



**Agenda
The District of Sooke
Committee of the Whole Meeting
Monday, March 6, 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

THAT the agenda for the March 6, 2017 Committee of the Whole meeting of Council, be adopted as circulated.

4. DELEGATIONS

4.1 RCMP Corporate Management and Comptrollership Branch Presentation

5. REPORTS (PUBLIC INPUT TO FOLLOW EACH ITEM)

5.1 Chief Administrative Officer Report

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[Chief Administrative Officer Report - Pdf](#)

THAT Council receive the March 6, 2017, Chief Administrative Officer report for information.

6. NEW BUSINESS

7. ADJOURNMENT



Chief Administrative Officer Report

RECOMMENDATION:

THAT Council receive the March 6, 2017, Chief Administrative Officer report for information.

Report Summary:

The latest Canada Census Report indicated Sooke grew 13.7 per cent between 2010 and 2015. According to the Canada 2016 Census, at the end of 2015, Sooke had 13,001 people. Today, School District 62 (Sooke) is the third fastest growing school district in BC, behind only Surrey and Langley.

Demand for affordable housing is at an all-time high as house prices in the West Shore increase. People wanting to move to Sooke often find themselves in bidding wars as developers struggle to find land to increase available stock.

The District's budget is constructed to respond to operational and capital requirements, both in the short and long term. Any significant change in either of these areas can have a dramatic impact on the budget in the absence of proper fiscal planning. Sooke's history has demonstrated a lack of investment in the District's physical infrastructure, as 30.9 per cent of District roads (see Schedule A) are classified as Medium-High or High priority for remediation. This investment deficiency is apparent in road deterioration and the number of calls for services (see below). Given the dramatic increase in Sooke's population over the last decade, pressure on these areas of infrastructure can be reasonably be expected to continue to increase. In light of these concerns, immediate investment action must be taken to ensure Sooke's future economic sustainability.

The District's sewer plant is at 70 per cent capacity and decisions regarding sewer expansion must be made soon in order for staff to plan for improvements that will take close to two years to implement - should Mayor and Council support expanding the system.

In light of these considerations, staff has been looking for opportunities to diversify the District's tax base and to create alternate revenue streams. Staff will present these opportunities for consideration during budget deliberations.

Conclusion:

Staff will be seeking direction from Mayor and Council during the budget process in regard to several policy areas and the provision of municipal services. Areas of clarification include, wastewater treatment plant expansion, bylaw compliance and

enforcement, provision of development services, and service level expectations for the Fire Department.

Attached Documents:

[Highlights - Budget 2017](#)

[Schedule A](#)



HIGHLIGHTS

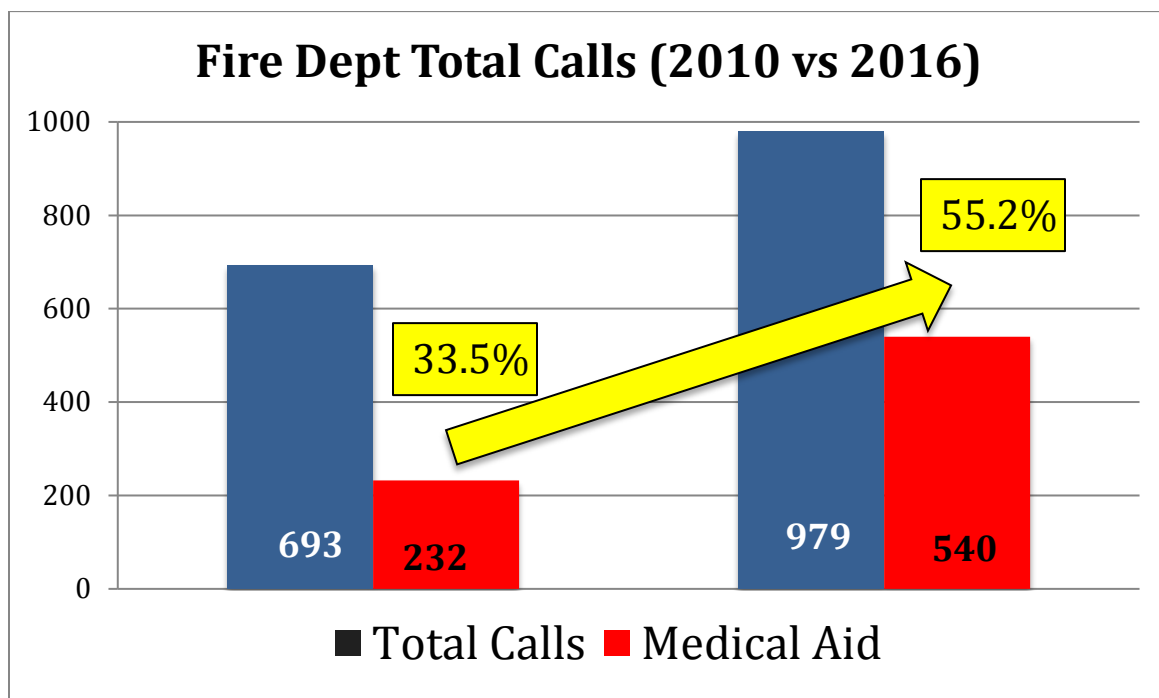
Development Services

Works completed in this department went from 822 to 2,010 between 2010 and 2016. Most notable is the increased number of calls for service that went from 206 in 2010 to 1,059 in 2016. A large portion of the increase in calls for service is in planning and engineering (i.e.) the condition of our roads and sidewalks.

Last year the District completed partial road improvements on Grant Road, Woodland Road, Church Road, Brownsey Boulevard and Goodmere Road. Drainage improvements have been completed on Woodland Road, Otter Point Road, Gillespie Road and Eakin Road.

Fire Department

Between 2010 – 2016, total medical aid calls increased 132.8 per cent. Most alarmingly, medical aid calls as a percentage of total department calls increased 21.7 per cent, and in 2016, these calls represented 55.2 per cent of the workload of the department.



In 2016, Sooke firefighters responded to:

- 85 Motor Vehicle Incidents
- 118 Fires (1991 man hours)
 - 18 Structure Fires, requiring 2+ hours on scene time
 - 18 Brush/ Grass Fires, requiring 2+ hours on scene time
- 107 Complaints
- 42 Hazardous Conditions
- 10 Technical Rescues (8 at the Sooke Potholes)

Financial Services

The most substantial impact to bringing sewer operations under District management was to the IT department. This change resulted in the District going from one network location to eight (including lift stations), and requiring 24-hour monitoring of the network. The new parks location at Kaltasin has added another network site to the District's growing IT infrastructure environment.

The addition of new staff for the sewer operations, parks department and normal staff turnover and departures resulted in a busy year for payroll and benefits processing. Each bi-weekly regular payroll results in approximately 400 transactions being processed. Over the course of 26 pay periods approximately 10,400 regular payroll transactions were processed and reviewed by staff.

Corporate Services

New screens were installed in the Council Chamber to display Council motions in real time to allow for increased transparency in governance, as well as increased understanding for members of Council and public. New ceiling speakers were added to achieve consistent sound levels for the public and online viewers during meetings.

New legislative program (i-Compass) implementation will realize better Council report flow for the entire organization and allow for more efficient production of Council documents and resolution tracking.

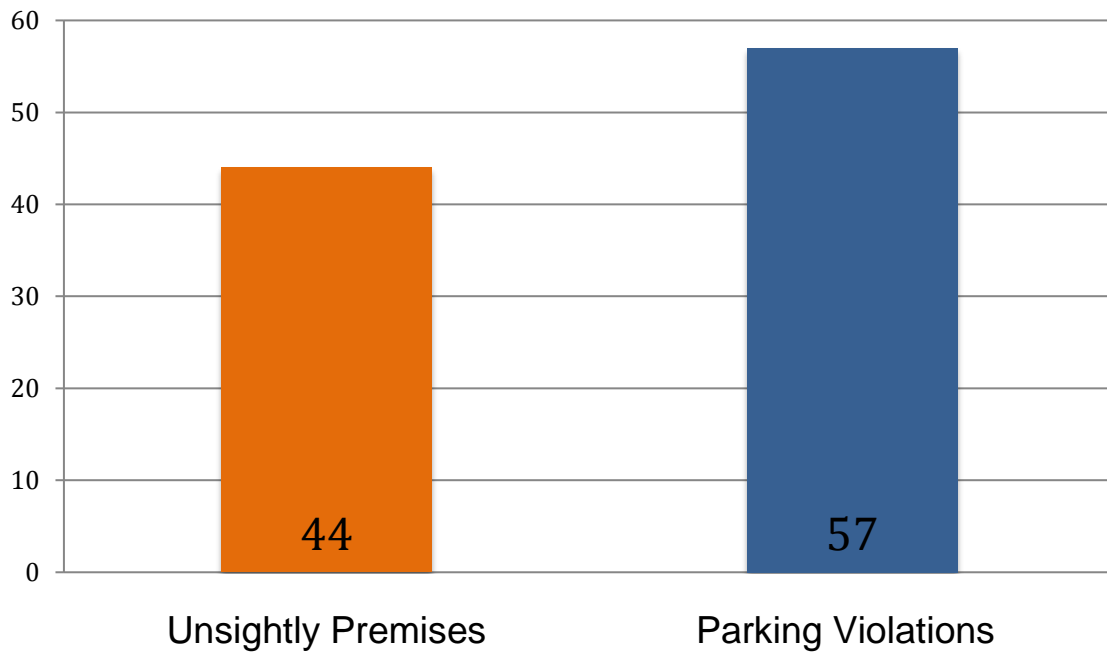
Bylaw

In 2016, the primary bylaw enforcement response from the District was in regard to two main violation areas: unsightly premises and parking violations. Unsightly premise violations can lead to significant disputes between neighbours regarding concerns over property devaluation, public safety, vermin infestation, and the

contravention of laws pertaining to the environment and disposal of hazardous materials. Parking violations in Sooke also create consternation for residents as there is limited parking throughout the District – particularly in the town core.

As the District continues to grow and evolve, strategic direction will be required from Council regarding what level of compliance and enforcement it deems necessary for our growing community.

2016 Prevalent Bylaw Complaints



SCHEDULE A

District of Sooke Road Repair Priorities

Provided by: Mainroad South Island

H	Eustace Road	H	Ella Road
H	French Road South	H	Church Road
H	Larkspur Road	H	Charters Road
H	Govenlock Place	H	Phillips Road
H	Charval Place	H	Derbend Road
H	Country Road	H	Kaltasin Road
H	Grant Road	H	Glenidle Road
H	Eakin Drive	H	Harbour View Road
H	Cedar Ridge Drive	H	Woodlands Road
H	Christan Drive	H	Mowich Drive
H	Kamaureen Place	H	Corvis Way
H	Rojean Drive	H	Blythwood Road
H	French Road North	H	Parkland Road
H	Pyrite Drive	H	Laidlaw Road
H	Rhodonite Drive	H	Ayum Road
H	Beaton Drive	H	Ludlow Road
M	Opal Place	H	Manzer Road
M	Talc Place	H	Glinz Lake Road
M	Tara Place	H	Connie Road
H	Sooke River Road	M-H	Townsend Road
M-H	Dixon Road	M-H	Golledge Avenue
M-H	Kirby Road	M-H	Brule Drive
M-H	Meota Drive	H	Harwick Lane
H	Whiffen Spit Road	M	Firwood Place/ Maple Park Terrace
H	Dufour Road	H	Winfield Drive
H	Wright Road	H	Henlyn Drive
H	Deerlepe Road		
H	Horne Road		
H	Goodmere Road		
H	Lincroft Road		
H	Murray Road		
H	Foreman Heights		
H	Mountain Heights		
H	Burr Drive		
H	Blanchard Road		
H	Sellars Drive		
H	Otter Point Road		
H	Helgesen Road		
H	Caldwell Road		
H	Powliuk Crescent		
H	Tomminy Road		

Index:

H = High Priority

M = Medium Priority

*Items for repair include one or more of the following:
Overhead brushing, overlay patching, crack seal, spray patch, re-surfacing, ditch maintenance, shoulder grading, base repairs, repaving.*