



**Agenda
The District of Sooke
Committee of the Whole Meeting
Monday, January 30, 2017 @ 6:00 PM
Council Chamber
2225 Otter Point Road
Sooke, BC**

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

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

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| 1. CALL TO ORDER | |
| 2. NEW BUSINESS/SUPPLEMENTARY INFORMATION | |
| 3. APPROVAL OF THE AGENDA | |
| 4. REPORTS (PUBLIC INPUT TO FOLLOW EACH ITEM) | |
| 4.1 Business Licensing Business Licence Bylaw No. 301 - Consolidated Business-Licence-Application-Form Business-Licencing-Owners-Authorization-Form | 3 - 15 |
| 4.2 Official Community Plan OCP - Report | 17 - 24 |
| 5. NEW BUSINESS | |
| 6. ADJOURNMENT | |



DISTRICT OF SOOKE

BYLAW No. 301

CONSOLIDATED FOR REFERENCE

APRIL 3, 2009

BYLAW NO. 301, *BUSINESS LICENCE BYLAW, 2007*

BYLAW NO. 394, *BUSINESS LICENCE AMENDMENT BYLAW, (301-1)*

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.

A bylaw respecting licences for carrying on business within the District of Sooke and for fixing the fees for such licences.

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

1. This Bylaw is cited as Bylaw No. 301, *Business Licence Bylaw, 2007*.
2. For the purpose of this bylaw, unless the context otherwise requires:

Act means the *Community Charter* as amended from time to time;

Agent means a person or persons who act(s) on behalf of another person or persons by authority from them to do business within the District of Sooke and who charges or receives a commission or other payment for so doing;

Business means the carrying on of a commercial or industrial undertaking of any kind or nature or the providing of professional, personal, or other service for the purpose of gain or profit, but does not include any activity carried on by the government, its agencies or government owned corporations, or by a charitable, non-profit, philanthropic or religious

organization where the whole of the proceeds of the activity are used solely for charitable, philanthropic or religious purposes;

Commercial means any Business other than a Business for which a Home Based, Inter-municipal, Daily, Non-resident, Direct Seller or Peddler Licence is required;

Contractor includes any person who undertakes to do or perform any work or service at a certain price or rate or for a fixed sum, except where such work or service is specifically defined in this bylaw and any person who takes out more than one building permit in any one calendar year for the construction of new residences and/or alterations to existing buildings;

Council means the Council of the District of Sooke;

Daily Licence means a one-day Business Licence required for craft fairs, exhibitions or other itinerant shows, entertainment or special events;

Direct Seller except where otherwise defined means a person personally selling, soliciting or canvassing for the sale of books, magazines, or periodicals, whether of an educational nature or not, or the sale of any goods, wares or merchandise, or contracts for repairs, renovations or other work or like nature, either on his own behalf or as an agent for another, from door to door within the District of Sooke;

Home Based Business means a Business carried on as a home occupation, accommodation rental, business, craft or profession conducted for revenue generation, which is clearly incidental to the use of a dwelling unit for residential purposes, or to the residential use of a lot occupied by a dwelling unit;

Intermunicipal Business Licence Agreement means the agreement attached to and forming part of Bylaw No. 46, *Intermunicipal Business Licence Agreement Bylaw* and amendments;

Intermunicipal Licence means a business licence issued by the Licence Inspector of the District of Sooke or another participating Municipality, to carry on business within the boundaries of any participating municipality, and issued pursuant to the Greater Victoria Intermunicipal Business Licence Agreement;

Licence means a licence to carry on business in the District of Sooke issued pursuant to this bylaw;

Licence Inspector means a person appointed by Council to serve as the Licence Inspector for the District of Sooke and also any duly authorized representative lawfully acting in that capacity;

Participating Municipality means a municipality which is a party to the Intermunicipal Business Licence Agreement and standardization of Business Licence fees;

Peddler means a person who offers for sale along the street or on any predetermined route of regular customers, any fresh produce, dairy food, confections, fish and kitchenwares;

Person shall include a corporation, partnership, proprietorship, firm and the personal or other legal representative of a person to whom the context may apply under this bylaw;

Resident Business means a business carried on, in or from premises within District of Sooke;

Non-Resident Business means a business, other than a resident business, carried on within the District of Sooke or with respect to which any work or service is performed within the District of Sooke.

Street Market means a seasonal market held on property zoned for that purpose as regulated by the Sooke Zoning Bylaw, at which a Business may display and sell wares and services with a valid Business License issued by the District of Sooke.

Trade Qualification means written evidence that a person has completed an apprenticeship or is certified for a specific trade with the Ministry of Advanced Education, Training and Technology

3. (a) Subject to the applicable section of the *Community Charter*, no person shall carry on within the District of Sooke, any business unless he or she is the holder of a valid and subsisting Licence issued to him or her under this bylaw by the Licence Inspector, or a valid and subsisting Intermunicipal Licence, and shall pay in advance therefore to the District of Sooke the Licence fee specified in Schedule A attached hereto and made part of this bylaw and it shall be incumbent upon each person to renew such licence prior to the beginning of each licencing period as long as such business is being carried on. Those categories of Businesses set out in Schedule A to this bylaw are established as categories of Businesses for the purposes of this bylaw.

(b) Notwithstanding Section 3(a), no Licence is required for:

- (i) any performance, concert, exhibition or entertainment; or
- (ii) community events that utilize municipal property or facilities or the Elementary and Secondary Schools.

the entire proceeds of which, above actual expenses, are devoted to any charitable purpose;

c) With written approval from the District of Sooke, a person or business may operate on municipal property, including but not limited to wharf facilities, parks, boulevards, streets and roads. Any person or business seeking a licence to conduct business on municipal property must obtain liability insurance in the amount of Two Million Dollars (\$2,000,000.00) for personal injury, death and property damage; as well as (if applicable) vehicle insurance. The liability insurance must contain a clause indemnifying the District of Sooke from liability in the event of injury or damage being done to any person or property as a result of any activity of the business, and contain a clause that the insurance cannot be terminated without a thirty day notification of such to the District of Sooke. Proof of such insurance must be submitted to the satisfaction of the Director of Finance or Licence Inspector prior to the granting of a License.

- 4. The Licence Inspector shall have power to grant issue or transfer licences as hereinafter provided and subject to the provisions of the appropriate sections of the *Community Charter* and amendments thereto.
- 4. (a) The issuance of a Licence shall not be deemed to be a representation or warranty by the District of Sooke that the Business or proposed Business complies with any or all applicable bylaws or enactments. The Business owner remains responsible to ensure compliance with all bylaws and enactments. (amended by Bylaw No. 394 March 16, 2009)
- 5. The application for a Licence for the first time shall be in the form or forms prescribed from time to time by the Licence Inspector. The application shall be completed by the owner of the business or his duly authorized agent, provided that in the case of partnerships or multiple owners, any one of such owners or partners may apply and such owner or partner applying shall be deemed to be the only authorized agent of all the owners or partners.
- (a) The duly completed application form shall be provided to the Licence Inspector and shall be accompanied by the fee specified in Schedule A to this bylaw.

- (b) The application form may be accompanied by appropriate plans and layouts of the resident business indicating Building Code and bylaw compliance and square footage.
 - (c) The Licence Inspector is hereby authorized to modify the forms prescribed, or any of the administrative procedures prescribed as deemed necessary by him when dealing with any owner applying for licences for more than one business.
- 6. Any person applying for a Business Licence in an occupation that is within the jurisdiction of the *Ministry of Advanced Education, Training and Technology* must present proof of Trade Qualification at the time of application.
- 7. An application for a Licence to carry on a type of business listed in Schedule B shall be treated as an application for an Intermunicipal Business Licence and the Licence Inspector shall only issue an Intermunicipal Business Licence in respect of such business if its principal office is located in the District of Sooke.
- 8. All Intermunicipal Business Licences issued by the participating municipalities are subject to all bylaws within the jurisdiction in which they are working.
- 9.
 - (a) Except as hereinafter provided, licences issued hereunder shall be annual Licences for the period January 1st to December 31st in each and every year, and no proportionate reduction shall be made on account of any person commencing or ceasing to do business at any particular time, PROVIDED HOWEVER that the Licence fee prescribed shall be reduced by one-half in respect of a person who becomes liable to be licenced after the thirty-first day of July in any year.
 - (b) A Business Licence must be prominently displayed in the sales or reception area of a premise to which the public has access. A business that holds an Intermunicipal Business Licence must at all times keep its Business Licence or legible copy thereof.
 - (c) The period for a Licence with respect to a craft fair, exhibition or other itinerant show or entertainment shall be one day when held elsewhere than in a licenced theatre or other licenced place.
 - (d) A Licence for a street market is valid for the year in which the licence is issued and is not subject to a half-year fee if purchased after the thirty-

first day of July in any one year and application shall be for a regular Commercial Licence.

10.
 - (a) No person shall carry on a Resident Business in or from any premises in the District of Sooke other than those specified on a valid and subsisting Business Licence.
 - (b) A separate Business Licence shall be obtained in respect of each premise in or from which a Business is carried on.
 - (c) No person shall change his place of Business without first obtaining a transfer of his Licence in respect thereto and the particulars of such transfer shall be endorsed on the Licence by the Licence Inspector.
 - (d) No person, being the holder of a Non-Resident Business Licence, shall carry on such business in or from premises located within the District of Sooke.
 - (e) No person or occupier of a property shall conduct more than three garage sales within one calendar year without first obtaining a Business License. Each such sale shall be not longer than 3 consecutive days.
11. Every Licence shall be considered as a personal licence to the licensee and shall not be transferable to any other person, without approval from the Licence Inspector.
12. The Licence Inspector shall have the power to refuse, suspend or cancel a Licence subject to the provisions of the Act.
13. The Licence Inspector, Building Inspector or Official, Fire Chief, Bylaw Enforcement Officer or any appointed officer of the District of Sooke are hereby authorized to enter at all reasonable times, any house, premise, vehicle or other place in respect of which a licence has been applied for or granted pursuant to this Bylaw, to ascertain whether the regulations and provisions of this, or any other Bylaw or amendments thereto relating to business in the District of Sooke are being observed.
14. The Licence Inspector, Building Inspector or Official, Fire Chief, Bylaw Enforcement Officer or any appointed officer of the District of Sooke are designated to enforce this bylaw pursuant to section 264(1)(b) of the *Community Charter*.
15. Every person who contravenes any provisions of this bylaw commits an offence punishable upon summary conviction and is liable to a fine not exceeding \$10,000.00.

16. If an offence is a continuing offence, each day that the offence is continued constitutes a separate and distinct offence.
17. This Bylaw may be enforced by means of a ticket in the form prescribed for the purpose of section 264 of the *Community Charter*.
18. The words or expressions set forth in Column 1 of Schedule C of this bylaw are authorized pursuant to section 264(1)(c) of the *Community Charter* to designate the offence committed under the bylaw section number appearing in Column 2 opposite the respective words or expressions.
19. The amounts appearing in Column 3 of Schedule C of this bylaw are the fines established by Council pursuant to section 265(1)(a) of the *Community Charter* for the corresponding offence designated in Column 1.
20. If a portion of this Bylaw is for any reason held to be invalid by a decision of a Court of competent jurisdiction, the invalid portion shall be severed and the validity of the remainder shall not be affected.
21. This bylaw shall come into effect on January 1, 2008.
22. Bylaw No. 45, *Intermunicipal Business Licence Bylaw* is hereby repealed on January 1, 2008 except insofar as it repeals any other bylaw.

Introduced and read a first time the 13th day of August, 2007.

Read a second time the 13th day of August, 2007.

Notice pursuant to section 59 of the *Community Charter* given the 5th day of September, 2007.

Public Information Meeting the 10th day of September, 2007

Read a third time the 9th day of October, 2007.

Adopted on the 15th day of October, 2007.

Janet Evans
Mayor

Evan Parliament
Chief Administrative Officer

SCHEDULE A

Business Categories and Fees

| Category | Licence Fee |
|--|--------------------|
| 1. Home Based | \$ 50.00 |
| 2. Intermunicipal | \$100.00 |
| 3. Commercial - <i>Small</i> (464.5 sq.m./5,000 sq.ft.) or less of gross floor area of buildings used for business | \$125.00 |
| 4. Commercial - <i>Large</i> (more than 464.5 sq.m./5,000 sq.ft.) of gross floor area of buildings used for business | \$250.00 |
| 5. Non-Resident | \$100.00 |
| 6. Daily - per day | \$ 50.00 |
| 7. Direct Seller | \$ 50.00 |
| 8. Peddler | \$ 50.00 |

SCHEDULE B

Intermunicipal Business Categories *(Includes but not limited to)*

| | | |
|--------------------------------|---------------------|-------------------------|
| Catering | Handyman Service | Pet Grooming - Mobile |
| Cleaning Service | Hauling Service | Photographer |
| Contractor -All Types | Inspection Service | Pickup/Delivery Service |
| Courier Service | Janitorial Service | Repair Service |
| Development Company | Limousine Service | Restoration Service |
| Diver | Locksmith | Security Service |
| Entertainment Company | Manufacturers Agent | Taxi Service |
| Fuel Dealer | Mechanic - Mobile | Towing Service |
| Guide Service | Personal Service | Trucking Service |
| Hairdresser/Barber - Mobile | Pest Control | |
| | Pet Sitter | |

SCHEDULE C

Municipal Ticket Information Designations

| Offence | Bylaw Section No. | Fine |
|---|--------------------------|---|
| No business licence | 3. | Fine equal to double the applicable licence fee |
| Operating in contravention of Business Licence | 10(a) | \$200.00 |
| Failure to notify change of business address | 10(c) | \$50.00 |
| Operating under a non-resident Business Licence | 10(d) | \$100.00 |



BUSINESS LICENCE APPLICATION FORM

2205 Otter Point Road, Sooke, British Columbia, Canada V9Z 1J2
Phone: (250) 642-1634 Fax: (250) 642-0541 Email: info@sooke.ca Website: www.sooke.ca

Application Date: _____ **Business Start Date:** _____
Application for: _____ **Ownership Type:** _____
Incorporation #: _____ **Trade Qualification #:** _____

| Business Information | | | |
|--------------------------|--|--|--|
| Business Name: | | | |
| Location of Business: | | | |
| Owner/Licencee Name(s): | | | |
| Address: | | | |
| Phone Number: | | Cell/Other: | |
| Email Address: | | | |
| Description of Business: | | | |
| Building Owner | | or Tenant | |
| | | * If Tenant owner's authorization is needed. | |

| Types of Business and Fees | | | |
|----------------------------|-------|-------------------------------|-------|
| Home Based | \$50 | Commercial (under 464.5 sq m) | \$125 |
| Inter-municipal | \$100 | Commercial (over 464 sq m) | \$250 |
| Non-Resident | \$100 | | |

| Required Information | |
|---|---------------------------|
| Have you read the Home Based Business Regulations? (Page 2) | |
| Are you renovating, changing or altering the building (including plumbing)? | |
| Will you be installing a sign? | |
| Floor Plan | Health Authority Approval |

Business Licenses are public records and are available for inspection on request at the District of Sooke municipal hall. Personal information you provide on this application form is collected under the authority of the *Community Charter* and the *Business Licence Bylaw*. Your business name and contact information (business address and telephone number) may be released in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection and release of your personal information may be referred to the Corporate Officer.

The undersigned owner/authorized agent of the owner makes an application as specified herein, and declares that the information submitted in support of the application is true and correct in all respects.

Applicants Signature

Date

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Home Based Business Regulations

For guidelines regarding home based business, please see **Bylaw 600, Sooke Zoning Bylaw, 2013** (available on the District of Sooke Website). Unofficial excerpt:

4.3 Home Based Business Regulations

- a. The *home-based business use* shall only be conducted by a resident on the *lot* and shall not employ more than two additional non-resident persons on a *lot*;
- b. The *home-based business use* shall not involve exterior storage or display of any material or equipment associated with the *home-based business*;
- c. The maximum *floor area* that may be used for *home-based business use*, including *office space*, storage, processing or sale, shall not exceed 50 m² or 40% of the *floor area* of the *dwelling* on the *lot*, whichever is less;
- d. The *home-based business use* shall not produce any hazard, offensive odour, noise, dust, smoke, glare, toxic or noxious matter, heat, electrical interference, fire hazard, litter, additional waste, floodlighting, vibration, excessive customer or service traffic, or create a nuisance of any kind other than that normally associated with a *dwelling* or *residential use*;
- e. All parking associated with the *home-based business use* shall be contained on the lot.
- f. The *home-based business use* shall be clearly subservient and incidental to the use of the *dwelling unit* for *residential* purposes and to the *residential* use of the *lot* on which the *dwelling* is located;
- g. The *home-based business use* shall be conducted entirely within a *dwelling* unit or within a permitted *accessory building*, with the exception of a *children's daycare* which may use an *outdoor play area*;
- h. There shall be no variation of the external *residential* appearance of the land and premises in which the *home-based business* is carried on except that:
 - i. One non-illuminated sign per *lot* shall be permitted and shall not exceed 0.4 m² in sign area;
- i. All articles sold through a *home-based business* shall be produced on the *lot* and no retail activity of any other materials or goods shall occur except that articles manufactured off site may be sold through a *home-based business* in an office setting provided that all distribution of articles is carried out off site by persons employed in the *home-based business*. These articles may be available for viewing on the lot;
- j. The *home based business* shall not be operated in a manner that generates more than two client visits at any one time or more than 10 client visits per day, with the exception of community care facilities;
- k. No more than one commercial utility trailer or commercial vehicle shall be stored or parked on a lot or the adjacent roadway at one time in connection with the operation of the business;
- l. Any *home based business use* must comply with all municipal, regional, provincial and federal, and all environmental protection regulations;
- m. The following uses are prohibited as a *home based business*:
 - i. Auto repair on lots 2,000 m² in area or smaller;
 - ii. Auto repair outside of an enclosed building;
 - iii. Heavy equipment storage and repair;
 - iv. Autobody work;
 - v. Welding or steel manufacturing;

| FOR OFFICE USE ONLY: | Approval | Comments | Date |
|----------------------|----------|----------|------|
| License Inspector: | | | |
| Building Inspector: | | | |
| Planning: | | | |
| Fire Department: | | | |

Owner's Authorization Form

All property owners registered on the Certificate of Title must provide written approval to allow the APPLICANT to operate a business on the following property,

_____, is hereby authorized to operate the business of
_____, located at:

Street Address: _____
Legal Description: Lot ____ Block ____ Section ____ Plan _____

REGISTERED OWNER 1

Name of Registered Owner: _____
Signature of Registered Owner: _____
Date: _____

REGISTERED OWNER 2

Name of Registered Owner: _____
Signature of Registered Owner: _____
Date: _____

REGISTERED OWNER 3

Name of Registered Owner: _____
Signature of Registered Owner: _____
Date: _____

REGISTERED OWNER 4

Name of Registered Owner: _____
Signature of Registered Owner: _____
Date: _____

Other enactments of the District of Sooke, the Province of British Columbia and the Government of Canada may apply to development affected by this bylaw. Applicants should satisfy themselves that all regulatory requirements affecting their proposal are met.



REPORT FOR INFORMATION
Meeting Date: January 30th, 2017

Re: Official Community Plan Review Update

Executive Summary:

The Official Community Plan (OCP) represents the community's vision for the future and provides a framework to guide growth and decisions about the use and management of land and resources in the District of Sooke. The OCP describes how and where residential, commercial, and other types of development will occur; guides the provision of necessary road, water, sewer, and other infrastructure to service development; and provides policies concerning environmental, economic, community health and well-being. Section 478 of the *Local Government Act* (LGA) prohibits the adoption of bylaws and the undertaking of any works, following the adoption of an OCP that are inconsistent with the plan.

This report has been prepared to provide Council with an overview of the planning and consultation process undertaken to date for the revision of the OCP as prescribed by Council's 2017 *Strategic Plan*.

The initial product of the OCP engagement process was the creation of a *PlanSookeNow* passport (Attachment 1) that was distributed throughout the community via local newspaper, District website, and in hard copy around the community to promote participation in the OCP review. The passport was also hand delivered to Council members' mailboxes as invitations to join in the OCP engagement process.

The engagement strategy to date has included several formats for communicating to the public including the following:

- seven open online surveys
- Engagement stations at the Thursday Night Market in August and the Sooke Farmer's Market in September
- Four drop-by information/feedback booths at the Whiffin Spit on Friday mornings throughout September
- Library and SEAPARC comment stations provided walk-in participants the opportunity to share their comments on posters of various emerging themes over two week periods in September and October
- An open house was held at the Community Hall in October in conjunction with the *Talktober* event.



- Three SEAPARC drop-in focus sessions were held for 3-5 days each and focused on the environment, social community, built form and the economy. These were held in November and December

Staff have now completed the proposed engagement event list on the postcard, except for the Draft OCP Open Houses, which have not been scheduled and are pending Council input.

Results to Date:

Staff has had feedback on a wide range of topics found through collecting answers from over 650 online surveys where more than 6250 individual comments have been provided through the online surveys alone.

Feedback from each of the drop-in events was significant and detailed. The OCP *Plan Sooke Now* program has a current following of approximately 180 individuals online via email contact. Many members of the public who preferred to attend the engagement events in person were pleased to have a variety of opportunities to express their concerns and ideas.

An overview of draft goals and key directions for the OCP is provided in Attachment #2.

Analysis:

The *Local Government Act* defines an Official Community Plan as "a statement of objectives and policies to guide decisions on planning and land use management, within the area covered by the plan, respecting the purposes of local government".

For a community, the OCP broadly sets out the range of acceptable land uses and densities from residential to industrial to parks. The OCP also includes objectives and policies for a wide range of community interests including:

- Sustainability
- Urban design
- Community development
- Economic development
- Transportation and mobility
- Housing
- Natural environment
- Energy conservation and climate change
- Community infrastructure and services
- Parks and recreation; and
- Cultural and heritage resources

Follow-up Action:

As per the LGA requirement, staff will work with Council and referral agencies such as the Agricultural Land Commission (ALC), T'Souke First Nation, the Sooke School Board, provincial ministries, and others to ensure that the revised plan is supported and or consistent where required.

Legal Impacts:

The intent of an OCP is to set out the community vision and 'course of action' for the Plan Area through a document that outlines the policies needed to achieve those goals. In addition, as the Capital Regional District has an adopted Regional Growth Strategy (RGS), the Local Government Act requires that the OCP be consistent with the RGS.

Section 478 of the LGA prohibits the adoption of bylaws and the undertaking of any works, following the adoption of an OCP that are inconsistent with the plan.

Section 477 of the LGA outlines a series of steps for adoption of an OCP which include consideration of the plan in conjunction with the District's financial plan and referral of the plan to the ALC. A public hearing is required and each reading of an OCP bylaw requires an affirmative vote of all council members, rather than the majority of those present and voting.

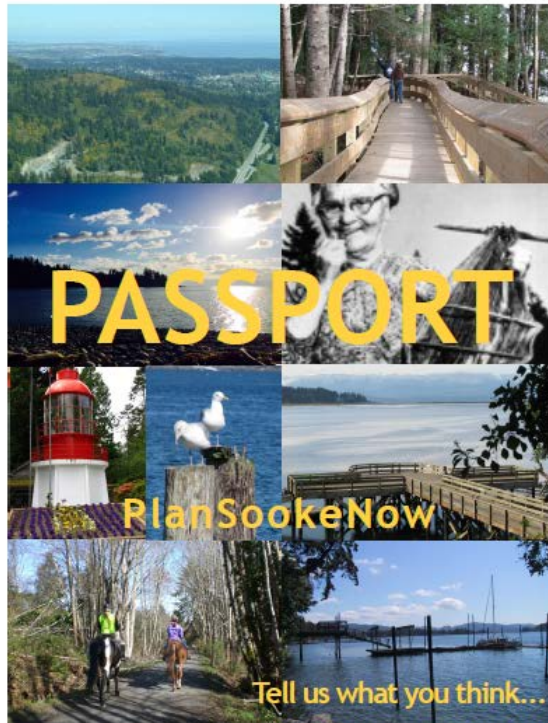
Strategic Relevance:

Council's 2017 *Strategic Plan* priorities must be consistent with the Official Community Plan policies as shown in Attachment #3.

Attached Documents:

1. Passport for *PlanSookeNow*
2. Draft Key Goals and Directions
3. Council's Strategic Plan Priorities
4. Legal Requirements of an Official Community Plan

1) Passport for PlanSookeNow



Fold

Save the Date!

| August | September | October | November | December |
|------------------------------|--------------------------------|---|---------------------------------------|---|
| PHOTO CONTEST | FRIDAYS AT WHIFFIN SPIT | SEAPARC COMMENT STATION | ENVIRONMENTAL FOCUS GROUP | BUILT-FORM & INFRA-STRUCTURE GROUP |
| ENTER AT PLANNING @SOOKECA | 8:30 AM TO 12:30 PM | DROP-IN DURING SEAPARC HOURS | SEAPARC DROP-IN NOV 2ND 2:30-7:30 PM | SEAPARC DROP-IN DEC 1ST 2:30-7:30 PM |
| THURSDAY NIGHT MARKET | LIBRARY COMMENT STATION | DRAFT VISION OPEN HOUSE | SOCIAL COMMUNITY FOCUS GROUP | DRAFT OCP OPEN HOUSE |
| SOOKE MUSEUM 5:00-7:30 PM | DROP-IN DURING LIBRARY HOURS | DISTRICT OFFICE DROP-IN OCT 20TH 3:30-7:30 PM | SEAPARC DROP-IN NOV 15TH 2:30-7:30 PM | DISTRICT OFFICE DROP-IN DEC 16TH 3:30-7:30 PM |

Be a part of the new Official Community Plan and help shape the future of Sooke by sharing your ideas on community planning by attending these events.



Enter this completed passport to win a family day pass to SEAPARC!



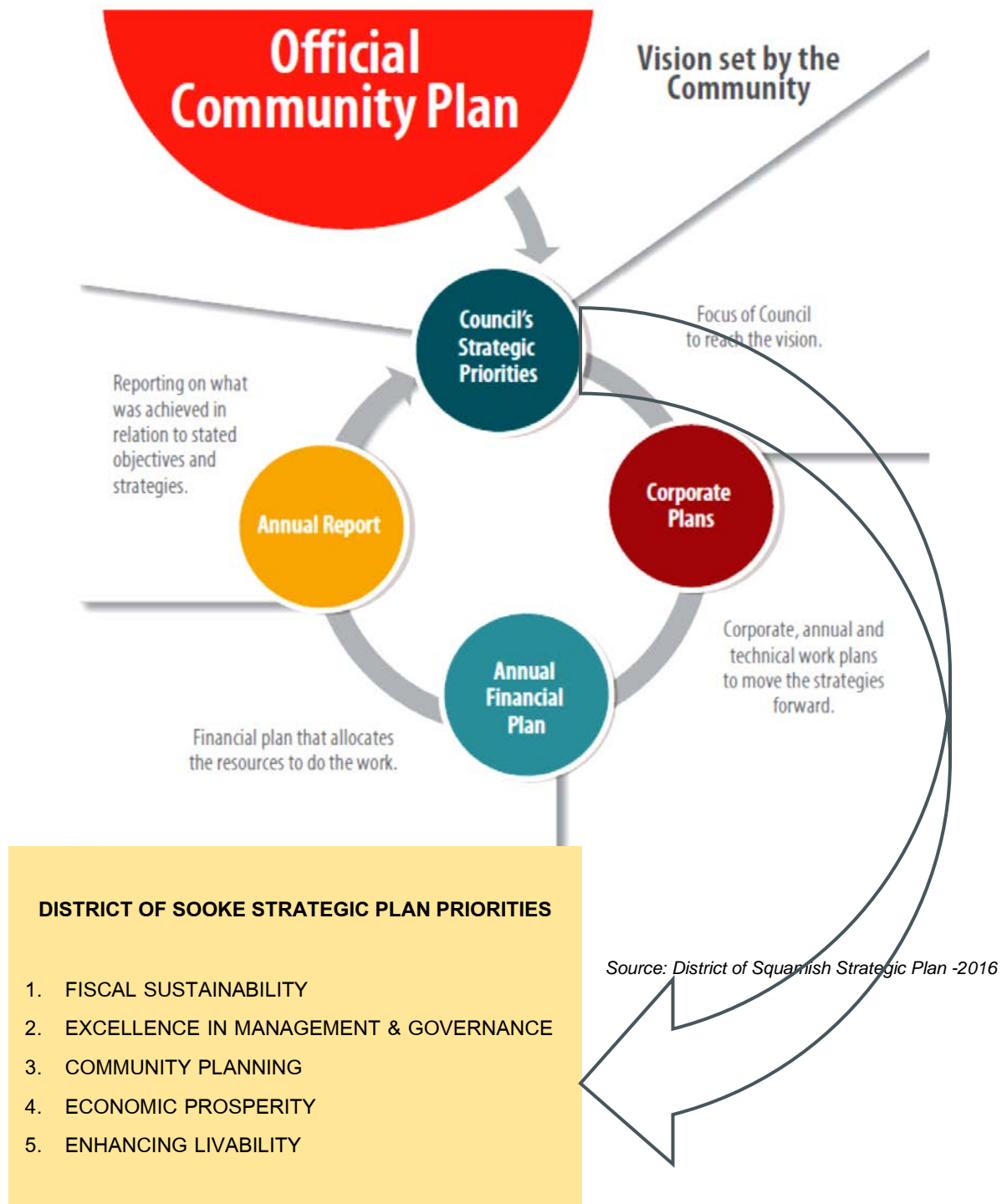
2) Draft Goals and Key Directions based on Consultation to Date

(large format insert will be provided)

3) Strategic Planning

The following chart illustrates how existing Strategic Plan projects are addressed within the Official Community Plan. Below is an example of how a strategic and business cycle can be linked to the OCP as prescribed under Section 884 of the *Local Government Act*.

Strategic and business cycle



4) Legal Requirements of an Official Community Plan

Local Government Act Content and process requirements

473 (1) An official community plan must include statements and map designations for the area covered by the plan respecting the following:

- (a) the approximate location, amount, type and density of residential development required to meet anticipated housing needs over a period of at least 5 years;
- (b) the approximate location, amount and type of present and proposed commercial, industrial, institutional, agricultural, recreational and public utility land uses;
- (c) the approximate location and area of sand and gravel deposits that are suitable for future sand and gravel extraction;
- (d) restrictions on the use of land that is subject to hazardous conditions or that is environmentally sensitive to development;
- (e) the approximate location and phasing of any major road, sewer and water systems;
- (f) the approximate location and type of present and proposed public facilities, including schools, parks and waste treatment and disposal sites;
- (g) other matters that may, in respect of any plan, be required or authorized by the minister.

(2) An official community plan must include housing policies of the local government respecting affordable housing, rental housing and special needs housing.

(3) An official community plan must include targets for the reduction of greenhouse gas emissions in the area covered by the plan, and policies and actions of the local government proposed with respect to achieving those targets.

(4) In developing an official community plan, the local government must consider any applicable guidelines under section 582 [provincial policy guidelines].

In addition to the required content outlined above, an OCP may also include the following:

- a) policies relating to social needs, social well-being, and social development;
- b) A regional context statement, consistent with the rest of the plan of how matters referred to in section 429 (2) (a) to (c)[required content for regional growth strategy] and other matters dealt with in the plan apply in a regional context;
- c) policies respecting the maintenance and enhancement of farming on land in a farming area or in an area designated for agricultural use in the OCP; and,

- d) policies relating to the preservation, protection, restoration, and enhancement of the natural environment, its ecosystems, and biological diversity.
- e) in cases where a matter is not within the jurisdiction of the local government, the plan may only state the broad objectives unless the minister has required or authorized the local government to state a specific policy.

Development permit areas (DPA) may be used to achieve some of the objectives identified in an official community plan. A DPA can be designated to: protect agricultural land, protect the natural environment, and guide the form and character of development. This authority can also be used to achieve climate action goals, including: energy conservation, water conservation and GHG reduction.

Tools such as the Community Infrastructure Planning Decision Support Tool can assist local governments in determining the long-term lifecycle costs and asset management costs of alternate development scenarios being considered during the development of an OCP.

From a legislative and Regional District policy perspective, the OCP can also consider policies contained in the Regional Growth Strategy and other plans and policies for the Capital Regional District such as the Regional Climate Action Strategy (RCAS). Although not a requirement, this plan aims to guide the actions that the CRD will undertake over the next five years to address climate change in the region. These actions build off the work that is already being done by the local governments in the region and the direction provided in the CRD Regional Growth Strategy (RGS). The following list summarizes the eight RCAS goals, and their possible outcomes which should be consistent with the OCP.

- Goal 1: Developed urban areas are compact and complete
- Goal 2: Transportation is low carbon
- Goal 3: Buildings conserve water and energy, and minimize contributions to climate change
- Goal 4: Green spaces, parks and blue spaces are valued as natural assets that reduce our contributions to climate change
- Goal 5: Waste generation is minimized, and remaining waste is transformed into a resource
- Goal 6: Regional vulnerabilities to the impacts of climate change are well understood
- Goal 7: Communities are prepared to respond to the impacts of climate change
- Goal 8: Natural assets are resilient to the impacts of climate change

Other considerations to address will include ensuring updated information to improve inventories such as housing or employment lands, recognizing changes to Federal and Provincial Legislation; and indicators and targets to reinforce policy directives such as those for greenhouse gas emissions or homelessness.