms and Bow Use Bylaw No. 659, 2016*.

**Legal Impacts:**

s. 8 of the *Community Charter*.

(3) A council may, by bylaw, regulate, prohibit and impose requirements in relation to the following:

(e) bows and arrows, knives and other weapons not referred to in subsection (5);

(5) A council may, by bylaw, regulate and prohibit in relation to the discharge of firearms.

The proposed bylaw contains a clause that does not exclude persons from adhering to applicable provincial or federal act or regulation with regard to the discharge of firearms.

**Strategic Relevance:**

*Excellence in Management and Governance*  
*Community Planning*


**Financial Impacts:**




None - This bylaw will be enforced by current District bylaw enforcement staff.

**Attached Documents:**

1. Minutes from the January 25, 2016 Regular Council Meeting
2. Letter dated January 17, 2016 from Mike Hicks, Regional Director, Juan de Fuca Electoral Area
3. Bylaw No. 59, Firearms Regulation Bylaw, 2001
4. Proposed Firearms and Bow Use Bylaw No. 659, 2016

Respectfully submitted,

  
\_\_\_\_\_  
Patti Rear  
Deputy Corporate Officer

|   |  |
|---|--|
| <b>Approved for Council Agenda</b>  |  |
| <br>_____<br>Development Services | <br>_____<br>Corporate Services |
| <br>_____<br>Financial Services  | _____<br>Fire Services   |
| _____<br>CAO  |  |

Remove and Replace Agenda Pages 27-33  
**CARRIED UNANIMOUSLY**

**MOVED** and seconded to move Agenda Item C-1 Letter dated January 17, 2016 from Mike Hicks, Regional Director, Juan de Fuca Electoral Area to immediately following Minutes for Information.  
**CARRIED UNANIMOUSLY**

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

#### **ADOPTION OF MINUTES**

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

**MOVED** and seconded that the minutes of the Committee of the Whole meeting held on January 18, 2016 be adopted as circulated.  
**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Special Council meeting held on January 18, 2016 be adopted as circulated.  
**CARRIED UNANIMOUSLY**

#### **MINUTES FOR INFORMATION**

**MOVED** and seconded that the following minutes be received for information:  
January 25, 2016                      Long Term Financial Planning Committee  
January 12, 2016                      Parks & Trails Advisory Committee  
**CARRIED UNANIMOUSLY**

#### **CORRESPONDENCE REQUIRING ACTION**

**C-1    Letter dated January 17, 2015 from Mike Hicks, Regional Director, Juan de Fuca Electoral Area**

Regional Director Mike Hicks addressed Council as to a request from the Capital Regional District to make amendments to the District of Sooke Bylaw No. 59, *Firearms Regulation Bylaw, 2001*. Mr. Hicks advised that there are an estimated 6,000 resident, non-migratory geese within the CRD and it is forecasted that these numbers will grow up to 60,000 over the next 20 years. These geese are devastating to sports fields, parks and lakes and in particular to farmers in the Sooke region. Director Hicks advised that the CRD is asking that rural municipalities consider amendments to their Firearms Bylaws to allow hunting to take place on farms that have obtained a crop damage permit from the Federal Canadian Wildlife Service. Director Hicks advised that this will assist farmers in protecting their crops and will reduce the number of geese damaging crops.

**MOVED** and seconded to direct staff to provide a report to Council on proposed amendments to the District of Sooke Bylaw No. 59, *Firearms Regulation Bylaw, 2001*:

1. To exempt holders (farmers) of Crop Protection Permits issued by the Canadian Wildlife Service;
2. Those with a current Canadian Wildlife Service Crop Protection Permit may hunt on lands using the Federal Migratory Birds regulations and in possession of a valid federal Migratory Game Bird Hunting Permit.

**CARRIED UNANIMOUSLY**

#### **PUBLIC QUESTION AND COMMENT PERIOD**

Ellen Lewers, Sooke resident provided comments as to Regional Director Hicks' presentation and the CRD's request to Council to amend the *Firearms Regulation Bylaw*. Ms. Lewers asked that there be more clarity with the definitions and the wording in the bylaw as she believes the current bylaw to be ambiguous. Ms. Lewers advised that there needs to be input from the public on the amendments.

Anita Wasiuta, representing Sooke Food CH Society advised that Sooke Food CHI supports farmers and the protection of crops and supports the CRD's request to amend the *Firearms Regulation Bylaw*. Ms. Wasiuta advised that these are non-migratory birds and that they are damaging crops and our playgrounds.

#### **BYLAWS**

- B-1** 7000 Melrick Place  
Bylaw No. 623, *Zoning Amendment Bylaw (600-20)*  
Bylaw No. 624, *Sooke Core Sewer Specified Area Amendment Bylaw (147-25)*  
Bylaw No. 625, *7000 Melrick Place Phased Development Agreement Repeal Bylaw, 2015*

**MOVED** and seconded that Bylaw No. 623, *Zoning Amendment Bylaw (600-23)* be introduced adopted.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that Bylaw No. 624, *Sooke Core Sewer Specified Area Amendment Bylaw (147-25)* be adopted.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that Bylaw No. 625, *7000 Melrick Place Phased Development Agreement Repeal Bylaw, 2015* be adopted.

**CARRIED UNANIMOUSLY**

- B-2** Bylaw No. 629, *Officers and Employees Amendment Bylaw (398-1) Public Officer and Designated Employee Appointments*

**MOVED** and seconded to appoint Teresa Sullivan as Chief Administrative Officer;  
**AND TO** rescind the appointment of Michael Dillabaugh as Director of Finance;



Making a difference...together

Mike Hicks  
Regional Director  
Juan de Fuca Electoral Area  
#3 – 7450 Butler Road  
Sooke, BC V9Z 1N1  
250 216 5802  
directorjdf@crd.bc.ca

Jan. 17, 2015

Acting Mayor Kerry Reay and Council  
District of Sooke  
2205 Otter Point Rd  
Sooke, BC V9Z 1J2

Dear Acting Mayor and Council,

There are an estimated 6,000 resident, non-migratory geese in the CRD and it is forecasted that these numbers will grow to 60,000 in the next 20 years. The 6,000 are already causing incredible harm to our farmers and 60,000 will be devastating. The most practical, humane and cost effective method of maintaining or reducing the overall population is to allow limited and restricted hunting of geese.

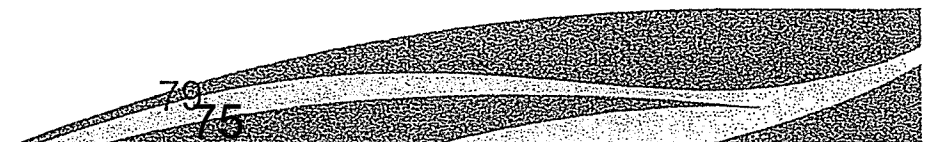
Currently Metchosin, Saanich, Central Saanich, North Saanich, the Juan de Fuca Electoral Area, Salt Spring and the Gulf Islands allow limited hunting of geese for those farms who have obtained a Crop Damage Permit from the Federal Canadian Wildlife Service. The two year permits are issued to qualified farms that have worked with the local police and municipality.

They are required to register their hunters and abide by the regulations set by the police and municipality.

Crop Damage Permits allow for the hunting of between 5 and 10 birds per week. Hunters are not allowed to use blinds or decoys and are forbidden from eating the geese. This activity is intended to scare away or "haze" geese and is not intended to have an impact on the total flock.

The regular hunting season has 4 two week seasons spaced between September and March. The CRD Board passed a motion on January 13, requesting that the rural municipalities change their firearms bylaw to allow hunting to take place on farms that have obtained a Crop Damage Permit from the Federal Government's Canadian Wildlife Service. In practical terms farmers and their nominees would be allowed, in addition to their total of 5 geese per week to hunt during these seasons with blinds and decoys and take 10 geese per day per hunter. They would also be permitted to keep and eat these beautiful birds.

The restrictions imposed by the Wildlife Service and Crop Protection Permit would remain the same, the hunters would remain the same but the total number of geese would be dramatically reduced.



Sooke's firearm bylaw states: The discharging of firearms, including air guns, air rifles, air pistols and spring guns, is prohibited in the District of Sooke.

Firstly we would respectfully request that Sooke provide an exemption for holders of Crop Damage Permits issued by the Canadian Wildlife Service

and secondly we would ask for additional wording similar to:

" Any landowner or nominee with a current Canadian Wildlife Service Crop Protection permit, may hunt on their permitted lands using the Federal Migratory Birds regulations and in possession of a valid federal Migratory Game Bird Hunting Permit."

Examples of neighboring firearms bylaws are:

Metchosin : <https://metchosin.civicweb.net/filepro/documents/1?preview=9>

Saanich : <http://www.saanich.ca/living/pdf/firearms8092.pdf>

CentralSaanich:

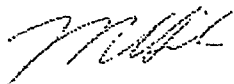
<http://www.centrialsaanich.ca/Assets/Central+Saanich/Bylaws/1849+Firearms.pdf>

North Saanich : <http://www.northsaanich.ca/Assets/Bylaws/846+Firearms+Bylaw.pdf>

We have a real problem in Sooke and throughout the CRD with the huge numbers of resident geese. If we all collectively change our bylaws to allow for limited and controlled hunting of geese on select farms, we can maintain or possibly reduce the numbers and hopefully give our farmers the means to help themselves.

Please take this this to your council table for consideration .If you need more information I would be delighted to attend your meeting and answer any questions.

Thank you



Mike Hicks  
Regional Director  
Juan de Fuca



## DISTRICT OF SOOKE

### BYLAW NO. 59

---

A bylaw to prohibit the discharge of firearms.

---

Under section 728 of the *Local Government Act*, the Council may, by bylaw, regulate or prohibit the discharging of firearms.

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

1. This Bylaw is cited as the *Firearms Regulation Bylaw, 2001*.
2. The discharging of firearms, including air guns, air rifles, air pistols and spring guns, is prohibited in the District of Sooke.
3. Any person that contravenes this bylaw commits an offence.
4. Any person that commits an offence under this bylaw is punishable on summary conviction to a fine of \$500.

Introduced and read a first time the 24<sup>th</sup> day of September 2001.

Read a second time the 24<sup>th</sup> day of September 2001.

Read a third time the 24<sup>th</sup> day of September 2001.

Third reading rescinded the 22<sup>nd</sup> day of October 2001.

Read a third time as amended the 22<sup>nd</sup> day of October 2001.

Adopted on the 26<sup>th</sup> day of November 2001.

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Ed Macgregor  
Mayor

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Tom Day  
Chief Administrative Officer



**DISTRICT OF SOOKE  
FIREARMS AND BOW USE  
BYLAW No. 659**

---

A bylaw to regulate the discharge of firearms and bows.

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**WHEREAS** the Community Charter provides that Council may, by bylaw, regulate and prohibit the discharge for firearms and bows within the municipality;

**NOW THEREFORE** the Council of the District of Sooke in open meeting assembled enacts as follows:

**1. CITATION**

This bylaw may be cited as “**Firearms and Bow Use Bylaw**” No. 659, 2016.”

**2. DEFINITIONS**

In this bylaw, the following words have the following meaning:

**BOW** means a long bow, cross bow, re-curve bow and compound bow.

**CONSERVATION OFFICER** means a Conservation Officer as defined in the *Wildlife Act* of British Columbia, as amended from time to time.

**CROSS BOW** means a box fixed across a stalk with a groove for the arrow or bolt and a mechanism for holding and releasing the string.

**ENFORCEMENT OFFICER** means a person employed Department of Fisheries and Oceans as an Enforcement Officer.

**FARMER** means the owner or operator of a farm business, as defined in the *Farm Practices Protection (Right to Farm) Act* of British Columbia, as amended from time to time.

**FARM OPERATION** is as defined in the *Farm Practices Protection (Right to Farm) Act* of British Columbia, as amended from time to time.

**FIREARM** means, a rifle, pistol, shotgun, handgun or spring gun, and any device that propels a projectile by means of an explosion, compressed gas or spring, but does not include weapons used for the discharge of blank ammunition in connection with an athletic or sporting event.

**HIGHWAY** means a highway as defined in the *Community Charter* of British Columbia, as amended from time to time.

**PEACE OFFICER** means an Officer under the *Police Act* of British Columbia, as amended from time to time.

### 3. PROHIBITION

3.1 No person shall discharge any **Firearm** or **Bow** within the District of Sooke.

### 4. EXEMPTIONS

4.1 The provisions of Part 3 of this bylaw shall not apply to:

- a) Any **Peace Officer**, **Conservation Officer**, **Enforcement Officer** or member of the Armed Forces of Canada lawfully engaged in the execution of their duty.
- b) Any person who is the holder of a valid Crop Protection Permit or holder of a federal Migratory Game Bird Hunting Permit issued by the Canadian Wildlife Service for:
  - i. the discharge of a shotgun only, not using a single projectile, for a land owner or person acting on his/her authority on land over two (2) hectares in size for the protection of such land from animals or birds; or
  - ii. the discharge of a rifle using a single projectile, for a Farmer or person acting on his/her authority, for the protection of crops, livestock or domestic animals (as defined in the *Wildlife Act*), which are grown or kept on land used for a **Farm Operation**, providing the **Farmer** or person acting on his/her authority, can show the necessity for the use of the said rifle.

4.2 No person permitted to discharge a **Firearm** pursuant to subsection 4.1(b) of this Bylaw shall discharge a **Firearm**:

- a) across, along or on a **Highway**; or
- b) within 150m of any school building, school yard, public park, playground, church, workshop, place of business, dwelling house, **Farm Operation** building, or other place where persons may be assembled or engaged in work of any kind, except as specifically authorized by the permit.

### 5. SEVERABILITY

5.1 Each section of this bylaw shall be severable. If any provision of this bylaw is held to be illegal or invalid by a Court of competent jurisdiction, the provision may be severed and the illegality or invalidity shall not affect the validity of the remainder of this bylaw.

### 6. PENALTIES

6.1 A person who contravenes, violates or fails to comply with any provision of this bylaw, or who suffers or permits any act or thing to be done in contravention or violation of this bylaw, or who fails to do anything required by this bylaw, commits an offence and shall be liable, upon conviction, to a fine of not more than \$10,000.00 and not less than \$500.00, the cost of prosecution and any other penalty or order imposed by a Court of competent jurisdiction pursuant to the *Community Charter* of British Columbia, as amended from time to time, or the *Offence Act* of British Columbia, as amended from time to time. Each day that an offence against this bylaw continues or exists shall be deemed to be a separate and distinct offence.

**7. GENERAL**

7.1 Nothing contained in, nor permitted pursuant to, this Bylaw shall abrogate or relieve any obligation of any person pursuant to, nor any provision of, any applicable provincial or federal act or regulation with regard to the discharge of **Firearms**.

**8. REPEAL**

8.1 District of Sooke Firearms Regulation Bylaw, 2001, is hereby repealed.

Read a FIRST time the \_\_\_\_ day of \_\_\_\_\_, 2016.

Read a SECOND time the \_\_\_\_ day of \_\_\_\_\_, 2016.

Read a THIRD time the \_\_\_\_ day of \_\_\_\_\_, 2016.

ADOPTED on the \_\_\_\_ day of \_\_\_\_\_, 2016.

Certified Correct:

\_\_\_\_\_  
Maja Tait  
Mayor

\_\_\_\_\_  
Gabryel Joseph  
Corporate Officer



File No. 1710-20

**REQUEST FOR DECISION  
REGULAR COUNCIL  
November 28, 2016**

To: Teresa Sullivan, Chief Administrative Officer  
From: Financial Services  
Re: **Class 5 Tax Ratio**

**RECOMMENDATION:**

**THAT COUNCIL** direct staff to set the Class 5 tax ratio at 3.4 for the 2017 budget year and adjust the Class 6 tax ratio to 2.3786, so there is no impact on that property class.

**Executive Summary:**

At the October 11, 2016 Regular Council Meeting staff presented a report on the Class 5 (Light Industry) tax ratio which recommended setting the ratio at 3.4. Council asked staff to report back and include assessment information from the comparison neighbouring communities that were included in the October 11, 2016 report. Staff have gathered the information and are reporting back to Council as requested.

**Background:**

The *District of Sooke Revenue, Tax and Budget Policy, 2008*, notes that the desired tax ratios for Class 5 (Light Industry) and Class 6 (Business/Other) should be equal to the Provincial ratios of 3.4 and 2.45 respectively. The current (2016) ratios for Class 5 and Class 6 are 5.50 and 2.39 respectively. While the Class 6 tax ratio is in line with the District policy objective, the Class 5 ratio is higher than desired. Having a higher than desired tax ratio can have the effect of not attracting those Light Industry and Business/Other tax bases to the community and therefore ultimately putting more burden on the residential taxpayer.

Competitiveness to neighbouring communities is also an important factor in attracting and retaining these tax bases. Table 1 below compares the 2016 total tax rates for Light Industry and Business/Other for Sooke, Langford, Colwood, Metchosin and View Royal. Only Colwood and Metchosin have higher tax rates than Sooke for Class 6 (Business/Other), and only Colwood has a higher tax rate than Sooke for Class 5 (Light Industry). Also of note, is that the two tax rates are close to the same in View Royal, Langford and Metchosin, while Sooke and Colwood have much higher Light Industry

rates. Therefore, the District of Sooke may not be attracting as many Light Industry and Business/Other taxpayers (investors) as it could, and may also not be adequately diversified among the two property classes. Retention of existing Light Industry and Business/Other taxpayers is also a challenge.

Table 1 :Class 5 and Class 6 Tax Rate Comparisons

|            | <b>Class 5<br/>Light<br/>Industry</b> | <b>Class 6<br/>Business/<br/>Other</b> |
|------------|---------------------------------------|--|
| Sooke      | 32.16833                              | 18.07772                               |
| Langford   | 18.8613                               | 17.8579                                |
| Colwood    | 52.4777                               | 24.1616                                |
| Metchosin  | 20.7185                               | 17.3296                                |
| View Royal | 19.09709                              | 19.255562                              |

Further information on assessment values is provided in Attachment 3 (Metchosin data not available).

**Financial Impact:**

Attachment #2 shows the impact of changing the Class 5 tax ratio to 3.4. Staff have also proposed that there is no Class 6 tax impact from the change. Not including the impact of Non-Market Change, setting the Class 5 tax ratio at 3.4 for total municipal taxes would have decreased the tax burden for Class 5 by 38% (\$30,371) in 2016 and increased the tax burden on the other property classes by 0.49% (spreading the impact evenly among the other property classes, except for Class 6 which is not affected). The impact to Class 1 (Residential) would have been \$29,391 or \$5.30 on an average assessed property valued at \$343,376.

**Strategic Relevance:**

*Excellence in Management and Governance  
Promoting Economic Prosperity*

**Attached Documents:**

1. Revenue, Tax and Budget Policy, 2008.
2. Impact of Class 5 tax ratio change
3. Assessment information

Respectfully,



Brent Blackhall, CA, CPA  
Director of Financial Services

Approved for Council Agenda

|   |  |
|---|--|
| <br>_____<br>Development Services | <br>_____<br>Corporate Services |
| _____<br>Financial Services   | _____<br>Fire Services   |
| <br>_____<br>CAO                 |  |



## Revenue, Tax and Budget Policy, 2008

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### 1. Property Taxes

- 1.1 Council will strive to ensure tax ratios and rates meet the following:
- a. Set tax ratios and rates to maintain tax stability between property classes while factoring in non-market growth.
  - b. Set Class 5 and 6 tax ratios as follows:  
During the period 2009 to 2013 transition the Class 5 – Light Industrial and Class 6 – Business/Other tax ratios to the provincial ratios of 3.40 and 2.45 respectively (Note: current ratios 5.40 and 3.5 respectively) while striving to maintain the municipal taxes collected at no lower than the 2008 level.
  - c. Class 8 – Non-profit and Recreation – assist sector by reducing Tax Ratio to 1.00.
  - d. Class 9 – Farms - encourage local farm production by reducing the Tax Ratio to 1.00.
- 1.2 Continue to support Bylaw No. 348, *Revitalization Tax Exemption Bylaw, 2008* to encourage the development of hotel, motel and lodge facilities within the District of Sooke.
- 1.3 Continue to support permissive tax exemptions as per Policy 5.3, *Permissive Tax Exemption Policy* for public parks and recreation grounds, not for profit corporations and public authorities.

### 2. Fees and Charges

It is generally preferable to charge a user fee for services that are identifiable to specific users, instead of levying a general tax to all property owners.

- 2.1 Fees shall be established to recover 100% of the Cost of Services unless Council clearly sets fees using a different basis.
- 2.2 Fees required to recover Cost of Services may be reduced by government transfers allocated to the program.

### **3. Capital Asset Management**

3.1 Council shall provide adequate capital funding by:

- a. Transferring a minimum of 10% to a maximum of 15% of property tax revenue from the General Revenue Fund to the Capital Fund; and
- b. Transferring a minimum of 5% to a maximum of 10% of Parcel Tax Revenue from the Sewer Operating Fund to the Sewer Capital Fund.

3.2 Council will strive to meet the targets for the *Sewer Operating Fund* by December 31, 2013.

### **4. Stabilization Funds**

4.1 Council shall establish and maintain fund balances as follows:

- a. *General Revenue Fund and Sewer Operating Fund* at no less than 15% of budgeted expenditures;
- b. *Sewer Capital Fund* at no less than nil;
- c. *Capital Fund* at no less than nil; and
- d. *Reserve Funds* in amounts sufficient to fund expenditures in accordance with the Long Term Capital Plan.

4.2 Council will strive to meet the targets for the *Sewer Operating Fund* by December 31, 2013 and the *Sewer Capital Fund* by December 31, 2009.



District of Sooke

Property Tax Rates and Percentages for the Current Year

Municipal Taxes - includes VIRL

| Description             | Current Year                             |              | Current Year         |             | 2016<br>Non-market<br>Growth<br>Assessment<br>Changes | New<br>Tax<br>Dollars | Percentage<br>paid by each<br>assessment<br>class | Proposed                          |  | Current                        |  |
|-------------------------|--|--------------|----------------------|-------------|---|-----------------------|---|-----------------------------------|--|--------------------------------|--|
|                         | Values Excluding<br>Non-market<br>Growth | Tax<br>Ratio | Calculation          | Tax<br>Rate |   |                       |   | Class 5 Ratio<br>with Class 6 adj | Tax paid<br>on average<br>assessed value | Class 5 Ratio<br>Class 5 Ratio | Tax paid<br>on average<br>assessed value |
| Residential             | 1,902,777,937                            | 1.0000       | 1,902,777,937        | 3.18315     | 31,459,400  | 100,140               | 85.39%  | 1,093                             | 1,088                                    | 5.30                           |  |
| Utility                 | 500,156                                  | 7.3275       | 3,664,893            | 23.32454    | (241,000)   | (5,621)               | 0.08%   | 336                               | 334                                      | 1.63                           |  |
| Industrial              | 4,595,000                                | 3.4000       | 15,623,000           | 10.82271    | (49,200)  | (532)                 | 0.66%   | 3,075                             | 4,953                                    | (1,877.84)                     |  |
| Business                | 123,424,100                              | 2.3786       | 293,571,627          | 7.57131     | 4,707,500   | 35,642                | 13.46%  | 3,731                             | 3,731                                    | 0.01                           |  |
| Managed Forest Land     | 667,100                                  | 3.4970       | 3,032,249            | 11.13148    | (38,700)  | (431)                 | 0.13%   | 2,305                             | 2,294                                    | 11.19                          |  |
| Recreational/Non Profit | 5,849,400                                | 1.0000       | 5,849,400            | 3.18315     | (641,300)   | (2,041)               | 0.23%   | 124                               | 123                                      | 0.60                           |  |
| Farm                    | 544,930                                  | 1.0000       | 544,930              | 3.18315     | 58,989  | 188                   | 0.03%   | 40                                | 40                                       | 0.19                           |  |
|                         | <u>2,038,558,623</u>                     |              | <u>2,225,064,036</u> |             | <u>35,255,689</u>                                     | <u>127,345</u>        |   |                                   | <u>100.00%</u>                           |                                |  |

Tax Dollars from market value increased assessment  
 Tax dollars from new assessment

7,082,714  
 127,345

Total tax dollars for current year

7,210,059

Tax dollars needed to balance financial plan  
 Difference

7,210,059  
 0

District of Sooke

Property Tax Rates and Percentages for the Current Year

Municipal Taxes - includes VIRL

| Description             | Current Year                             |              | Current Year         |             | 2016<br>Non-market<br>Growth<br>Assessment<br>Changes | New<br>Tax<br>Dollars | Percentage<br>of tax<br>paid by each<br>assessment<br>class | Current<br>Class 5 Ratio<br>Tax paid<br>on average<br>assessed value |
|-------------------------|--|--------------|----------------------|-------------|---|-----------------------|---|--|
|                         | Values Excluding<br>Non-market<br>Growth | Tax<br>Ratio | Calculation          | Tax<br>Rate |   |                       |   |  |
| Residential             | 1,902,777,937                            | 1.0000       | 1,902,777,937        | 3.16770     | 31,459,400  | 99,654                | 84.98%  | 1,088  |
| Utility                 | 500,156                                  | 7.3275       | 3,664,893            | 23.21135    | (241,000)   | (5,594)               | 0.08%   | 334  |
| Industrial              | 4,595,000                                | 5.5031       | 25,286,745           | 17.43219    | (49,200)  | (858)                 | 1.10%   | 4,953  |
| Business                | 123,424,100                              | 2.3902       | 295,002,113          | 7.57129     | 4,707,500   | 35,642                | 13.46%  | 3,731  |
| Managed Forest Land     | 867,100                                  | 3.4970       | 3,032,249            | 11.07746    | (38,700)  | (429)                 | 0.13%   | 2,294  |
| Recreational/Non Profit | 5,849,400                                | 1.0000       | 5,849,400            | 3.16770     | (641,300)   | (2,031)               | 0.23%   | 123  |
| Farm                    | 544,930                                  | 1.0000       | 544,930              | 3.16770     | 58,989  | 187                   | 0.03%   | 40   |
|                         | <u>2,038,558,623</u>                     |              | <u>2,236,158,266</u> |             | <u>35,255,689</u>                                     | <u>126,571</u>        | <u>100.00%</u>  |  |

Tax Dollars from market value increased assessment

7,083,488

Tax dollars from new assessment

126,571

Total tax dollars for current year

7,210,059

**District of Sooke - Bylaw 640  
2016 Property Tax Rates (Class 5 ratio set to 3.4 and no impact to Class 6)**

| Tax Authority               | Residential<br>Class 1 | Utilities<br>Class 2 | Light<br>Industry<br>Class 5 | Business/<br>Other<br>Class 6 | Managed<br>Forest Land<br>Class 7 | Recreation/<br>Non-Profit<br>Class 8 | Farm<br>Class 9 |
|-----------------------------|------------------------|----------------------|------------------------------|-------------------------------|-----------------------------------|--------------------------------------|-----------------|
| Municipal Combined tax rate | 3.18315                | 23.32454             | 10.82271                     | 7.57131                       | 11.13148                          | 3.18315                              | 3.18315         |
| Regional District - General | 1.26531                | 9.27154              | 6.96311                      | 3.02427                       | 4.42478                           | 1.26531                              | 1.26531         |
| School                      | 1.91270                | 13.50000             | 5.40000                      | 5.40000                       | 2.10000                           | 3.10000                              | 6.90000         |
| Regional Hospital District  | 0.29068                | 1.01737              | 1.00283                      | 0.71216                       | 0.87203                           | 0.29068                              | 0.29068         |
| B.C. Assessment             | 0.05430                | 0.49950              | 0.15750                      | 0.15750                       | 0.31670                           | 0.05430                              | 0.05430         |
| Municipal Finance Authority | 0.00020                | 0.00070              | 0.00070                      | 0.00050                       | 0.00060                           | 0.00020                              | 0.00020         |
| B.C. Transit                | 0.24990                | 1.21200              | 1.21200                      | 1.21200                       | 1.21200                           | 0.24990                              | 0.24990         |
| <b>Total Mill Rate</b>      | <b>6.95624</b>         | <b>48.82565</b>      | <b>25.55885</b>              | <b>18.07774</b>               | <b>20.05759</b>                   | <b>8.14354</b>                       | <b>11.94354</b> |

|                    |         |        |         |         |         |        |        |
|--------------------|---------|--------|---------|---------|---------|--------|--------|
| Average Assessment | 343,376 | 14,398 | 284,113 | 492,814 | 207,100 | 38,866 | 12,582 |
| Average Taxes      | 2,389   | 703    | 7,262   | 8,909   | 4,154   | 317    | 150    |

**District of Sooke - Bylaw 640  
2016 Property Tax Rates (current Class 5 Tax ratio)**

| Tax Authority               | Residential<br>Class 1 | Utilities<br>Class 2 | Light<br>Industry<br>Class 5 | Business/<br>Other<br>Class 6 | Managed<br>Forest Land<br>Class 7 | Recreation/<br>Non-Profit<br>Class 8 | Farm<br>Class 9 |
|-----------------------------|------------------------|----------------------|------------------------------|-------------------------------|-----------------------------------|--------------------------------------|-----------------|
| Municipal Combined tax rate | 3.16770                | 23.21135             | 17.43219                     | 7.57129                       | 11.07746                          | 3.16770                              | 3.16770         |
| Regional District - General | 1.26531                | 9.27154              | 6.96311                      | 3.02427                       | 4.42478                           | 1.26531                              | 1.26531         |
| School                      | 1.91270                | 13.50000             | 5.40000                      | 5.40000                       | 2.10000                           | 3.10000                              | 6.90000         |
| Regional Hospital District  | 0.29068                | 1.01737              | 1.00283                      | 0.71216                       | 0.87203                           | 0.29068                              | 0.29068         |
| B.C. Assessment             | 0.05430                | 0.49950              | 0.15750                      | 0.15750                       | 0.31670                           | 0.05430                              | 0.05430         |
| Municipal Finance Authority | 0.00020                | 0.00070              | 0.00070                      | 0.00050                       | 0.00060                           | 0.00020                              | 0.00020         |
| B.C. Transit                | 0.24990                | 1.21200              | 1.21200                      | 1.21200                       | 1.21200                           | 0.24990                              | 0.24990         |
| <b>Total Mill Rate</b>      | <b>6.94079</b>         | <b>48.71246</b>      | <b>32.16833</b>              | <b>18.07772</b>               | <b>20.00357</b>                   | <b>8.12809</b>                       | <b>11.92809</b> |

|                    |         |        |         |         |         |        |        |
|--------------------|---------|--------|---------|---------|---------|--------|--------|
| Average Assessment | 343,376 | 14,398 | 284,113 | 492,814 | 207,100 | 38,866 | 12,582 |
| Average Taxes      | 2,383   | 701    | 9,139   | 8,909   | 4,143   | 316    | 150    |

Appendix 3: Assessment information

701 - Assessed Values for the year 2016

| Municipalities | General Purposes Residential | General Purposes Utilities | General Purposes Light Ind. | General Purposes Bus. and Other | General Purposes Managed For Land | General Purposes Recreation Non-Profit | General Purposes Farm | Total General Purposes Assessed Value |
|----------------|------------------------------|----------------------------|-----------------------------|---------------------------------|-----------------------------------|--|-----------------------|---------------------------------------|
| Colwood        | 2,568,872,489                | 1,534,900                  | 2,642,000                   | 184,625,300                     | 0                                 | 5,363,000                              | 3,225                 | 2,763,040,914                         |
| Langford       | 5,281,198,973                | 7,924,402                  | 26,894,100                  | 1,050,441,100                   | 108,000                           | 11,435,700                             | 146,663               | 6,378,148,938                         |
| Metchosin      | 935,854,223                  | 303,500                    | 1,224,800                   | 9,164,950                       | 241,700                           | 11,501,000                             | 1,237,129             | 959,527,302                           |
| Sooke          | 1,934,237,337                | 259,156                    | 4,545,800                   | 128,131,600                     | 828,400                           | 5,208,100                              | 603,919               | 2,073,814,312                         |
| View Royal     | 1,754,169,103                | 304,700                    | 2,711,000                   | 186,568,350                     | 0                                 | 6,401,000                              | 60,496                | 1,950,214,649                         |

Note: Data from Ministry of Community, Sport and Cultural Development (Statistics Assessed Values)





**REQUEST FOR DECISION**  
**REGULAR COUNCIL**  
Meeting Date: November 28, 2016

To: Teresa Sullivan, Chief Administrative Officer  
From: Corporate Services  
Re: 2017 Council Appointments to Regional Board Committees and Commissions

**RECOMMENDATION:**

1. **THAT COUNCIL** appoint Councillor \_\_\_\_\_ as Council Member and Councillor \_\_\_\_\_ as Alternate to the Capital Regional District - Regional Housing Trust Fund Commission for the years 2017 and 2018.
2. **THAT COUNCIL** appoint Mayor Maja Tait as Director, Councillor \_\_\_\_\_ as Council Member and Councillor \_\_\_\_\_ as Alternate to the Sooke and Electoral Area Parks and Recreation Commission (SEAPARC) for the year 2017.

**Executive Summary:**

The District of Sooke is a participant on several regional board committees and commissions. Accordingly, the Council appoints Council members to serve on those board committees and commissions. There are two regional commissions that require appointment at this time.

**Background:**

The following regional appointments were made at the inaugural meeting of Council, with the term ending December 1st or immediately before the first Monday following December 1st in the year of the next general local election:

- Capital Regional District Board of Directors (currently Mayor Maja Tait and Councillor Rick Kasper as Alternate)
- CRD Hospital Board (currently Mayor Maja Tait and Councillor Rick Kasper as Alternate)
- CRD Emergency Services Telecommunications (CREST) (currently Councillor Kerrie Reay)
- CRD Water Supply Commission (currently Councillor Rick Kasper and Councillor Brenda Parkinson as Alternate)
- Juan de Fuca Water Distribution Board (currently Councillor Kevin Pearson with Councillor Bev Berger as Alternate)
- CRD Climate Action Steering Committee (currently Councillor Ebony Logins and Councillor Brenda Parkinson as Alternate)

The following roles require re-appointment annually:

- Regional Housing Trust Fund Commission
- Sooke and Electoral Area Parks and Recreation Commission (SEAPARC)
- Vancouver Island Regional Library Board

For 2016, appointment for the Regional Housing Trust Fund Commission was Councillor Brenda Parkinson with no Alternate. The District has received a letter from the Capital Regional District indicating that the term for the CRD Regional Housing Trust Fund Commission has been changed to a two-year period, commencing January 2017. This has been reflected in the recommendation.

Appointments to the Sooke and Electoral Area Parks and Recreation Commission (SEAPARC) for 2016, were Mayor Maja Tait as Director, Councillor Bev Berger as Council Member and Councillor Kerrie Reay as Alternate.

The re-appointment for the Vancouver Island Regional Library Board member (Councillor Kerrie Reay) and alternate (Councillor Ebony Logins) was conducted at the November 14, 2016 Regular Meeting of Council.

Staff will bring forward a separate report regarding the *2017 Council Liaison Appointments to Regional and Community Organizations* next month or early January.

**Strategic Relevance:**

Excellence in Management and Governance  
Community Planning  
Enhancing Community Livability

**Financial Impacts:**

None

**Attached Documents:**

1. Letter dated November 14, 2016 from the Capital Regional District regarding Council Nominations to CRD Board Committees and Commissions.
2. Minutes of the November 14, 2016 Regular Meeting of Council regarding Vancouver Island Regional Library Board appointments.

Respectfully submitted,

  
 \_\_\_\_\_  
 Patti Rear  
 Deputy Corporate Officer

|   |   |
|---|---|
| <b>Approved for Council Agenda</b>  |   |
| <br>Development Services | <br>Corporate Services |
| <br>Financial Services   | <br>Fire Services   |
| <br>CAO                 |   |





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Legislative & Information Services T: 250.360.3128  
625 Fisgard Street, PO Box 1000 F: 250.360.3130  
Victoria, BC, V8W 2S6 www.crd.bc.ca

November 14, 2016

File 0360-20  
0400-50

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

Dear Mr. Joseph:

**Re: Council Nominations to CRD Board Committees and Commissions**

The CRD would like to request your Council's appointments to the following CRD Board Committees/Commissions.

**1. Regional Housing Trust Fund Commission**

On November 9, 2016, the CRD Board adopted Bylaw 4132, Capital Regional District Housing Trust Fund Commission and Administrative Bylaw No. 1, 2005, Amendment Bylaw No. 3, 2016, which changed the term from one to two years for the Council member starting January, 2017.

- a) Sooke Municipal Council Representative for a two-year term commencing January 1, 2017.

Please notify this office as soon as possible of your Council's appointees to the above CRD Committees and Commissions in order that CRD Board appointments can be made. Information can be faxed to 250-360-3130 or emailed to [breems@crd.bc.ca](mailto:breems@crd.bc.ca). Please include a mailing address and telephone/fax numbers for each appointee.

If you have any questions regarding the above, please contact me at 250-360-3128.

Sincerely,

Brent Reems  
Senior Manager, Legislative and Information Services

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

**C-5 Letter from VIRL**

**MOVED** K. Pearson – B. Parkinson

THAT Council appoint Councillor Reay to the VIRL Board of Trustees and direct staff to complete the necessary forms.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

**MOVED** K. Reay – K. Pearson

AND THAT Council appoint Councillor Logins as the alternate to the VIRL Board of Trustees.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

**C-6 Letter from AVICC**

**MOVED** E. Logins – B. Parkinson

THAT Council receive the letter and application from the AVICC.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

**C-7 Letter from Clear Seas**

**MOVED** K. Pearson – E. Logins

THAT Council receive the letter from the Clear Seas director.

**CARRIED**

**In favour:**

Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor B. Berger, Councillor R. Kasper

**C-8 Email from Minister of Jobs, Tourism & Skills Training**

**MOVED** K. Reay – E. Logins

THAT Council receive the email from the from the Minister of Jobs, Tourism & Skills Training.

**CARRIED**



File No. 3240-01

**REQUEST FOR DECISION**  
**REGULAR COUNCIL**  
Meeting Date: November 28, 2016

To: Teresa Sullivan, Chief Administrative Officer  
From: Corporate Services  
Re: Appointment of Board of Variance Member

**RECOMMENDATION:**

**THAT COUNCIL** direct staff to continue advertising on the District's website for member applications regarding the Board of Variance appointment, until a qualified application has been received.

**Executive Summary:**

At the October 24, 2016 Regular Meeting of Council, Council authorized staff to advertise a call for applications for a new member to the Board of Variance. Advertisements were published in the local paper for four consecutive weeks. No applications were received.

Division 15 – Board of Variance s. 536(6) of the *Local Government Act* indicates that a successor is to be appointed in the same manner as the member who ceased to hold office, in this case, by application process for appointment to the Board. Since there have been no applications received to date, it is staff's recommendation that Council direct staff to continue advertising on the District's website for the Board of Variance member position, until a qualified application has been received.

There are no legal implications with having only two board members.

**Legal Impacts:**

s. 536 (6) of the *Local Government Act* states:

If a member of a board of variance ceases to hold office, the person's successor is to be appointed in the same manner as the member who ceased to hold office, and, until the appointment of the successor, the remaining members constitute the board of variance.

**Strategic Relevance:**

Excellence in Management and Governance

**Financial Impacts:**

There is no cost to advertise on the District's website.


**Attached Documents:**

1. Report dated October 24, 2016

Respectfully submitted,



\_\_\_\_\_  
Patti Rear  
Deputy Corporate Officer

|  |   |
|--|---|
| Approved for Council Agenda  |   |
| <br>Development Services | <br>Corporate Services |
| <br>Financial Services   | _____<br>Fire Services  |
| _____<br>CAO            |   |



File No. 0540-20

## REQUEST FOR DECISION

Regular Council Meeting  
Meeting Date: October 24, 2016

To: Teresa Sullivan, Chief Administrative Officer  
From: Corporate Services Department  
Re: **Board of Variance - Member Resignation**

### RECOMMENDATION:

**THAT COUNCIL** rescind the appointment of Robert Irwin as a member of the Board of Variance;  
**AND THAT** staff be directed to advertise a call for applications for a new member to the Board of Variance.

### Executive Summary:

The Corporate Services department received an email from Mr. Robert Irwin on October 10, 2016 regarding his intention to step down from the Board of Variance position. Mr. Irwin was appointed as a member of the Board on September 8, 2015.

The Board is made up of three members appointed by Council for a three-year term; elected officials and municipal staff are not permitted to sit on the Board. The other two members of the Board of Variance are:

| Member        | Dated Appointed  | Date of End of Term |
|---------------|------------------|---------------------|
| Travis Butler | January 1, 2016  | December 31, 2018   |
| Drew Johnston | February 9, 2016 | February 8, 2019    |

The District will have to advertise a call for applications for a new member to obtain full complement of the Board.

### Background:

The Board of Variance is required by Section 536 the *Local Government Act* of B.C. and is formed in accordance with the District of Sooke Bylaw No. 311, *Board of Variance Bylaw, 2009*.

October 10, 2016

Mr Gabryel Joseph  
Director of Corporate Services  
District of Sooke

Dear Mr Joseph

Please accept this letter as my notice that I will have to step down from my position as a member of the Board of Variance. I am not a resident of the District ( I live in [REDACTED] but was eligible to serve on the Board as I was one the owners of a business ( [REDACTED] ) in the District. That business will change ownership as of October 15<sup>th</sup>, 2016 and with the change I will no longer meet the eligibility requirements.



Robert Irwin

9. A member of the Board of Variance shall not receive compensation for services as a member but shall be paid reasonable and necessary expenses that arise directly out of the performance of his or her duties.
10. The Board of Variance shall meet on the third Thursday of each month unless otherwise determined by the Chair of the Board of Variance in consultation with the Secretary and all other members of the Board of Variance.
11. The Council shall in its annual budget provide for the necessary funds to pay for the costs of the Board of Variance.
12. The Board of Variance shall hear and determine any appeal with respect to matters mentioned in Sections 901 and 902 of the *Local Government Act*, as amended from time to time.
13. Any person may appeal to the Board of Variance by filing an application with the Director of Planning of the District of Sooke stating the grounds of the appeal. The application must be:
  - (a) signed by the owner of each parcel of land that is the subject of the appeal or by a person authorized in writing by the owner to act as his or her agent for the purpose of making the appeal;
  - (b) made on the application form prescribed by the Director of Planning;
  - (c) accompanied by the information required by the Director of Planning; and
  - (d) accompanied by a fee as set out in the District of Sooke *Development Procedures Bylaw*, as amended from time to time.
14. Upon receipt of a notice of appeal the Director of Planning or his or her delegate shall schedule the appeal for a Board of Variance Hearing. Notice of the hearing shall be mailed or otherwise delivered by the Director of Planning or his or her delegate, addressed to the applicants and/or owners and occupiers of the land that is the subject of the application, and mailed or otherwise delivered to the owners and occupiers of the land that is adjacent to the land that is the subject of the application, at least 10 clear days before the date set for the hearing.
15. All hearings by the Board of Variance shall be open to the public except that the Board may close to the public all or part of a meeting in accordance with the *Community Charter*.

Read a third time the 14<sup>th</sup> day of April, 2009.

Adopted on the 4<sup>th</sup> day of May, 2009.

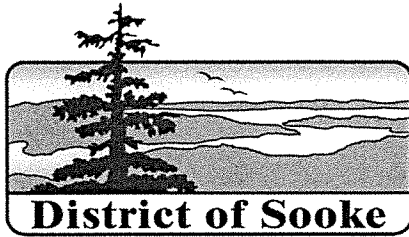
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Janet Evans  
Mayor

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Evan Parliament  
Chief Administrative Officer





File No. 3150-01

**REPORT FOR INFORMATION**  
**REGULAR COUNCIL**  
Meeting Date: November 28, 2016

To: Teresa Sullivan, Chief Administrative Officer  
From: Development Services  
Re: Development Cost Charges Update January-November 2016

**RECOMMENDATION:**

**THAT COUNCIL** receive the November 28, 2016, Development Cost Charges Update report for information.

**Executive Summary:**

Collection of Development Cost Charges (DCCs) through subdivision approval and building permit issuance is a development driven process. Timing of collection of these DCCs is largely based on factors outside of staff control which creates a challenge for predicting potential DCCs figures to be included in a five-year financial plan. Factors such as construction timing, meeting final approval requirements, and market demand affect when a developer will seek final subdivision approval or building permit issuance and subsequent payment of DCCs. Staff have reviewed the status of both District DCC accounts and estimates for collection of DCCs for the rest of 2016 and projections for 2017.

**Frequently Asked Questions**

What are Development Cost Charges?

*Development Cost Charges are monies collected from land developers by the municipality to assist in financing the cost of upgrading or providing infrastructure services to support the new development.*

How are DCCs calculated?

*DCCs rates are set in Bylaw No. 202, Development Cost Charge Imposition Bylaw, 2004, as amended. The municipality has two DCC categories, wastewater (for projects within the Sewer Specified Area only) and roads. Developers of subdivisions are charged on a per lot basis (for each new lot created), and developers seeking building permits are charged based on the category of development prior to building permit issuance.*

Where do DCC funds go?

*DCCs collected are deposited into separate reserve accounts, one each for wastewater and road DCCs.*

**Analysis:**

Development Cost Charges (DCCs) are charges levied at the time of subdivision approval or building permit issuance. Rates are set in the District's Development Cost Charge Imposition Bylaw (No. 202). Because the collection of DCCs is dependent on the timing of final subdivision approvals or building permit application and subsequent issuance, projecting what funds will be received in a given year can be challenging.

Table 1 below identifies DCCs collected by the District until November 2016 as well as the original Bylaw 639, Five Year Financial Plan Bylaw projected DCC amounts. Please note that because wastewater DCCs are only collected from projects within the Sewer Specified Area (excluding any properties which pre-purchased sewer capacity), the DCCs are lower for that classification. The table reflects DCCs collected on a total of 13 new units created through Building Permit and six new building lots created through subdivision. It should be noted that as of November 2016, the District had approved 11 subdivision and development-related applications which is an increase of four applications from 2015. Not all subdivision and development applications create additional lots.

|            | Sub. New Lots | BP New Units | Total Collected to Nov. 2016 | Bylaw 639 Projection (for 2016) |
|------------|---------------|--------------|------------------------------|---------------------------------|
| Wastewater | 4             | 6            | \$ 34,537.78                 | \$ 115,000.00                   |
| Roads      | 6             | 13           | \$ 51,136.84                 | \$ 288,750.00                   |

*Table 1 – DCCs collected to November 2016 and Original Five-Year Financial Plan Projections (Bylaw 639)*

Development staff have reviewed active applications that are projected for DCC calculation in both 2016 and 2017 and provided revised projections for consideration. Two additional building permits are ready for issuance. If the applicants pay their fees before the end of the year, the following additional DCCs will be added to the two DCC accounts in 2016:

Wastewater: \$18,570.84  
Roads: \$25,717.41

Looking forward to 2017, the District has a number of large subdivision projects currently in or nearing the construction phase which are expected to receive final subdivision approval in 2017. The projected DCCs for these subdivisions are:

Wastewater: \$310,000.00  
Roads: \$585,000.00

As a reminder, staff have very little control over the timing of collection of DCCs during the subdivision process. Once construction begins, many variables affect the timing of the applicant seeking final approval and paying their final fees and charges. The

numbers above represent the potential final approval of the final lot numbers accepted during the design stage of the project. However, the applicant may ask the Approving Officer for approval to register their project in phases which will reduce the number of lots approved and therefore the number of DCCs collected in 2017.

In addition to the DCCs collected during subdivision approval, 2017 will see the issuance of building permits which will also require the collection of DCCs which will add to the numbers above. Application for those permits is developer-driven based on market demand.

**Legal Impacts:**

DCCs are collected as per Bylaw No. 202, *Development Cost Charge Imposition Bylaw, 2004*, as amended.

**Strategic Relevance:**

Fiscal Sustainability – management and funding of District assets.


**Financial Impacts:**

DCCs received during the year are transferred into reserve accounts. Transfers out of the Road DCC reserve fund are included in the Capital Plan funding sources and are used only for identified DCC road projects. Transfers out of the Wastewater DCC reserve fund are used to pay down the debt incurred to build the wastewater treatment plant and collection system.

**Attached Documents:**

- 1. Bylaw No. 202

Respectfully submitted,

  
\_\_\_\_\_  
Nikki Lewers  
Land Development Technician

|   |  |
|---|--|
| <b>Approved for Council Agenda</b>  |  |
| <br>_____<br>Development Services | <br>_____<br>Corporate Services |
| <br>_____<br>Financial Services   | <br>_____<br>Fire Services      |
| <br>_____<br>CAO                 |  |

# DISTRICT OF SOOKE

## BYLAW No. 202

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### CONSOLIDATED FOR REFERENCE

NOVEMBER 16, 2012

BYLAW No. 202, *DEVELOPMENT COST CHARGE IMPOSITION BYLAW, 2004*  
BYLAW No. 533, *DEVELOPMENT COST CHARGE IMPOSITION AMENDMENT BYLAW (202-1)*

THIS BYLAW IS PROVIDED FOR REFERENCE PURPOSES ONLY AND IS NOT TO BE RELIED UPON IN MAKING FINANCIAL OR OTHER COMMITMENTS. COPIES OF THE ORIGINAL BYLAW AND AMENDMENTS MAY BE VIEWED AT THE DISTRICT OF SOOKE MUNICIPAL HALL.

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A bylaw to impose development cost charges.

---

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

1. This Bylaw is cited as *Development Cost Charge Imposition Bylaw, 2004*.
2. In this Bylaw:  
*(section 2 amended by Bylaw No. 533 adopted October 9, 2012)*

**“Apartment Residential”** means the use of land for an Apartment Building as defined in the Zoning Bylaw;

**“Commercial”** means any use permitted as “Principal Uses” in the Commercial Zones and Town Centre Commercial Zones operated for profit or gain which are not of a residential or institutional nature permitted by the Zoning Bylaw;

**“Dwelling Unit” or “Unit”** means a dwelling unit as defined in the Zoning Bylaw.

**“Gross Floor Area”** means the total area of all floors in a building measured from the interior faces of the exterior walls, but excluding areas provided for parking of motor vehicles and storage of bicycles;

**“Manufactured Home”** means the manufactured dwelling unit or the use of the land for a manufactured home as defined in the Zoning Bylaw;

*Disclaimer: This is an unofficial document of the District of Sooke and is consolidated for convenience purposes only and is not to be relied upon in making financial or other commitments. The District of Sooke does not warrant the accuracy of information on this document nor will it accept responsibility for errors or omissions. The District of Sooke reserves the right to alter or update this information without notice.*

**“Single Family Residential”** means the use of land for residential use, or occupancy as a single dwelling unit as defined under **Dwelling, Single Family** in the Zoning Bylaw;

**“Townhouse Residential”** means the use of land for residential use or occupancy as defined under **Townhouse** in the Zoning Bylaw;

**“Zoning Bylaw”** means a bylaw adopted by District of Sooke Council under *Sections 890 and 903 of the Local Government Act*

3. Every person who obtains approval of subdivision under the *Land Title Act* or the *Strata Property Act* of land designated in the Zoning Bylaw for single family residential development must pay to the District the following development cost charges:
  - (a) the applicable wastewater development cost charge set out in Schedule A to this bylaw if any part of the land being subdivided is within the *Sooke Core Sewer Specified Area* of the District of Sooke as defined in Bylaw No. 147, *Sooke Core Sewer Specified Area Bylaw, 2003*, as amended; and *(section 3(a) amended by Bylaw No. 533 adopted October 9, 2012)*
  - (b) the applicable road development cost charge set out in Schedule B to this bylaw.
  
4. Every person who obtains a building permit authorizing the construction, alteration or extension of a building or structure for a use other than a single family residential use must pay to the District the following development cost charges:
  - (a) the applicable wastewater development cost charge set out in Schedule A to this bylaw if any part of the land being subdivided is within the *Sooke Core Sewer Specified Area* of the District of Sooke as defined in Bylaw No. 147, *Sooke Core Sewer Specified Area Bylaw, 2003*, as amended; and *(section 4(a) amended by Bylaw No. 533 adopted October 9, 2012)*
  - (b) the applicable road development cost charge set out in Schedule B to this bylaw.

Introduced and read a first time the 13<sup>th</sup> day of December 2004.

Amended the 10<sup>th</sup> day of January, 2005

Read a second time as amended the 10<sup>th</sup> day of January, 2005.

Read a third time the 13<sup>th</sup> day of June, 2005.

Approved by the Inspector of Municipalities the 8<sup>th</sup> day of July 2005.

Adopted on the 11<sup>th</sup> day of July 2005.

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Janet Evans  
Mayor

---

Peter Jmaeff  
Chief Administrative Officer

**SCHEDULE A**

*(Schedule A amended by Bylaw No. 533 adopted October 9, 2012)*

**Wastewater**

| <b>LAND USE CATEGORY</b>  | <b>DEVELOPMENT COST CHARGE</b>               |
|---------------------------|--|
| Single Family Residential | \$4,317.22 per Parcel                        |
| Townhouse Residential     | \$2,878.15 per Unit                          |
| Apartment Residential     | \$1,918.76 per Unit                          |
| Manufactured Home         | \$4,317.22 per Unit                          |
| Commercial                | \$20.79 per Square Metre of Gross Floor Area |

**SCHEDULE B**

*(Schedule A amended by Bylaw No. 533 adopted October 9, 2012)*

**Roads**

| <b>LAND USE CATEGORY</b>  | <b>DEVELOPMENT COST CHARGE</b>               |
|---------------------------|--|
| Single Family Residential | \$3,548.27 per Parcel                        |
| Townhouse Residential     | \$2,295.94 per Unit                          |
| Apartment Residential     | \$2,156.79 per Unit                          |
| Manufactured Home         | \$3,548.27 per Unit                          |
| Commercial                | \$48.70 per Square Metre of Gross Floor Area |





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Capital Regional District  
625 Fisgard Street, PO Box 1000  
Victoria, BC, Canada V8W 2S6

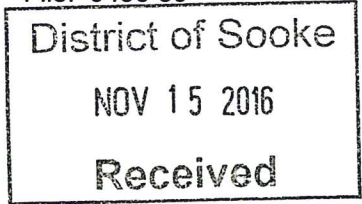
T: 250.360.3000  
F: 250.360.3234  
www.crd.bc.ca



November 10, 2016

Mayor Maja Tait and Council  
District of Sooke  
Municipal Hall  
2205 Otter Pt. Road  
Sooke, BC V9Z 1J2

File: 0400-50



Dear Madam Mayor and Council:

**RE: 2003 RGS Amendment Bylaw 4124 – Referral for Municipal Acceptance**

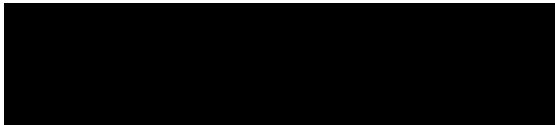
At its November 9, 2016 meeting, the Capital Regional District (CRD) Board gave first and second reading to Bylaw 4124 "Capital Regional District Regional Growth Strategy Bylaw No.1, 2002, Amendment Bylaw No. 2, 2016". The Board directed that the Regional Growth Strategy (RGS) amending bylaw (Bylaw 4124) be referred to municipal councils for acceptance or rejection. This letter is to refer the RGS amending bylaw to municipal councils.

Bylaw 4124 amends the 2003 RGS by extending the Regional Urban Containment and Servicing Policy Area (RUCSPA) by 154 ha. The amendment allows for the provision of water and sewer services. The District of Metchosin, the City of Langford and the Beecher Bay First Nation (Sc'ianew) requested the amendment. The amendment is part of a broader proposal to the province to adjust municipal boundaries to facilitate an economic development opportunity negotiated as part of the Treaty process.

All municipalities must accept the RGS amending bylaw before it can be adopted. The *Local Government Act* (section 436) sets out requirements for municipal acceptance. Municipalities have a 60-day period beginning upon receipt of this letter to either accept or reject the RGS amending bylaw by resolution of council. Municipalities who reject the RGS amending bylaw must specify which provision(s) they reject and the reason(s) for the rejection. Should any municipality reject the RGS amending bylaw, the Minister of Community, Sport and Cultural Development must direct a process to reach acceptance. The legislative provisions for the acceptance and settlement processes are included as an attachment.

On behalf of the CRD Board, I look forward to receiving your letters of acceptance for the RGS amending bylaw (Bylaw 4124) by January 9, 2017.

Yours truly,



Barbara Desjardins  
Chair, Capital Regional District Board

|                      |                          |                                     |
|----------------------|--------------------------|-------------------------------------|
| Original to File No. | 0400-90                  |                                     |
| For Action by:       | Copy to:                 |                                     |
| Mayor                | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Council              | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| CAO                  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Corporate Services   | <input type="checkbox"/> |                                     |
| Development Services | <input type="checkbox"/> |                                     |
| Financial Services   | <input type="checkbox"/> |                                     |
| Fire                 | <input type="checkbox"/> |                                     |
| Other                | <input type="checkbox"/> |                                     |

- Attachment(s):
1. *Local Government Act* provisions for Acceptance and Settlement of a Regional Growth Strategy
  2. Bylaw 4124 "Capital Regional District Regional Growth Strategy Bylaw No.1, 2002, Amendment Bylaw No. 2, 2016"

cc: Robert Lapham, MCIP, RPP, Chief Administrative Officer, Capital Regional District  
Teresa Sullivan, Chief Administrative Officer, District of Sooke

**ATTACHMENT 1: LOCAL GOVERNMENT ACT PROVISIONS FOR ACCEPTANCE AND SETTLEMENT OF A REGIONAL GROWTH STRATEGY**

**Facilitation of agreement during development of regional growth strategy**

- 435** (1) The minister may appoint facilitators for the purposes of this Part, whose responsibilities are
- (a) to monitor and assist local governments in reaching agreement on the acceptance of regional growth strategies during their development by
    - (i) facilitating negotiations between the local governments,
    - (ii) facilitating the resolution of anticipated objections,
    - (iii) assisting local governments in setting up and using non-binding resolution processes, and
    - (iv) facilitating the involvement of the Provincial and federal governments and their agencies, first nations, boards of education, greater boards and improvement district boards, and
  - (b) to assist local governments in entering into implementation agreements under section 451.
- (2) On being notified that a regional growth strategy has been initiated, the minister may designate a person appointed under subsection (1) as the facilitator responsible in relation to the regional growth strategy.
- (3) At any time until the end of the period for acceptance or refusal of the proposed regional growth strategy under section 436 (4) (b), the facilitator is to provide assistance referred to in subsection (1) (a) of this section if requested to do so
- (a) by the proposing board or an affected local government, or
  - (b) by an electoral area director of the proposing board, if the request is supported by at least 2 other directors.
- (4) Once a facilitator becomes involved under subsection (3), the proposing board and affected local governments must provide information as requested by the facilitator and must otherwise cooperate with the facilitator in fulfilling his or her responsibilities.

## Acceptance by affected local governments

**436** (1) Before it is adopted, a regional growth strategy must be accepted by the affected local governments or, failing acceptance, become binding on the affected local governments under section 440 (6) [*settlement of regional growth strategy in acceptance not otherwise reached*].

(2) Acceptance of a regional growth strategy by an affected local government must be done by resolution of the local government.

(3) For the purposes of this section, before third reading of the bylaw to adopt a regional growth strategy, the board must submit the regional growth strategy to the following:

(a) the council of each municipality all or part of which is covered by the regional growth strategy;

(b) the board of directors of the South Coast British Columbia Transportation Authority if the regional growth strategy is for the Greater Vancouver Regional District;

(c) the board of each regional district that is adjoining an area to which the regional growth strategy is to apply;

(d) the facilitator or, if no facilitator for the regional growth strategy has been designated, the minister.

(4) After receiving a proposed regional growth strategy under subsection (3), each affected local government must

(a) review the regional growth strategy in the context of any official community plans and regional growth strategies for its jurisdiction, both those that are current and those that are in preparation, and in the context of any other matters that affect its jurisdiction, and

(b) subject to an extension by the facilitator under section 438 (3), within 60 days of receipt either

(i) accept the regional growth strategy, or

(ii) respond, by resolution, to the proposing board indicating that the local government refuses to accept the regional growth strategy.

(5) An acceptance under subsection (4) (b) becomes effective

(a) when all affected local governments have accepted the regional growth strategy, or

(b) at the end of the period for acceptance or refusal under that subsection if, at the end of that period, all affected local governments have not accepted the regional growth strategy.

(6) If an affected local government fails to act under subsection (4) (b) within the period for acceptance or refusal, the local government is deemed to have accepted the regional growth strategy.

(7) In the resolution under subsection (4) (b) (ii), the affected local government must indicate

(a) each provision to which it objects,

(b) the reasons for its objection, and

(c) whether it is willing that a provision to which it objects be included in the regional growth strategy on the basis that the provision will not apply to its jurisdiction, as referred to in section 432 (2).

(8) An affected local government is deemed to have accepted any provision of the regional growth strategy to which it does not indicate an objection under subsection (7).

(9) All affected local governments are entitled to participate in any non-binding resolution processes used to resolve an objection or anticipated objection by an affected local government.

(10) If an area in a regional district is incorporated as a new municipality and the regional district has adopted a regional growth strategy for all or part of the area of the new municipality, the regional growth strategy is binding on that new municipality.

### **Resolution of anticipated objections**

**438** (1) Before the end of the 60 days referred to in section 436 (4) (b) [*time for acceptance or refusal*], the facilitator may require the proposing board and the affected local governments to identify any issues on which they anticipate that acceptance may not be reached.

(2) If an issue is identified under subsection (1),

- (a) the facilitator may require the proposing board and the affected local governments to send representatives to a meeting convened by the facilitator for the purpose of clarifying the issues involved and encouraging their resolution, and
- (b) the proposing board and the affected local governments must provide information as requested by the facilitator and must otherwise cooperate with the facilitator in fulfilling his or her responsibilities.

(3) For the purposes of this section, the facilitator may extend the period for acceptance or refusal under section 436 (4) (b) before or after the end of that period.

### **Resolution of refusal to accept**

- 439** (1) The proposing board must notify the minister in writing if an affected local government refuses to accept a proposed regional growth strategy.
- (2) After being notified under subsection (1), the minister must
- (a) require a non-binding resolution process to attempt to reach acceptance on the regional growth strategy, or
  - (b) if satisfied that resolution using a non-binding resolution process under paragraph (a) is unlikely, direct that the regional growth strategy is to be settled under section 440.
- (3) If requiring a non-binding resolution process under subsection (2) (a), the minister
- (a) must, at the time of requiring the non-binding resolution process, specify a time period within which the parties must begin the resolution process, and
  - (b) may, before or after the resolution process has begun, specify a time period within which the parties must conclude the resolution process.
- (4) The choice of non-binding resolution process under subsection (2) (a) is to be determined by agreement between the proposing board and the affected local government or governments that refused to accept the regional growth strategy but, if the minister considers that these parties will not be able to reach agreement, the minister must direct which process is to be used.
- (5) Any affected local government may participate in a non-binding resolution process under this section.
- (6) Unless otherwise agreed by these parties, the fees of any neutral person participating in the non-binding resolution process and the administrative costs of the process, other

than the costs incurred by the parties participating in the process, are to be shared proportionally between the proposing board and the affected local governments that participate in the process on the basis of the converted value of land and improvements in their jurisdictions.

(7) An affected local government is deemed to have accepted the provisions of the regional growth strategy that were not changed as a result of a resolution process under subsection (2) (a).

(8) The following apply if changes to a regional growth strategy are proposed as a result of a resolution process under subsection (2) (a):

(a) the regional growth strategy must be submitted again to the affected local governments for acceptance, subject to paragraph (b) of this subsection, in accordance with section 436;

(b) an affected local government may not indicate an objection to a provision it is deemed to have accepted under section 436 (8) [*no previous objection to provision*] or subsection (7) of this section.

(9) If acceptance is not reached within 60 days after a non-binding resolution process under this section is concluded, the regional growth strategy must be settled in accordance with section 440 unless the proposing board and the affected local governments can reach agreement on the provisions of the regional growth strategy before the settlement process is completed.

#### **Settlement of regional growth strategy if acceptance not otherwise reached**

**440** (1) If acceptance by affected local governments cannot otherwise be reached under this Part, the regional growth strategy is to be settled by one of the following:

(a) peer panel settlement in accordance with section 441 (1);

(b) final proposal arbitration in accordance with section 441 (2);

(c) full arbitration in accordance with section 441 (3).

(2) If more than one affected local government has refused to accept a regional growth strategy, whether the refusals are in relation to the same or different issues, the regional growth strategy is to be settled for all affected local governments in the same settlement proceedings.

(3) The choice of process for settlement is to be determined by agreement between the proposing board and the affected local government or governments that refused to accept the regional growth strategy but, if the minister considers that these parties will not be able to reach agreement, the minister must direct which process is to be used.

(4) Any affected local government may participate in a settlement process under section 441.

(5) During the 60 days after the provisions of a regional growth strategy are settled under section 441, the proposing board and the affected local governments may agree on the acceptance of a regional growth strategy that differs from the one settled.

(6) At the end of the period under subsection (5), unless agreement is reached as referred to in that subsection, the provisions of a regional growth strategy as settled under section 441 become binding on the proposing board and all affected local governments, whether or not they participated in the settlement process.

### **Options for settlement process**

**441** (1) As one option, the provisions of a regional growth strategy may be settled by a peer panel as follows:

(a) the panel is to be composed of 3 persons selected from the applicable list prepared under section 442 (1);

(b) the selection of the panel is to be done by agreement between the proposing board and the affected local government or governments that refused to accept the regional growth strategy or, if the minister considers that these parties will not be able to reach agreement, by the minister;

(c) subject to the regulations, the panel may conduct the proceedings in the manner it determines;

(d) the panel must settle the disputed issues of the regional growth strategy and may make any changes to the provisions of the regional growth strategy that it considers necessary to resolve those issues;

(e) the panel must give written reasons for its decision if this is requested by the proposing board or an affected local government before the panel retires to make its decision.

(2) As a second option, the provisions of a regional growth strategy may be settled by final proposal arbitration by a single arbitrator as follows:

(a) the arbitrator is to be selected from the applicable list prepared under section 442 (1);

(b) the selection of the arbitrator is to be done by agreement between the proposing board and the affected local government or governments that refused to accept the regional growth strategy or, if the minister considers that these parties will not be able to reach agreement, by the minister;

(c) subject to the regulations, the arbitrator must conduct the proceedings on the basis of a review of written documents and written submissions only, and must determine each disputed issue by selecting one of the final written proposals for resolving that issue submitted by one of the participating parties;

(d) the provisions of the regional growth strategy will be as settled by the arbitrator after incorporation of the final proposals selected by the arbitrator under paragraph (c);

(e) no written reasons are to be provided by the arbitrator.

(3) As a third option, the provisions of a regional growth strategy may be settled by full arbitration by a single arbitrator as follows:

(a) the arbitrator is to be selected from the applicable list prepared under section 442 (1);

(b) the selection of the arbitrator is to be done by agreement between the proposing board and the affected local government or governments that refused to accept the regional growth strategy or, if the minister considers that these parties will not be able to reach agreement, by the minister;

(c) subject to the regulations, the arbitrator may conduct the proceedings in the manner he or she determines;

(d) the provisions of the regional growth strategy will be as settled by the arbitrator, who is not restricted in his or her decision to submissions made by the parties on the disputed issues;

(e) the arbitrator must give written reasons for the decision.

### **General provisions regarding settlement process**

**442** (1) Lists of persons who may act on a panel under section 441 (1), as an arbitrator under section 441 (2) or as an arbitrator under section 441 (3) are to be prepared by the



minister in consultation with representatives of the Union of British Columbia Municipalities.

(2) Persons who may be included on a list for a panel under section 441 (1) are persons who are or have been elected officials of a local government or who, in the opinion of the minister, have appropriate experience in relation to local government matters.

(3) In the case of a specific regional growth strategy, a person may not be appointed to a panel or as an arbitrator if the person is, or was at any time since the regional growth strategy was initiated, an elected official of the proposing board or of an affected local government for the regional growth strategy.

(4) Subject to a direction by the panel or arbitrator or to an agreement between the parties, the fees and reasonable and necessary expenses of the members of a peer panel or arbitrator and the administrative costs of the process, other than the costs incurred by the parties participating in the process, are to be shared proportionally between the proposing board and the affected local governments that participate in the process on the basis of the converted value of land and improvements in their jurisdictions.

(5) The directors of the electoral areas to which the regional growth strategy is proposed to apply and the Provincial government may make representations in the settlement process, subject to any conditions set by the panel or arbitrator.

(6) The time limit for bringing any judicial review of a decision of a panel or arbitrator under section 441 is the end of the period for agreement under section 440 (5) *[60 days after provisions settled by panel or arbitrator]*.

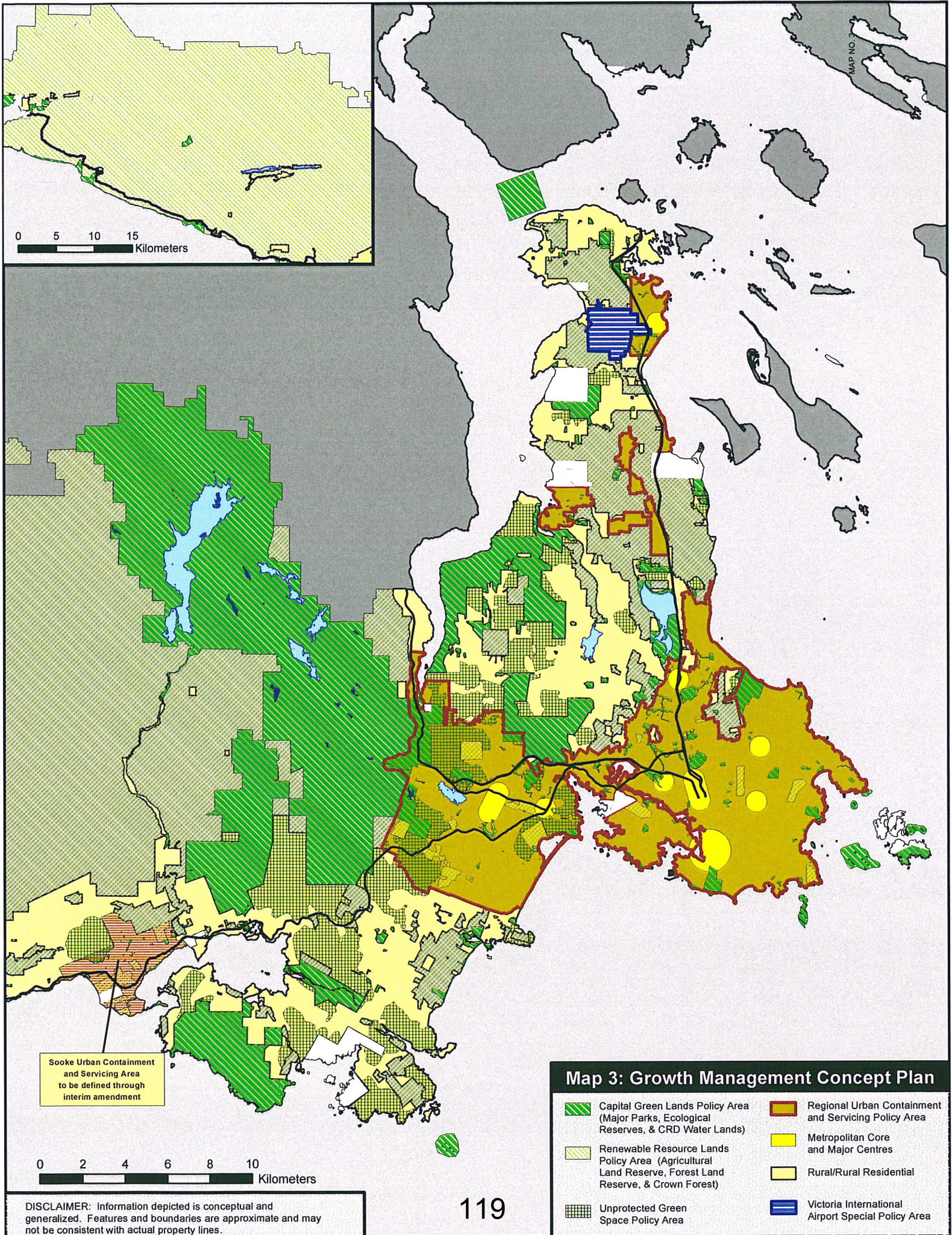
(7) The minister may make regulations regarding settlement processes under section 441, which may be different for different settlement processes, including regulations

(a) respecting matters that a panel or arbitrator may or must consider,

(b) respecting the authority of a panel or arbitrator to settle a regional growth strategy, and

(c) respecting the authority of a panel or arbitrator to require the cooperation of local governments in relation to the settlement processes.







District of Sooke  
NOV 16 2016  
Received

Loretta Rose Deutscher

November 16, 2016

Ms. Teresa Sullivan  
Chief Administrative Officer  
District of Sooke  
2205 Otter Point Rd.  
Sooke, B.C. V9Z 1J2

Dear Ms Sullivan:

It is my sincere hope that serious consideration be given to include the cost of a reliable elevator in the District's budget. It seems to me that the sooner there is a reliable elevator the better for the residents of Sooke.

On November 14, a woman, [redacted] her mother, and I went up in the elevator to attend the Council Meeting about to convene; however, the elevator door did not open when we reached the meeting room. The mother pounded on the door to alert staff to the problem. It appeared that the woman in the chair was becoming agitated. Staff came to the door of the elevator tried the door unsuccessfully, they asked us to push the button to return to the lower floor.

After a few minutes, Staff asked us to try again. We did. This time the elevator worked.

The elevator was successfully used a second time by an individual using oxygen.

This adventure, is the latest in a number of issues with this elevator. It is very scary and very stressful to be stuck in the elevator. Personally, there has been a number of times when the elevator did not work and staff kindly assisted me up the stairs by walking in front of me, or beside me while I used the stairs.

As a result of not being able to use the elevator on a number of occasions, (because it was out of order), I wrote a letter to Ms. Sprinkling. The elevator did get fixed, but broke again.

It is my opinion, it is time to consider a reliable elevator for use by folks who need it in order to attend meetings held in the District Meeting Room.

Thank you for your kind consideration of this request.

Respectfully,

[redacted]  
Loretta Rose Deutscher  
c Her Worship Mayor Maja Tait and Council

File

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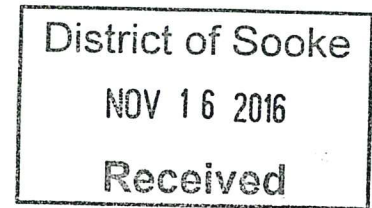
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Royal Canadian  
Mounted Police

Corporate Management and  
Comptrollership Branch  
E and M Divisions

Gendarmerie royale  
du Canada

Service divisionnaire de la gestion  
générale et du contrôle  
Divisions E et M



November 14, 2016

Teresa Sullivan  
City Manager  
District of Sooke  
2205 Otter Point Road  
Sooke, BC V0S 1N0

Dear Ms. Sullivan:

I am writing to advise you about the availability of Corporate Management and Comptrollership Branch (CMCB) staff to visit your municipality to present on items of interest to you, your staff, or at Mayor and Council meetings. As you know, the 2012 Municipal Policing Services Agreement contains a renewed emphasis on communication and consultation with our municipal partners. In this spirit, we want to ensure that municipal detachments and municipalities are given opportunities to get information, ask questions and engage in discussions on important issues.

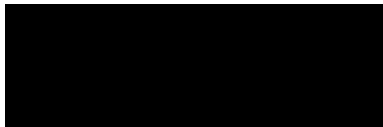
CMCB staff are available to give presentations on the following areas:

- Finance (e.g. budget forecasts, invoices, 5-year plans)
- Assets & Procurement (e.g., accommodations, cells, CCVE)
- Departmental Security (e.g., Personnel & Physical Security)

In order to arrange a meeting, please contact one of the following people:

- Finance: Autumn Longley, Acting Senior Financial Manager, Contract Policing / 778-290-4804
- Assets & Procurement: Irene Lin, Regional Director / 778-290-2761
- Departmental Security: Debi Letkemann, Acting I/C / 778-290-4777

Yours truly,



Robert H. Jorssen, CPA, CMA  
Executive Director  
Corporate Management & Comptrollership Branch  
E & M Divisions RCMP

14200 Green Timbers Way, MS 906  
Surrey, BC V3T 6P3

Cc: Mayor Maja Tait, District of Sooke  
NCO i/c Sooke Detachment  
Max Xiao, Regional Director of Finance, E & M Divisions RCMP

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| Original to File No.                          | 1715-02  |
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*Mayor Maja Tait,  
Sooke District Council,*

District of Sooke  
NOV 16 2016  
Received  
November 1, 2016.

Dear Mayors, Councillors, Regional District Directors,

This is a follow-up letter to our letter of September 14, 2016 regarding the issue of **Human trafficking/sexual exploitation, youth and child exploitation, youth porn use/addiction in BC.**

We have included 5 strategies for Police to accompany the 10 strategies for City Councils that we sent previously.

We have also included a poster from the Vancouver "Buying Sex is a Crime" billboard and poster campaign. The Archdiocese of BC has sponsored this campaign, and they have also set up an excellent new website on trafficking locally: [thetraffickedhuman.org](http://thetraffickedhuman.org).

We would like to see the 2 E's: **Enforcement and Education**. 1. **Enforcement of the law** (Protection of Communities and Exploited Persons Act): Local police need basic training to the issue of Human trafficking/sexual exploitation, youth and child exploitation, youth porn use and addiction. 2. **Education**: Our youth need education about the seriousness of this issue. For example, "sexting" has become "cool", but it is child pornography and illegal under the criminal Code even between consenting minors. In the same way we have stringent rules for children learning to drive cars (age restrictions, training requirements, L and N levels of competency) we need to start comprehensive "cyberspace safety training" to encourage "good humane digital citizens" so that youth understand the serious irretrievable consequences of online presence (it is permanent and enduring becoming their "life brand").

We would like to hear what proactive steps your community is taking to address this issue of Human trafficking/sexual exploitation.

If you need more materials or would like a presentation to any stakeholder/community/advisory group, please let me know.

**Key: It is not acceptable that women and children can be bought and sold in a modern equal society.**

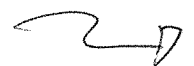
Most sincerely, Mrs. Cathy Peters

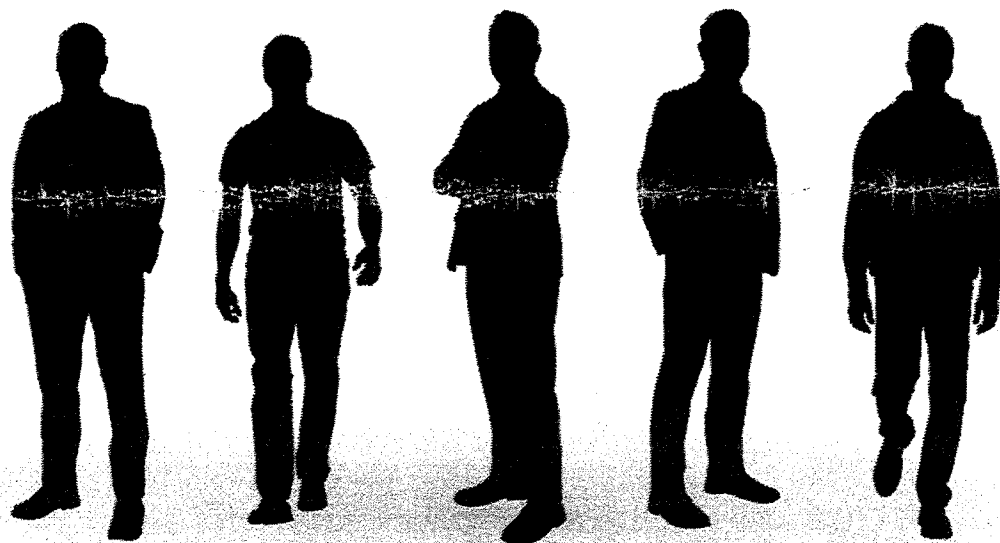
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## 5 Strategies for Police:

1. **AWARENESS:** All Police need to be aware of the issue. Take HT training courses (Police Knowledge Network, OCTIP; Office to Combat Training In Persons). Read "Invisible Chains" by UBC law professor, Benjamin Perrin. Incorporate the United Nations 4 Pillars: Prevention, Protection, Prosecution, Partnerships
2. **ADDRESS DEMAND:** Until there is a deterrent for demand, this crime will flourish exponentially. Johns and the buyers of sex need to be targeted and charged; this is the law (Protection of Communities and Exploited Persons Act).
3. **SCHOOL LIASONS:** Develop positive and strong liasons with elementary and high school students. Young people are vulnerable and are being targeted. "Education is our greatest weapon".
4. **INVENTORY SCAN:** Assess your community. Look for sex ads (Backpage, Craigslist, the newspaper, Georgia Strait); these will lead you to the buyers and sellers. List the businesses that are endemic to HT: escort services, modelling agencies, casinos, adult entertainment centers, tattoo parlours, holistic health centers, nail spas, day spas, massage parlours, strip clubs, cheap hotels. Be aware of their services/clientele. List all your community resources to support victims.
5. **COLLABORATION AND BEST PRACTICES:** Share information with other agencies, RCMP, FBI, Interpol. Where are the best practices in the country? In the world? Halifax police addresses the North Preston and Preston "Finest" gang, RCMP operated "Northern Spotlight Operations", London Ontario has veteran frontline worker and police educator Megan Walker (1-519-432-2204) from the London Women's Abuse Center, Montreal vice unit, Peel Region Police in Hamilton in collaboration with survivor Tamea Nagy, Edmonton vice unit, Winnipeg police and the Tracia Trust in Manitoba, York police in Toronto with survivor Casandra Diamond of Bridge North, Ottawa police (made recent massage parlour sweep). Washington State with former Congresswoman Linda Smith and NGO "Shared Hope"; Seattle using Nordic Model. Sweden has successfully implemented and funded the Nordic Model of Law for the past 17 years: contact Detective Inspector Simon Haggstrom head of the Stockholm Police Prostitution Unit (his work is to charge johns).





**Buying sex is a crime.**

**[thetraffickedhuman.org](http://thetraffickedhuman.org)**



**Patti Rear**

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**Subject:** FW: 16th Edition Deadline Approaching

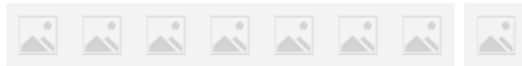
**From:** BC's Guide to Arts & Culture [<mailto:trudy@art-bc.ccsend.com>] **On Behalf Of** BC's Guide to Arts & Culture

**Sent:** Wednesday, November 16, 2016 2:35 PM


**To:** Info <[info@sooke.ca](mailto:info@sooke.ca)>

**Subject:** 16th Edition Deadline Approaching

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*Inspiring Cultural Exploration in every corner of British Columbia*

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**AD SUBMISSION DEADLINE: JANUARY 31st, 2017**

RESERVE NOW

INSERTION CONTRACT

We recognize this deadline may be early for many of you, however as BC's Guide to Arts & Culture covers ALL of BC we need time to curate the 6 regions, complete the community layouts, and print the guide for distribution across BC in the Spring of 2017

To assist us with this task which we heartily undertake as we are proud of the vibrancy of BC's cultural scene; wishing to highlight it to as many as we can; we ask you reserve your space, and submit copy as soon as possible so we can get you up on our new website and include you in our social media program.

As a reward for doing so, we offer an extra *free BC Cultural Crawl* listing, to those who send in their Insertion Contracts by Dec 9<sup>th</sup>

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# BC's Guide to Arts & Culture



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District of Sooke  
 NOV 22 2016  
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**Joyce Volek**

**From:** Mark Blendheim <Blendheim.Mark@smallbusinessbc.ca>  
**Sent:** Monday, November 21, 2016 4:43 PM  
**To:** Info; Info  
**Subject:** Mayor and Council: Four Sooke Businesses Up For Small Business BC Awards  
**Attachments:** Awards 2016-17 - Sooke Shareable Twitter.jpg; Awards 2016-17 - Sooke Shareable FB.JPG; Press Release - 14th Annual Small Business BC Awards - Sooke Nominations....pdf

Hi Mayor Maja Tait and Council,

We wanted to let you that four small businesses in Sooke are up for [Small Business BC Awards](#) this year. Attached is the press release with more details about the nominees and their categories, as well as graphics. Are you able to share the news with your community?

Also, it would be great to have more companies nominated from Sooke. Here is a link to our [most recent tweet](#) and [Facebook post](#) that would be great if you could repost and share. This would be a huge help in raising awareness and also might help in getting more business in your community involved and nominated. Our hashtag is [#SBBCAwards](#).

Looking forward to hearing from you.

Kind regards,

**MARK BLENDHEIM**  
 COMMUNICATIONS MANAGER  
 Suite 54 – 601 West Cordova St. Vancouver, BC V6B 1G1  
 Tel: 604 775 5607 | Toll-free: 1 800 667 2272 | Fax: 604 775 5520  
 Email: [blendheim.mark@smallbusinessbc.ca](mailto:blendheim.mark@smallbusinessbc.ca)  
 Website: [www.smallbusinessbc.ca](http://www.smallbusinessbc.ca)  


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PRESS RELEASE

**FOUR LOCAL BUSINESSES IN SOOKE NOMINATED FOR  
14<sup>th</sup> ANNUAL SMALL BUSINESS BC AWARDS**

**November 21, 2016 – British Columbia:** Small Business BC, the province's premier resource for entrepreneurs, and the Insurance Bureau of Canada, opened nominations and voting for the 14<sup>th</sup> Annual Small Business BC Awards on October 1, 2016. Four small businesses in Sooke have been nominated:

- Barking Dog Studio – Best Community Impact
- My Perfect Gift – Premier's People's Choice
- South Shore Gallery – Premier's People's Choice
- Your Perfect Gift – Premier's People's Choice

The Small Business BC Awards is the largest small business awards competition in the province. These awards recognize the outstanding achievements of BC's entrepreneurs and celebrate the contributions new and existing businesses registered in BC, with fewer than 50 employees, make to their local communities and the global economy.

Nominations and voting close on November 30, 2016. Entrepreneurs are invited to nominate their businesses and the public is encouraged to nominate their favourite small businesses in any of this year's 10 categories:

|  |  |
|--|--|
| <b>PREMIER'S PEOPLE'S CHOICE</b><br><i>Presented by the Province of British Columbia</i> | <b>BEST APPRENTICE TRAINING</b><br><i>Presented by ITA and Kwantlen Polytechnic University</i> |
| <b>BEST COMMUNITY IMPACT</b><br><i>Presented by Vancity</i>                              | <b>BEST COMPANY</b><br><i>Presented by Sage</i>  |
| <b>BEST CONCEPT</b><br><i>Presented by Small Business BC</i>                             | <b>BEST EMPLOYER</b><br><i>Presented by TruShield Insurance</i>                                |
| <b>BEST IMMIGRANT ENTREPRENEUR</b><br><i>Presented by Small Business BC</i>              | <b>BEST INNOVATION</b><br><i>Presented by BC Innovation Council</i>                            |
| <b>BEST INTERNATIONAL TRADE</b><br><i>Presented by UPS Canada</i>                        | <b>BEST MARKETER</b><br><i>Presented by Yellow Pages</i>                                       |

Recipients of Small Business BC Awards are recognized with the Premier's Prize in the amount of \$1,500 cash. The winners are also offered a one-year all-access pass to Small Business BC education, resources and experts, and one-on-one business mentorship opportunities with notable advisors from the award sponsors.

Nominated business owners are tasked with gaining as many votes as possible through social media, word of mouth, e-mail or any other means by November 30, 2016 to make it to the Top 10 in each category. The Top 10 will be announced as finalists on December 12, 2016.

The winners of each category will be announced at the Small Business BC Awards Ceremony on February 23, 2017 at the Pan Pacific Vancouver Hotel.

More details on the Small Business BC Awards can be found at [www.sbbcawards.ca](http://www.sbbcawards.ca).

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**Quotes**

"The Small Business BC Awards are about celebrating the people who help make communities across the province thrive -- entrepreneurs. By creating jobs and making neighbourhoods flourish, small business owners are the backbone of B.C.'s growing and diverse economy." – **Premier Christy Clark**

"It's important to recognize small businesses for what they do for B.C. -- grow the economy, create jobs and, most importantly, be the heart and soul of B.C.'s communities. I invite all small businesses across B.C. to apply for the Small Business BC Awards, so that you can be celebrated for all your hard work, you deserve it." – **Hon. Coralee Oakes, Minister of Small Business, Red Tape Reduction and Liquor Distribution, Province of British Columbia**

"Small businesses are playing an increasingly vital role in the social well-being and health of small communities and the overall BC economy. Their efforts deserve the respect of all British Columbians and the Small Business BC

Awards are the best way to celebrate and acknowledge their success and contribution." – **George Hunter, CEO, Small Business BC**

"IBC is proud to support small businesses in British Columbia and across Canada. Insurers and consumers know that when small businesses succeed it promotes job creation and economic growth. That is why Canada's insurance industry is committed to working with small business owners to make sure they have the protection and coverage they need to help them grow and prosper." – **Bill Adams, Vice-President, Western and Pacific, IBC**

"The BC Innovation Council recognizes that small and medium-sized enterprises have a significant impact on economic growth, jobs and innovation. They make up the majority of companies in our thriving technology sector. We're very proud to be presenting the Best Innovation Award in this year's Small Business BC Awards competition." – **Shirley Vickers, President and CEO, BC Innovation Council**

"BC's economy wouldn't be where it is today without the contributions of all the small businesses across the province. Hiring and training apprentices are integral pieces of growing and sustaining businesses of all sizes and strengthening BC's trades community. We are excited to recognize a champion employer with the Best Apprentice Training Award this year in partnership with Kwantlen Polytechnic University." – **Gary Herman, CEO, Industry Training Authority**

"At KPU, we work hand-in-hand every day with small businesses who support our students in a variety of ways, including co-ops, internships and experiential learning opportunities. We are pleased to partner with the ITA for these awards to honour those small businesses who support our apprentices by ensuring they receive on-the-job training that is such a critical component to their success in their chosen trades." – **Salvador Ferreras, Ph.D., Provost and Vice-President Academic, Kwantlen Polytechnic University**

"At Sage, we value the importance of supporting small business growth, because we understand just how integral it is to job creation and overall economic prosperity. We are excited to encourage recognition for entrepreneurs by sponsoring the Small Business BC Awards, and will continue to provide market-leading accounting, ERP, payment and payroll solutions that will help small businesses succeed in the province and across Canada." – **Paul Struthers, Executive Vice President and Managing Director, Sage Canada**

"TruShield is pleased to support and recognize the best of the BC small business community. Thanks to all nominees for being inspirational to future entrepreneurs." – **Tony O'Brien, EVP, TruShield Insurance**

"UPS Canada is proud to collaborate with Small Business BC in an effort to lead the way in building the already strong entrepreneurial presence in British Columbia. Together, we are advancing small business success and the 14th Annual Small Business BC Awards competition will help acknowledge those making a difference." – **Paul Gaspar, Director of Small Business, UPS Canada**

"Looking forward to recognizing all those entrepreneurs investing and creating an impact in our communities!" – **Morgan Beall, Microfinance Program Manager, Vancity Community Investment**

"Serving over 244,000 local Canadian businesses, Yellow Pages champions the neighbourhood economy by enabling local businesses and their consumers to connect, interact and build relationships. We are proud to be part of the Small Business BC Awards, acknowledging achievements of BC's entrepreneurs" – **Sonny Magon, Senior Sales Manager, Yellow Pages**

#### **Media Contact:**

Mark Blendheim  
Communications Manager, Small Business BC  
Direct: 604-775-5607  
[blendheim.mark@smallbusinessbc.ca](mailto:blendheim.mark@smallbusinessbc.ca)

#### **About Small Business BC**

[Small Business BC](#) provides entrepreneurs with the information and guidance necessary to build a solid foundation for their business. Through a wide range of products, services, education and resources there's a piece that fits with every business. No matter what stage or what skill level, when an entrepreneur finds themselves asking "How do I...?" Small Business BC is the one to call.

#### **About Insurance Bureau of Canada**

Insurance Bureau of Canada (IBC) is the national industry association representing Canada's private home, auto and business insurers. Its member companies make up 90% of the property and casualty (P&C) insurance market in Canada. For more than 50 years, IBC has worked with governments across the country to help make affordable home, auto and business insurance available for all Canadians. IBC supports the vision of consumers and governments trusting, valuing and supporting the private P&C insurance industry. It champions key issues and helps educate consumers on how best to protect their homes, cars, businesses and properties. P&C insurance touches the lives of nearly every Canadian and plays a critical role in keeping businesses safe and the Canadian economy strong. It employs more than 120,000 Canadians, pays \$8.2 billion in taxes and has a total premium base of \$49 billion.





City of  
Richmond

Malcolm D. Brodie  
Mayor

6911 No. 3 Road  
Richmond, BC V6Y 2C1  
Telephone: 604-276-4123  
Fax No: 604-276-4332  
[www.richmond.ca](http://www.richmond.ca)

October 17, 2016

The Honourable Christy Clark  
Premier of British Columbia  
Office of the Premier  
PO Box 9041 STN PROV GOVT  
Victoria B.C. V8W 9E1

The Honourable Todd Stone  
Minister of Transportation and Infrastructure  
and Deputy House Leader  
PO Box 9409 STN PROV GOVT  
Victoria B.C. V8W 9V1

Dear Premier Clark and Minister Stone:

**Re: George Massey Tunnel Replacement Project -- Highway Infrastructure Features**

In December 2015, the Project Definition Report for the George Massey Tunnel Replacement Project (the Project) was released that contained conceptual drawings of the Project, including detail of the proposed Steveston Highway and Highway 17A interchange ramps in plan view with limited information on the proposed vertical profiles.

Beginning in late June 2016, scaled model displays of the proposed new bridge and the two interchanges at Steveston Highway and Highway 17A have been available for public viewing at the Ministry of Transportation and Infrastructure's (the Ministry) Project office in Richmond.

As the latest project models revealed new information in terms of the vertical profiles of the structures and their relation to adjacent existing structures and buildings, Richmond City Council, at its Regular Council meeting held on Tuesday, October 11, 2016, considered a staff report regarding the highway infrastructure features of the Project and adopted the following resolution:

- (1) *Richmond City Council reconfirms its significant concerns regarding the proposed bridge project to replace the George Massey Tunnel and encourages the Province of British Columbia to work with the Cities of Richmond and Delta, Metro Vancouver, Translink and other interested parties to implement solutions to the urgent problem of congestion on Highway 99 that are more compatible with the regional transportation network, the enhancement of public transportation in the region, protection of the environment, protection of farmland, consistency with the Regional Growth Strategy, protection of our quality of life and other important factors;*

- (2) *If the Province decides to proceed with the current proposal to replace the Massey Tunnel, that the Ministry of Transportation and Infrastructure be strongly urged to significantly reduce the size and project scope of the Steveston Highway interchange and Highway 99, including:*
  - (a) *measures be incorporated into the design of the Steveston Highway Interchange ramps to mitigate the noise, lighting and visual impacts of the ramps such as the installation of a green wall/vertical garden or other decorative concrete forms on the vertical walls;*
  - (b) *principles to ensure the security of transit passengers (i.e., Crime Prevention Through Environmental Design) and mitigation measures to address the noise, visual and air quality impacts be incorporated into the design of the transit exchange located within the Steveston Highway Interchange; and*
  - (c) *the design for the widening of Highway 99 near the Steveston Highway Interchange be re-examined with a view to minimizing the extent of widening while not comprising safety and its functions;*
- (3) *That a follow-up letter be sent to the Provincial Agricultural Land Commission reiterating the City's concerns regarding the Ministry's application for Transportation, Utility and Recreational Trail Use along the Highway 99 corridor to allow for the widening of Highway 99 as part of the Project;*
- (4) *That the report titled "George Massey Tunnel Replacement Project – Highway Infrastructure Features" dated September 28, 2016 be forwarded to the British Columbia Environmental Assessment Office for consideration as part of the City's second round of comments further to the initial 30-day Working Group review period on the Provincial Environmental Assessment Application for the George Massey Tunnel Replacement Project; and*
- (5) *That a letter containing this resolution and the report entitled George Massey Tunnel Replacement Project – Highway Infrastructure Features, dated September 28, 2016 and related information be sent to the Premier, the Minister of Transportation and Infrastructure, Richmond MPs and MLAs, the Mayor of Delta, Metro Vancouver, Translink, and to BC Mayors and Councils (through CivicInfo).*

Further details of Richmond City Council's on-going and unresolved concerns with the Project since its announcement in September 2013 are provided in the attached past Council resolutions and staff reports.

We trust that the above Council resolutions will be considered seriously by the Ministry before this project is advanced any further and that your collaboration with all regional stakeholders is committed now to seek a collectively supported solution to the current transportation crisis.

Yours truly,



Malcolm D. Brodie  
*Mayor*

Att. 1

pc: The Honourable Alice Wong, Member of Parliament for Richmond Centre  
Mr. Joe Peschisolido, Member of Parliament for Steveston–Richmond East  
The Honourable Linda Reid, Member of the Legislative Assembly for Richmond East and Speaker of the Legislature  
The Honourable Teresa Wat, Member of the Legislative Assembly for Richmond Centre and Minister for International Trade and Minister Responsible for the Asia Pacific Strategy and Multiculturalism  
Mr. John Yap, Member of the Legislative Assembly for Richmond-Steveston and Parliamentary Secretary for Liquor Reform Policy to the Minister of Small Business, Red Tape Reduction and Minister Responsible for the Liquor Distribution Branch  
Mayor Lois Jackson (Corporation of Delta)  
Metro Vancouver  
TransLink  
BC Mayors and Councils (CivicInfo)

## George Massey Tunnel Replacement Project – History of Council Resolutions

| Council Meeting       | Resolution   |
|-----------------------|--|
| <b>March 11, 2013</b> | <p><i>WHEREAS:</i></p> <ul style="list-style-type: none"> <li>(A) <i>the Richmond Official Community Plan envisions the protection of existing farm lands and the improvement to provincial highways be restricted only to within the existing corridors such as Highway 99 in Richmond;</i></li> <li>(B) <i>any proposed new highway corridors through existing farm lands would be detrimental to the City and the region; and</i></li> <li>(C) <i>Richmond has continuously expressed opposition to any new highway crossing in the vicinity of No. 8 Road;</i></li> </ul> <p><i>THEREFORE BE IT RESOLVED</i></p> <ul style="list-style-type: none"> <li>(1) <i>That the City of Richmond send a letter to the Minister of Transportation and Infrastructure, with copies to the Richmond MLA's, the leader of the Official Opposition, Richmond Agricultural Advisory Committee, the Metro Vancouver Agricultural Advisory Committee, and the Agricultural Land Commission, formally opposing any proposed river crossing options that would significantly impact existing farm lands and communities, particularly Scenario 5 in their recently released documents for Phase 2 public consultation for the George Massey Tunnel Replacement project;</i></li> <li>(2) <i>That all Metro Vancouver municipalities be advised of the above resolution; and</i></li> <li>(3) <i>That staff review and report back on the implications of the George Massey Tunnel improvement options once further details of the options are determined.</i></li> </ul> |
| <b>June 23, 2014</b>  | <ul style="list-style-type: none"> <li>(1) <i>That the proposed project objectives for the replacement of the George Massey Tunnel as described in the staff report dated May 23, 2014 from the Director, Transportation be endorsed and forwarded to the Ministry of Transportation &amp; Infrastructure for its consideration in the development of a preferred project scope of improvements; and</i></li> <li>(2) <i>That the above Council resolution and a copy of the above report be forwarded to Richmond MLAs, TransLink, the Corporation of Delta, and the Cities of Surrey, White Rock and Vancouver for information.</i></li> </ul>   |
| <b>July 27, 2015</b>  | <ul style="list-style-type: none"> <li>(1) <i>That the staff report titled "Update on George Massey Tunnel Replacement Project" dated July 10, 2015 from the Director, Transportation, be forwarded to the Ministry of Transportation &amp; Infrastructure's George Massey Tunnel Replacement project team for consideration in the development of the Project Definition Report;</i></li> <li>(2) <i>That a letter be sent to BC Hydro advising that, should the George Massey Tunnel be decommissioned, the City's preferred options for the relocation of the BC Hydro transmission line from the tunnel would be either an underground crossing of the Fraser River or attached to the new bridge; and</i></li> <li>(3) <i>That a letter be sent to the Auditor General for British Columbia outlining Council's concerns with respect to the replacement of the George Massey Tunnel.</i></li> </ul>  |



## George Massey Tunnel Replacement Project – History of Council Resolutions

| Council Meeting         | Resolution   |
|-------------------------|--|
| <b>October 13, 2015</b> | <p>(1) That the staff report titled "Update on George Massey Tunnel Replacement Project – Highway 99 Widening," dated September 28, 2015, from the Director, Transportation, be forwarded to the Ministry of Transportation and Infrastructure's George Massey Tunnel Replacement project team for consideration in the development of the Project Definition Report;</p> <p>(2) That a letter be sent by Mayor Brodie, on behalf of Council, to the Agriculture Land Commission and the Minister of Transportation and Infrastructure, with copies to all Richmond MLA's, advising of the City's concerns with any potential widening of Highway 99 on the west side impacting existing established institutions and farming of their backlands, and reiterating the City's request for the early provision of the Project Definition Report and financing strategy; and</p> <p>(3) That a letter be sent to the Agriculture Land Commission confirming that the City wishes to be fully engaged in any discussions regarding the use of Agricultural Land Reserve lands for the George Massey Tunnel Replacement Project.</p>  |
| <b>January 25, 2016</b> | <p>(1) That the Ministry of Transportation and Infrastructure (MoTI) be advised that while the City supports the objectives of the George Massey Tunnel Replacement Project to ease traffic congestion at the existing tunnel area, improve transit and cycling connections and replace aging highway infrastructure to enhance public safety, as described in their Project Definition Report, the following issues must be addressed by MoTI prior to advancing the project for further design and the procurement process:</p> <p>(a) Provision of further details to demonstrate how the overall project will:</p> <ul style="list-style-type: none"> <li>(i) Have a net zero or positive impact to agricultural land, and</li> <li>(ii) Maintain, protect and enhance the City's riparian management areas and environmentally sensitive areas through a net gain approach;</li> </ul> <p>(b) Determination of how the toll rate will be implemented so that it would be fair, equitable and part of a region-wide mobility pricing policy consistent with the Mayors' Council vision for regional transportation investments in Metro Vancouver;</p> <p>(c) Immediate commencement of discussions by MoTI with the Cities of Vancouver and Richmond to jointly establish a contingency plan to address any potential increased traffic queuing on Highway 99 at the approach to the Oak Street Bridge;</p> <p>(d) Collaboration with the City to identify appropriate infrastructure improvements to minimize any negative impacts from the widened bridge crossing and associated interchanges on the local road network including Steveston Highway, Westminster Highway, No. 5 Road, Van Horne Way, and Rice Mill Road;</p> <p>(e) Encouragement of project proponents by MoTI to achieve a creative and innovative iconic design of the new bridge that recognizes its significance of being the largest bridge to be built in British Columbia; and</p> <p>(f) Facilitate excellence in supporting sustainable transportation options through:</p> <ul style="list-style-type: none"> <li>(i) Partnership with TransLink to ensure that the transit stops within the Steveston Highway and Highway 17A interchanges are operational on opening day,</li> <li>(ii) Provision of a multi-use path for pedestrians and cyclists on each side of the</li> </ul> |

## George Massey Tunnel Replacement Project – History of Council Resolutions

| Council Meeting          | Resolution  |
|--------------------------|---|
|                          | <p><i>new bridge of sufficient width to safely accommodate all users in order to:</i></p> <ul style="list-style-type: none"> <li><i>i. Improve safety by minimizing the crossing of Highway 99 on- and off-ramps at Steveston Highway that are planned as free flow,</i></li> <li><i>ii. Minimize circuitousness and maximize convenience, and</i></li> <li><i>iii. Better address existing and future demand;</i></li> </ul> <p><i>(iii) Inclusion of pedestrian and cycling facilities as part of the new Steveston Highway and Westminster Highway interchanges and on both sides of the Blundell Road overpass, and</i></p> <p><i>(iv) Provision of improved pedestrian and cycling facilities on Shell Road as part of the widened Shell Road overpass.</i></p> <p><i>(2) That the BC Environmental Assessment Office be requested to extend the deadline for comments on the draft Application Information Requirements from February 10, 2016 to March 15, 2016 to provide the City with sufficient time to provide meaningful input.</i></p> <p><i>(3) That the matter be referred to Metro Vancouver for comments on the compatibility of the new bridge with the Regional Growth Strategy;</i></p> <p><i>(4) That overall Richmond City Council prefers a new or improved tunnel rather than a new bridge;</i></p> <p><i>(5) That a letter be sent to the City of Vancouver request that they involve the City of Richmond in the discussions regarding the Oak Street Bridge and 70<sup>th</sup> Avenue and Oak Street situations following the completion of construction;</i></p> <p><i>(6) That a letter be sent to Agricultural Land Commission seeking information on the potential encroachment on the farm land; and</i></p> <p><i>(7) That a copy of the resolution be sent to the Prime Minister, Premier, City of Vancouver, local MPs and local MLAs.</i></p> |
| <b>February 22, 2016</b> | <p><i>(1) That the City of Richmond request that the Provincial Government provide copies of all reports and studies – including but not limited to business plans, feasibility studies, technical studies, seismic studies, and/or environmental impact studies – that relate to the original plan to twin the George Massey Tunnel and/or provide Rapid Bus service that were considered during the period from 2006 to 2008; and that if necessary, that the foregoing request be made as an official Freedom of Information request;</i></p> <p><i>(2) That a letter be sent to the Auditor General requesting comments on the process leading up to the decision related to the George Massey Tunnel Replacement Project; and</i></p> <p><i>(3) That the City of Richmond send a letter to the Federal Minister of the Environment requesting that the George Massey Tunnel Replacement Project be referred to a Canadian Environmental Assessment Review Panel for review under the Environmental Assessment Act.</i></p>   |

## George Massey Tunnel Replacement Project – History of Council Resolutions

| Council Meeting      | Resolution  |
|----------------------|---|
| <b>July 25, 2016</b> | <p><i>That a letter be sent to the Provincial Agricultural Land Commission:</i></p> <p>(1) <i>Requesting that the following further detailed information, as outlined in the attached report, be provided by the Ministry of Transportation and Infrastructure regarding its application for Transportation, Utility and Recreational Trail Use along the Highway 99 corridor to allow for the widening of Highway 99 as part of the George Massey Tunnel Replacement Project:</i></p> <ul style="list-style-type: none"> <li>(a) <i>Substantiate the claims of transportation benefits and specify how Rice Mill Road could become a farm route alternative to Steveston Highway without assuming any improvement costs to be borne by the municipality;</i></li> <li>(b) <i>Demonstrate how the Project will maintain, protect and enhance the City's riparian management areas and environmentally sensitive areas on both sides of Highway 99 through a net gain approach;</i></li> <li>(c) <i>Clarify how topsoil conservation will be undertaken;</i></li> <li>(d) <i>Ensure that the highway right-of-way identified for potential return to agricultural use will be farmed upon completion of the Project;</i></li> <li>(e) <i>Clarify how the Project will improve the highway right-of-way identified for potential return to agricultural use;</i></li> <li>(f) <i>Conduct a soils analysis study to better document and assess the soil capability of the parcels required for the Project and the highway right-of-way identified for potential return to agricultural use; and</i></li> <li>(g) <i>Validate that the highway right-of-way identified for potential return to agricultural use will be improved to a soil capability class equal to or better than that of the parcels required for the Project to ensure a net gain in soil quality, not just total area;</i></li> </ul> <p>(2) <i>Expressing the following concerns regarding the proposed acquisition of a parcel of the City land comprising the Gardens Agricultural Park:</i></p> <ul style="list-style-type: none"> <li>(a) <i>Reduction in the overall size of the park by 17.8 percent;</i></li> <li>(b) <i>Reduction in the size of the park elements of the community gardens, agricultural demonstration gardens, and parking lot by 50 percent;</i></li> <li>(c) <i>Impact on the approved park design such that a new park design process must be undertaken including public consultation; and</i></li> <li>(d) <i>Additional costs and resources required to undertake the park design process; and</i></li> </ul> <p>(3) <i>Expressing concern that the Province is taking farm land from the west side of Highway 99 as opposed to the east side, as property on the west side of Highway 99 is dedicated to farming purposes pursuant to agreements between the City of Richmond and third parties in the Agricultural Land Reserve; and</i></p> <p>(4) <i>Requesting that the approval of the application not be granted until the above information is submitted for further review and the above issues are considered by the Agricultural Land Commission and the City of Richmond, as well as other relevant stakeholders such as the Agricultural Advisory Committee, to be satisfactorily</i></p> |

## George Massey Tunnel Replacement Project – History of Council Resolutions

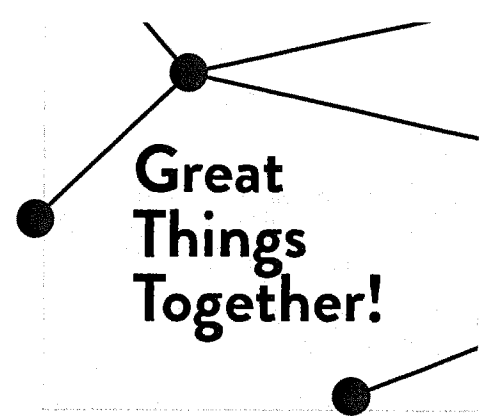
| Council Meeting           | Resolution   |
|---------------------------|--|
|                           | addressed.   |
| <b>September 12, 2016</b> | <i>That the City's comments on the Provincial Environment Assessment Application for the George Massey Tunnel Replacement Project for the first round of the 30-day Working Group review period, as outlined in Attachment 1 of the staff report, titled "George Massey Tunnel Replacement Project - Application Comments for the British Columbia Environmental Assessment Process" dated August 26, 2016, be conveyed to the BC Environmental Assessment Office for consideration and response provided that comments be added regarding BC Hydro overhead transmission lines and that copies be sent to Metro Vancouver.</i>  |
| <b>October 3, 2016</b>    | <i>That a follow-up letter be sent to the Provincial Agricultural Land Commission reiterating the City's concerns regarding the Ministry's application for Transportation, Utility and Recreational Trail Use along the Highway 99 corridor to allow for the widening of Highway 99 as part of the Project.</i>  |
| <b>October 11, 2016</b>   | <ol style="list-style-type: none"> <li>(1) <i>Richmond City Council reconfirms its significant concerns regarding the proposed bridge project to replace the George Massey Tunnel and encourages the Province of British Columbia to work with the Cities of Richmond and Delta, Metro Vancouver, Translink and other interested parties to implement solutions to the urgent problem of congestion on Highway 99 that are more compatible with the regional transportation network, the enhancement of public transportation in the region, protection of the environment, protection of farmland, consistency with the Regional Growth Strategy, protection of our quality of life and other important factors;</i></li> <li>(2) <i>If the Province decides to proceed with the current proposal to replace the Massey Tunnel, that the Ministry of Transportation and Infrastructure be strongly urged to significantly reduce the size and project scope of the Steveston Highway interchange and Highway 99, including:</i> <ol style="list-style-type: none"> <li>(a) <i>measures be incorporated into the design of the Steveston Highway Interchange ramps to mitigate the noise, lighting and visual impacts of the ramps such as the installation of a green wall/vertical garden or other decorative concrete forms on the vertical walls;</i></li> <li>(b) <i>principles to ensure the security of transit passengers (i.e., Crime Prevention Through Environmental Design) and mitigation measures to address the noise, visual and air quality impacts be incorporated into the design of the transit exchange located within the Steveston Highway Interchange; and</i></li> <li>(c) <i>the design for the widening of Highway 99 near the Steveston Highway Interchange be re-examined with a view to minimizing the extent of widening while not comprising safety and its functions;</i></li> </ol> </li> <li>(3) <i>That a follow-up letter be sent to the Provincial Agricultural Land Commission reiterating the City's concerns regarding the Ministry's application for Transportation, Utility and Recreational Trail Use along the Highway 99 corridor to allow for the widening of Highway 99 as part of the Project;</i></li> <li>(4) <i>That the report titled "George Massey Tunnel Replacement Project – Highway Infrastructure Features" dated September 28, 2016 be forwarded to the British Columbia Environmental Assessment Office for consideration as part of the City's second round of comments further to the initial 30-day Working Group review period on the Provincial Environmental Assessment Application for the George Massey Tunnel Replacement Project; and</i></li> </ol> |

## George Massey Tunnel Replacement Project – History of Council Resolutions

| Council Meeting | Resolution   |
|-----------------|--|
|                 | <p>(5) <i>That a letter containing this resolution and the report entitled George Massey Tunnel Replacement Project – Highway Infrastructure Features, dated September 28, 2016 and related information be sent to the Premier, the Minister of Transportation and Infrastructure, Richmond MPs and MLAs, the Mayor of Delta, Metro Vancouver, Translink, and to BC Mayors and Councils (through CivicInfo).</i></p> |



District of Sooke  
 NOV 18 2013  
 Received



Mayor Maja Tait  
 2205 Otter Point Rd  
 Sooke BC V9Z 1J2

Dear Mayor Tait

The Art Gallery of Greater Victoria is proud to provide exciting exhibitions, programs, and events that bring people together and make our community a better place.

**We cannot do it without you – our friends and supporters.** The Gallery receives only a small portion of our operating funding from government sources, so your support – in the form of membership and donations – is crucial to maintaining and growing our collection and services.

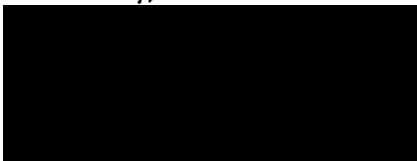
Two new and exciting programs launched over the past year, which demonstrate the innovative ways the AGGV connects with our community are:

- *Youth Tour Leader Program:* Youth, 11-15 years of age participate in leading tours of our exhibitions and connecting with audiences in a different way. These young people are a very inspired group, learning to engage visitors and gaining important life skills.
- *Syrian Refugee Program:* Families new to Victoria are invited in their own language to connect with the Gallery and our exhibitions. We are pleased to thank our partners, Canada Council and the Victoria Intercultural Association for their support of this program.

Our Annual Appeal goal for this year is \$275,000. The funds will help support our collection, permanent and temporary exhibitions, events, and programs. **Today I am asking you to expand your commitment to the Gallery and invest in the arts in our community by making a one-time or a monthly donation to the AGGV.**

Thank you in advance for your consideration. Your gift, no matter the size, will make a difference. Let's do great things together!

Sincerely,



Ruth Wittenberg  
 AGGV Board Chair

|                      |                                     |   |
|----------------------|-------------------------------------|---|
| Original to File No. | 0320101                             |   |
| For Action by:       | Copy to:                            |   |
| Mayor                | <input checked="" type="checkbox"/> | ✓ |
| Council              | <input checked="" type="checkbox"/> | ✓ |
| CAO                  | <input checked="" type="checkbox"/> | ✓ |
| Corporate Services   | <input type="checkbox"/>            |   |
| Development Services | <input type="checkbox"/>            |   |
| Financial Services   | <input type="checkbox"/>            |   |
| Fire                 | <input type="checkbox"/>            |   |
| Other                | <input type="checkbox"/>            |   |

# Let's Do Great Things!

Your support allows the Art Gallery of Greater Victoria to give our growing community the creative spaces, engaging experiences, and wonderful art that makes our community a better place. Please help us do great things - we are so much better together!

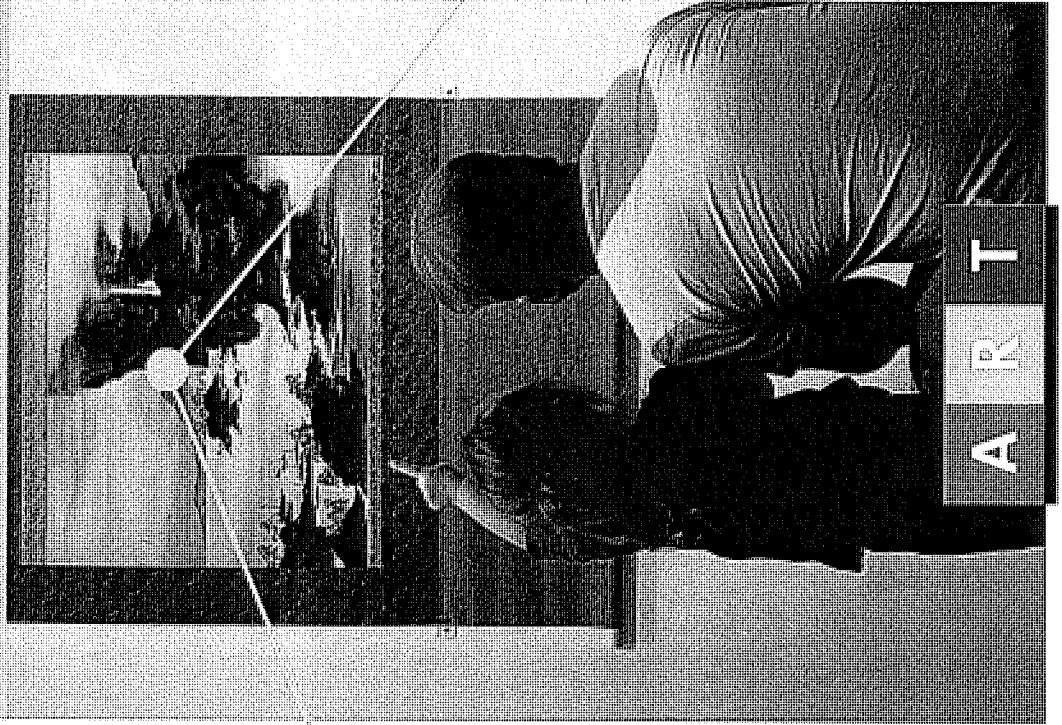
## You can donate in 3 simple ways

- 1 Visit [aggv.ca/donate](http://aggv.ca/donate)
- 2 Fill out our donation form & pop it in the mail
- 3 Swing by the Gallery - we'd love to see you!

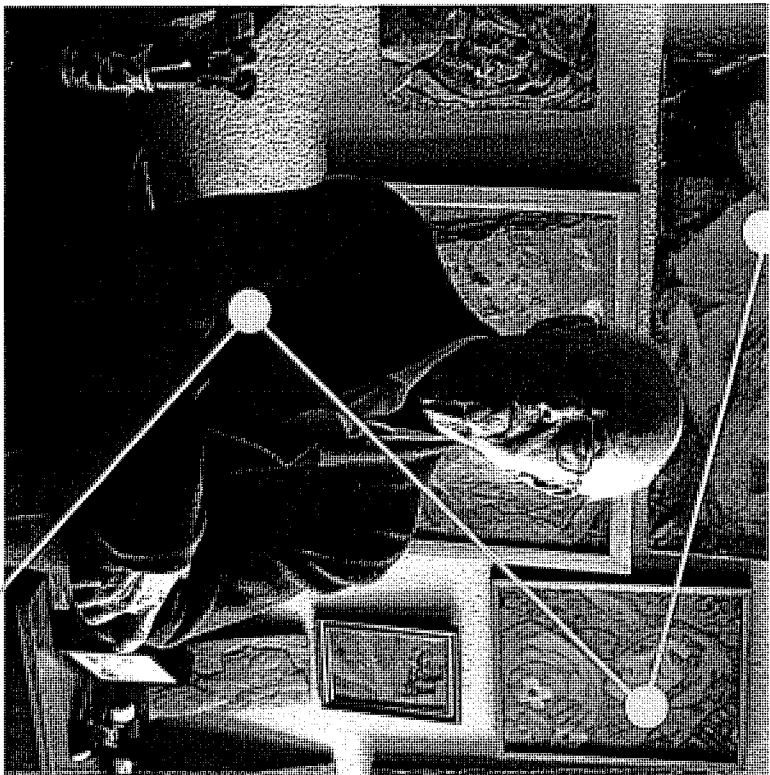
**A R T G A L L E R Y**  
OF GREATER VICTORIA

250.384.4171  
AGGV.CA

# Great Things Together!







## Collaborate with Us.

Collaborate with us and help us continue to do the many innovative things we do to engage the hearts and minds of the entire community. Our Annual Appeal goal of \$275,000 will help us move forward to launch new enriching programs for all ages, engage new audiences, create fascinating exhibitions, and host invigorating events.

## Connected to You.

Art connects us all. The Art Gallery of Greater Victoria strives to provide exhibitions, programs, and events that move you, inspire you, and encourage you to connect with others by sharing your reactions and ideas. Your support of the Art Gallery of Greater Victoria is the fuel that ignites everything we do.





**Joyce Volek**

---

**From:** RCL Branch 54 <secretary@rcl54.shawbiz.ca>  
**Sent:** Sunday, November 20, 2016 1:56 PM  
**To:** Info  
**Subject:** thank you  
**Attachments:** Mayor & council 2016.pdf

Please pass along our letter of thanks to Mayor and council for their attendance Nov 11.

Best regards,  
Merle

Merle Fulton  
Secretary  
Royal Canadian Legion Branch #54  
Sooke, BC  
250-642-2052, Fax 778-352-3333

|   |                                     |
|---|-------------------------------------|
| Original to File No. 0320.01                  |                                     |
| For Action by:                                | Copy to:                            |
| Mayor <input checked="" type="checkbox"/>     | <input checked="" type="checkbox"/> |
| Council <input checked="" type="checkbox"/>   | <input checked="" type="checkbox"/> |
| CAO <input checked="" type="checkbox"/>       | <input checked="" type="checkbox"/> |
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| Fire <input type="checkbox"/>                 | <input type="checkbox"/>            |
| Other <input type="checkbox"/>                | <input type="checkbox"/>            |



District of Sooke  
NOV 21 2016  
Received

The Royal Canadian Legion Branch 54  
PO Box 337, Sooke, BC V9Z-1G1  
Email: [secretary@rcl54.shawbiz.ca](mailto:secretary@rcl54.shawbiz.ca)  
Telephone: 250-642-2052 and Fax: 778-352-3333

November 20, 2016

Mayor Tait & Councillors  
2205 Otter Point Rd  
Sooke BC  
V9Z 1J2

Dear Mayor Tait,

On behalf of Royal Canadian Legion Branch #54 Sooke, we want to thank you and the members of council who attended the Remembrance Day Parade and Service on 11 November 2016. It was very much appreciated.

Yours truly  
Jan Watson  
Br 54 President

District of Sooke  
 NOV. 21 2016  
 Received

**Joyce Volek**

**From:** Weirmier, Cara <Cara\_Weirmier@BCTransit.Com>  
**Sent:** Thursday, November 17, 2016 4:22 PM  
**To:** Info  
**Subject:** Letter from the Victoria Regional Transit Commission  
**Attachments:** Commission Letter to District of Sooke\_17Nov2016.pdf

Good afternoon,

Please see attached a letter addressed to Mayor and Council from the Victoria Regional Transit Commission.

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, V8W 9T5  
 250-385-2551 | [www.bctransit.com](http://www.bctransit.com)

Please consider the environment before printing this e-mail.

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| Original to File No. 8000101                  |                                     |
| For Action by:                                | Copy to:                            |
| Mayor <input type="checkbox"/>                | <input checked="" type="checkbox"/> |
| Council <input type="checkbox"/>              | <input checked="" type="checkbox"/> |
| CAO <input type="checkbox"/>                  | <input checked="" type="checkbox"/> |
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| Financial Services <input type="checkbox"/>   | <input type="checkbox"/>            |
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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*

Mayor Maja Tait  
*District of Sooke*

Councillor Marianne Alto  
*City of Victoria*

Mayor & Councilors  
District of Sooke  
2205 Otter Point Road,  
Sooke, BC  
V9Z 1J2

### **Re: Improving transit service by improving transit travel times**

Public transit is a key component of the region's transportation network. Reliable, consistent and frequent service attracts riders and contributes to the economic, social and environmental fabric of communities. Public transit supports the District of Sooke's desire to create economically, socially and environmentally sustainable and livable communities by connecting people at a local and regional scale.

Each day, the Victoria Regional Transit System accommodates between 80,000 and 100,000 rides and moves thousands of transit customers along corridors in the region. Ridership continues to grow at a rate of one per cent per annum, adding 800 to 1,000 new transit rides to the system per day.

Unfortunately, it is becoming increasingly more challenging to accommodate existing and new transit riders. Across the region, traffic congestion, higher transit ridership, lane reductions and changes to speed limits are resulting in slower travel times and decreased on-time performance. These factors ultimately impact the overall quantity and quality of transit services that can be offered.

A key focus this fiscal year was reviewing and rescheduling routes to better reflect increased travel times and improve on-time performance and reliability. Given the fixed level of resources available, these schedule improvements were achieved through a reduction in service frequency of approximately two per cent across the region. Additional run time adjustments on remaining routes are anticipated next year and will likely result in further service reductions of a similar level.

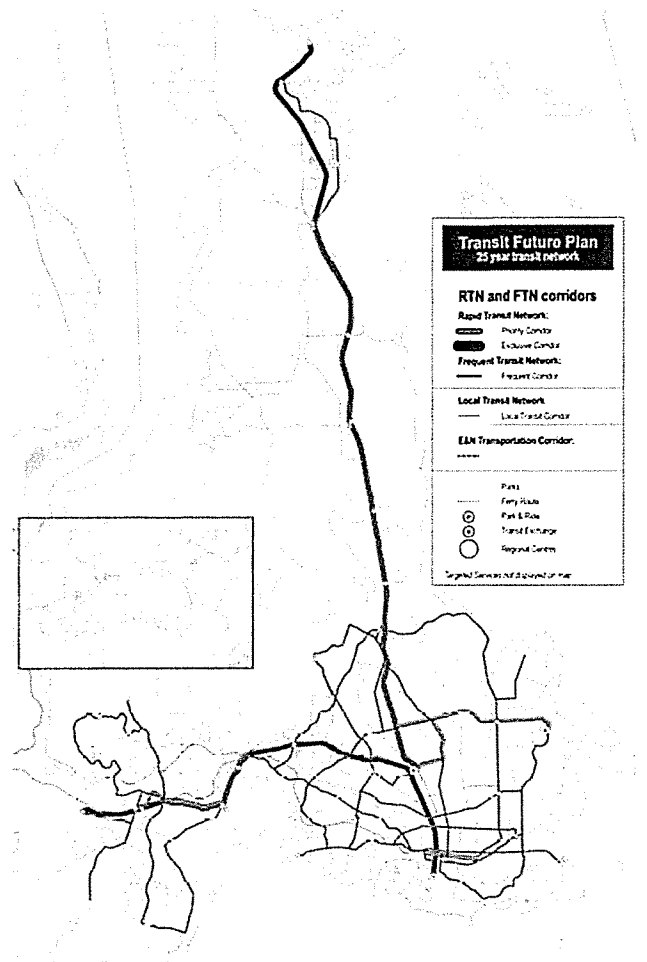
Under these conditions, the Transit Commission's ability to meet existing public demands for service and strategically develop the transit system to support community service improvement priorities and achieve the ridership goals identified in the Victoria Region Transit Future Plan are challenged. Accordingly, the Transit Commission is seeking local government commitment to work with BC Transit to address these factors.

Research indicates that overall street design is the largest contributor to transit delays and resolution requires a coordinated approach by transit and road authorities. The Transit Commission requests that local governments provide direction to their municipal staff to work with BC Transit on developing cohesive plans to improve transit travel times along arterial corridors outlined as Frequent and Rapid Transit Corridors in the Transit Future Plan.

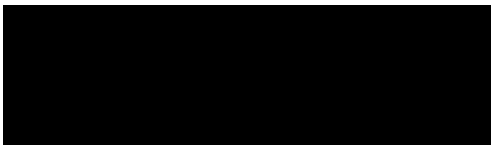
BC Transit staff are available to work with Sooke staff to identify measures to improve transit as part of a multimodal approach for future corridor planning and improvements. Future transit considerations should include an assessment of the value of transit priority measures such as improvements to road geometry, SmartBus technologies, transit signal priority and signal timing. Consideration should also be given to improving transit stops to enhance the passenger realm, pedestrian connections and transit operations.

This type of collaboration is already occurring in some instances. The City of Victoria, the Ministry of Transportation and the Transit Commission are taking steps on Douglas and Highway 1 through investments in bus lanes and transit signal priority that are starting to yield the benefits of improved on-time performance and travel time savings for passengers. This is extremely advantageous to the region given that up to 38 per cent of people travelling on the Douglas corridor in peak times are doing so on transit.

The Transit Commission seeks your ongoing support to ensure public transit remains a viable and attractive transportation choice for residents of Sooke and the region as a whole.



Yours sincerely,



Susan Brice, Chair  
 Victoria Regional Transit Commission  
 cc: Commission Members





# Local Government Program Services

...programs to address provincial-local government shared priorities



Administration provided  
by UBCM

Funding provided by  
Province of B.C.



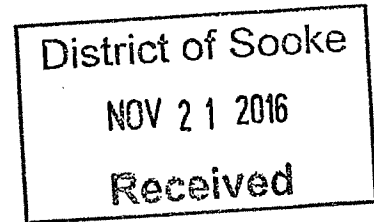
For program  
information, visit the  
Funding Programs  
section at:

[www.ubcm.ca](http://www.ubcm.ca)

LGPS Secretariat

Local Government House  
525 Government Street  
Victoria, BC, V8V 0A8

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)  
Phone: (250) 356-2947



November 16, 2016

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

## Re: Asset Management Training Subsidy for NAMS Training

Dear Mayor and Council,

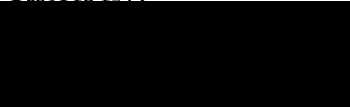
Thank you for submitting an application for the 2016 Asset Management Training Subsidy grant program.

Asset Management BC has confirmed that four representatives from your local government attended the Vancouver Island NAMS training event on October 4-6, 2016.

Based on this, a cheque in the amount of \$2,475.00 will follow shortly under separate cover. This cheque is based on 50% of the registration fee for three attendees (\$1,650.00 per attendee to a maximum of three attendees).

The Ministry of Community, Sport & Cultural Development has provided funding for this program. If you have any questions, please contact Local Government Program Services at (250) 356-2947 or by email at [lgps@ubcm.ca](mailto:lgps@ubcm.ca).

Sincerely,



Danyta Welch  
Policy & Programs Officer

cc: Brent Blackhall, Director of Finance, District of Sooke

|   |                                     |
|---|-------------------------------------|
| Original to File No. 1855-03                  |                                     |
| For Action by:                                | Copy to:                            |
| Mayor <input checked="" type="checkbox"/>     | <input checked="" type="checkbox"/> |
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| Council <input type="checkbox"/> | <input type="checkbox"/> |
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| /                                |                          |



District of Sooke  
NOV 23 2016  
Received

November 18, 2016

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

Dear Mayor Tait:

**RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT**

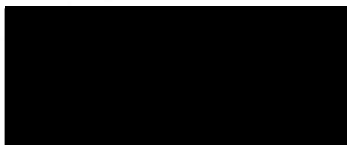
I am pleased to advise that UBCM is in the process of distributing the second Community Works Fund (CWF) payments for fiscal 2016/2017. An electronic transfer of \$267,440.63 is expected to occur within the next 30 days. These payments are made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement, and details on the Renewed Gas Tax Agreement can be found on our website at [www.ubcm.ca](http://www.ubcm.ca).

For further information, please contact Gas Tax Program Services by e-mail at [gastax@ubcm.ca](mailto:gastax@ubcm.ca) or by phone at 250-356-5134.

Sincerely,



Councillor Murry Krause  
UBCM President

PC: Brent Blackhall, Director of Finance

|                      |                                     |       |
|----------------------|-------------------------------------|-------|
| Original to File No. | 1855-20                             |       |
| For Action by:       | Copy to:                            |       |
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| Council              | <input checked="" type="checkbox"/> | ✓     |
| CAO                  | <input checked="" type="checkbox"/> | ✓     |
| Corporate Services   | <input type="checkbox"/>            |       |
| Development Services | <input type="checkbox"/>            |       |
| Financial Services   | <input checked="" type="checkbox"/> | BRENT |
| Fire                 | <input type="checkbox"/>            |       |
| Other                | <input type="checkbox"/>            |       |





File No. 0560-03

**Regular Council Meeting  
November 28, 2016**

Re: Items to be Released from In-Camera Minutes

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At the November 14, 2016 Regular In-Camera Council Meeting, the following information was released to the public:

| Meeting Date:     | Subject:   | Resolution:  |
|-------------------|--|--|
| November 14, 2016 | Regulations for Medical Marijuana-Related Businesses | <p>THAT COUNCIL approve a moratorium on business licenses for marijuana-related dispensaries for the District of Sooke, effective immediately;</p> <p>AND maintain status-quo on the regulation of medical marijuana-related storefronts until federal legislation is implemented.</p> |
|                   | Committee Structure                                  | <p>THAT COUNCIL supports the formation of the new Council Standing Committees for 2017.</p>  |