



District of Sooke

Agenda

Tuesday, February 14, 2017

Public Input @ 6:00 p.m. to 6:40 p.m.

Regular Council Meeting @ 7:00 PM

Closed Portion Immediately Following the Open Portion

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)

Page

1. CALL TO ORDER

2. NEW BUSINESS/SUPPLEMENTARY INFORMATION

3. APPROVAL OF THE AGENDA

3.1. February 14, 2017 Regular Council Agenda

THAT the agenda for the February 14, 2017 Regular Council meeting, be approved with item 8.1 "RCMP Report" to immediately follow the Adoption of Minutes.

4. ADOPTION OF MINUTES

4.1 Minutes for January 23, 2017 Regular Council meeting [January 23, 2017 Meeting Minutes](#)

5 - 14

THAT the minutes of the January 23, 2017 Regular Council meeting, be adopted as circulated.

5. PUBLIC QUESTION AND COMMENT PERIOD

6. BYLAWS

6.1. Sewer Reserve Fund Bylaw No. 661, 2017. [Bylaw No. 661 - at third reading](#)

15

THAT *Sewer Reserve Fund Bylaw No. 661, 2017*, be adopted.

7. REPORTS REQUIRING ACTION

- 7.1. **Community Grant Program Policy** 17 - 34
[Community Grant - Report](#)

THAT Council approve Policy No. 5.1, *Community Grant Program Policy, 2017*, as presented in the February 14, 2017, Community Grant Program Policy staff report.

AND THAT Council direct staff to include current Category A Grant recipients as one-time line items in the 2017 budget.

AND FURTHER THAT Council direct staff to schedule time during the 2017 budget deliberations to hear from all other 2017 grant applicants.

- 7.2. **Remedial Action - 2364 Church Road** 35 - 53
[Remedial Action Church Rd - Report](#)

THAT Council direct staff to take remedial action, regarding unsightly premises at 2364 Church Road to ensure compliance with the Bylaw No. 296, *Unsightly Premises and Objectionable Situations Bylaw, 2007*.

- 7.3. **Consent Request - CRD Bylaw No. 4142, Regional Parks Loan Authorization Bylaw No. 1, 2016** 55 - 66
[Consent for CRD Bylaw No. 4142 - Report](#)

THAT Council consent to the adoption of CRD Bylaw No. 4142, *Regional Parks Loan Authorization Bylaw No. 1, 2016* in accordance with section 346 of the *Local Government Act*;

AND THAT Council direct staff to notify the Capital Regional District of Council's decision.

- 7.4. **Mayor's Caucus Registration** 67 - 70
[Mayor's Caucus - Report](#)

THAT Council authorize Mayor Tait to attend the *Mayor's Caucus* to be held February 22 - 24, 2017, in Oak Bay;

AND THAT the costs for registration be expended from the *2017 Council Travel/Conferences/Education* budget.

Agenda for the Regular Council Meeting of the District of Sooke - February 14, 2017

7.5. Budget Transfers 71 - 72 [Budget Transfers - Report](#)

THAT COUNCIL authorize staff to transfer the 2017 budget for Long-term Plans of \$20,000 to the Official Community Plan (OCP) line item.

AND THAT Council authorize staff to transfer the 2017 budget of \$28,150 for the Chamber of Commerce to the budget for the Contract With RCMP (\$12,000) and the budget for Other Outside Services (\$16,150).

AND THAT Council authorize staff to transfer \$16,000 of the budget for Records Management to the budget for Other Outside Services.

AND THAT Council authorize staff to transfer the 2017 budget of \$1,307 for the CR Action Team to the budget for Relief Worker Remuneration.

7.6. Morwenna Holdings Ltd. 73 - 74 [Morwenna Holdings - Report](#)

THAT COUNCIL authorize the Mayor and CAO to extend the services of Morwenna Holdings Ltd. from January 31, 2017 to March 31, 2017;

AND THAT Council direct staff to pay invoices submitted by Morwenna Holdings Ltd. for 2017 out of the Council Contingency budget.

8. REPORTS FOR INFORMATION

8.1. RCMP Report (verbal)

9. NEW BUSINESS

10. CORRESPONDENCE

10.1. Correspondence for review:

[List of Correspondence Jan 18-Feb 6, 2017](#)
[Correspondence-Jan 18 to Feb 6, 2017](#)

75 - 110

THAT the correspondence received January 18, 2017 to February 6, 2017, be received and filed accordingly for the record.

11. COUNCIL REPORTS FOR INFORMATION

11.1. Mayor and Council reports (verbal)

12. REPORT OF IN-CAMERA RESOLUTIONS

- 12.1. At the In-Camera Council meeting held on January 23, 2017, the following items were released to the public:

December 12, 2016

- THAT Council discussed Bylaw No. 658, *Five Year Financial Plan Amendment Bylaw*

January 23, 2017

- THAT the following motion was passed:
 - THAT Council Rise and Report on the Servicing Costs for the new Sooke Public Library.

13. MOTION TO CLOSE THE MEETING TO THE PUBLIC

THAT the meeting be closed to the public under section 90 (1) (k) of the *Community Charter*.

14. ADJOURNMENT



MINUTES
District of Sooke
Regular Council Meeting
January 23, 2017 7:00 PM
Council Chamber
2225 Otter Point Road
Sooke, BC

COUNCIL PRESENT:

Acting Mayor Kasper
Councillor Berger
Councillor Parkinson
Councillor Pearson
Councillor Reay

STAFF PRESENT:

Teresa Sullivan, Chief Administrative Officer
Brent Blackhall, Director of Financial Services
Gabryel Joseph, Director of Corporate Services
Rob Howat, Director of Development Services
Tara Johnson, Planner II
Katherine Lesyshen, Planner II
Patti Rear, Deputy Corporate Officer
Sarah Temple, Corporate Services Assistant

ABSENT:

Mayor Tait
Councillor Logins

1. CALL TO ORDER

Acting Mayor Kasper called the meeting to order at 7:00 pm.

2. NEW BUSINESS/SUPPLEMENTARY INFORMATION

There were not additions or supplementary information.

3. APPROVAL OF THE AGENDA

3.1. January 23, 2017 Regular Council Agenda

2017-25

MOVED by Councillor Pearson, Seconded by Councillor Parkinson:

THAT the agenda for the January 23, 2017 Regular Council meeting, be approved with items 9.1 "Police Based Victims' Services" and 10.1 "RCMP Report", being removed from the agenda.

CARRIED.

In Favour:

Acting Mayor Kasper, Councillor Berger, Councillor Parkinson, Councillor Pearson, Councillor Reay

Absent:

Mayor Tait, Councillor Logins

4. ADOPTION OF MINUTES

Minutes of the Regular meetings of Council:

- January 9, 2017 Regular Council Meeting

2017-26

MOVED by Councillor Parkinson, Seconded by Councillor Pearson:

THAT the Minutes of the January 9, 2017 Regular meeting of Council, be adopted as circulated.

CARRIED.

In Favour:

Acting Mayor Kasper, Councillor Berger, Councillor Parkinson, Councillor Pearson, Councillor Reay

Absent:

Mayor Tait, Councillor Logins

5. DELEGATIONS

5.1. Structured Water - James Duggan

Mr. Duggan addressed Council and spoke regarding possible improvements to the hydrating properties of drinking water. Mr. Duggan provided examples of how water can be revitalized, and made to be more "alive" with fewer contaminants. Mr. Duggan encouraged Council to research the issue and to consider installing communal water pumps throughout the community that have revitalizing water infrastructure installed.

6. PUBLIC QUESTION AND COMMENT PERIOD

Council heard from the following members of the public:

- Jeff Bateman, Sooke resident, spoke in support of Electric Vehicle Charging Stations.
- Ellen Lewers, Sooke resident, inquired as to costs for hosting the Tourism Vancouver Island 2018 Conference, the upcoming Local Government Leadership Academy and the funding for the Canada 150 Banners.

7. PUBLIC HEARINGS AND RELATED BYLAWS

7.1. Bylaw No. 558, *Zoning Amendment Bylaw (600-3)* - 1781 Minnie Road & 7057 West Coast Road

The Development Services department provided a Power Point presentation and overview of the written staff report.

Herb Haldane, applicant, spoke to Council and indicated that the intention is to develop larger lots than is permitted by the proposed rezoning, while not restricting future owners who may wish to further subdivide should sewer infrastructure reach the area in the future.

Acting Mayor Kasper called the Public Hearing for Bylaw No. 558 to order at 7:18 p.m.

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

Public Submissions:

- Steven Powell, Sooke resident, spoke regarding his concerns with the increased density Bylaw No. 558 permits, which he feels is out of proportion with nearby properties.
- Laura Gorse, Sooke resident, spoke regarding concerns as to the high water table in the area and potential flooding on neighbouring properties. Ms. Gorse expressed further concern regarding the sensitive ecosystem surrounding Wright Road Creek and the impact that development may have on this area.
- James Duggan, Sooke resident, spoke regarding the importance of protecting waterways and encouraged Council to seek advice from water experts before proceeding.
- Gail Hall, Sooke resident, spoke regarding the history of Bylaw No. 558 and the documentation included in the Public Hearing package, which spans 2013 - 2017. Ms. Hall further stated that according to the District's own solicitor, a bylaw must stand on its own merit and not depend on a master document, which she does not feel is the case with Bylaw No. 558.
- Ellen Lewers, Sooke resident, spoke regarding the length of time that has passed since Bylaw No. 558 received first and second reading in 2013, under a different Council. Ms. Lewers expressed concern that Council does not have enough information regarding the proposed rezoning. Ms. Lewers further inquired as to the future of the riparian area.

Acting Mayor Kasper called a second time for public submissions to the Public Hearing regarding Bylaw No. 558.

- Ellen Lewers, Sooke resident, expressed concern regarding potential flooding on neighbouring properties and the importance of enhancing natural waterways, rather than destroying them.
- Laura Gorse, Sooke resident, stated that she has observed non-native soil used as fill on the subject property, which she feels is leeching into tributary waters.
- James Duggan, Sooke resident, encouraged Council to protect the waterways in the area.

Acting Mayor Kasper called a third time for public submissions to the Public Hearing regarding Bylaw No. 558. Hearing none, the Public Hearing was closed at 7:38 pm.

Council Discussion:

- Clarification regarding plans for sewer system expansion in the area.
- Requirement of a Qualified Environmental Professional (QEP) to provide a detailed report on the sensitive ecosystems as the area is listed as environmentally sensitive on Map 5 of the Official Community Plan.
- Discussion of required covenants, which are specific to amenity contributions and Ministry of Transportation and Infrastructure requirements.

- Adequate parking will need to be provided for all future residents.
- Clarification that flood plains, drainage, water quality and environmental sensitivity will be addressed through the Development Permit and Subdivision application processes.

2017-27

MOVED by Councillor Pearson, Seconded by Councillor Reay:
THAT Bylaw 558, *Zoning Amendment Bylaw (600-3)*, be read a third time.

CARRIED.

In Favour:

Acting Mayor Kasper, Councillor Berger, Councillor Parkinson, Councillor Pearson, Councillor Reay

Absent:

Mayor Tait, Councillor Logins

8. BYLAWS

8.1. Bylaw No. 641, Zoning Amendment Bylaw (600-27) – 2110 & 2120 Church Road

2017-28

MOVED by Councillor Pearson, Seconded by Councillor Reay:
THAT Bylaw No. 641, *Zoning Amendment Bylaw (600-27)*, be adopted.

CARRIED.

In Favour:

Acting Mayor Kasper, Councillor Berger, Councillor Parkinson, Councillor Pearson, Councillor Reay

Absent:

Mayor Tait, Councillor Logins

8.2. Revenue Anticipation Borrowing Bylaw No. 660, 2017.

2017-29

MOVED by Councillor Berger, Seconded by Councillor Pearson:
THAT *Revenue Anticipation Borrowing Bylaw No. 660, 2017*, be adopted.

CARRIED.

In Favour:

Acting Mayor Kasper, Councillor Berger, Councillor Parkinson, Councillor Pearson, Councillor Reay

Absent:

Mayor Tait, Councillor Logins

8.3. Sewer Reserve Bylaw No 661, 2017

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

Council Discussion:

- Clarification that the purpose of the bylaw is to set funds aside in a fund that is to be used for repairs and maintenance to existing sewer infrastructure, rather than future expansion.

2017-30

MOVED by Councillor Pearson, Seconded by Councillor Parkinson:
THAT *Sewer Reserve Bylaw No. 661, 2017*, be read a first time.

CARRIED.

In Favour:

Acting Mayor Kasper, Councillor Berger, Councillor Parkinson, Councillor Pearson, Councillor Reay

Absent:

Mayor Tait, Councillor Logins

2017-31

MOVED by Councillor Pearson, Seconded by Councillor Parkinson:
THAT *Sewer Reserve Bylaw No. 661, 2017*, be read a second time.

CARRIED.

In Favour:

Acting Mayor Kasper, Councillor Berger, Councillor Parkinson, Councillor Pearson, Councillor Reay

Absent:

Mayor Tait, Councillor Logins

2017-32

MOVED by Councillor Pearson, Seconded, by Councillor Parkinson:
THAT *Sewer Reserve Bylaw No. 661, 2017*, be read a third time.

CARRIED.

In Favour:

Acting Mayor Kasper, Councillor Berger, Councillor Parkinson, Councillor Pearson, Councillor Reay

Absent:

Mayor Tait, Councillor Logins

9. REPORTS REQUIRING ACTION

9.1. Police Based Victims' Services

(removed from agenda)

9.2. Development Permit Amendment - 6995 Nordin Road Phase 5 (Heron View Villas)

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

2017-33

MOVED by Councillor Parkinson, Seconded by Councillor Pearson:

THAT Council authorize the issuance of Development Permit Amendment PLN01291 for the purpose of amending the Development Permit for 6995 Nordin Road (Phase 5) with updated elevation drawings, site plan and landscaping.

CARRIED.

In Favour:

Acting Mayor Kasper, Councillor Berger, Councillor Parkinson, Councillor Pearson, Councillor Reay

Absent:

Mayor Tait, Councillor Logins

9.3. CRD Regional Growth Strategy - Referral for Municipal Acceptance

The Development Services department provided an overview of the written staff report. Staff recommends acceptance of the Regional Growth Strategy, as Council's two major priorities have been addressed; ensuring Sooke is considered a major centre, and that extension of water infrastructure is not used as a tool to control development.

Council Discussion:

- The Regional Growth Strategy states that water supply and distribution may be extended to address a "*pressing* public health, public safety or environmental issue". Discussion regarding potential limitations and interpretation of these issues.
- The District of Sooke Official Community Plan should clearly state a desire to extend water infrastructure to all municipal boundaries.

2017-34

MOVED by Councillor Berger, Seconded by Councillor Reay:

THAT Council accept Bylaw 4017 "Capital Regional District Regional Growth Strategy Bylaw No. 1, 2016";

AND THAT Council direct staff to notify the Capital Regional District (CRD) of the District of Sooke's acceptance.

CARRIED.

In Favour:

Acting Mayor Kasper, Councillor Berger, Councillor Parkinson, Councillor Pearson, Councillor Reay

Absent:

Mayor Tait, Councillor Logins

9.4. Community Grant Program Policy

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

Council Discussion:

- Previous motion that arts-related grants to be referred to the Sooke Program of the Arts Committee.
- Important to ensure the public, and all potential grant applicants, are aware of the change in procedure.
- Staff report for February 14 Regular Council meeting to include historical listing of grant recipients.

2017-35

MOVED by Councillor Pearson, Seconded by Councillor Berger:

THAT Council approve the changes to the Community Grant Policy as presented in the January 23, 2017, Community Grant Program Policy staff report, and direct staff to bring a new policy with recommended changes, to Council for adoption.

CARRIED.

In Favour:

Acting Mayor Kasper, Councillor Berger, Councillor Parkinson, Councillor Pearson, Councillor Reay

Absent:

Mayor Tait, Councillor Logins

2017-36

MOVED by Councillor Berger, Seconded by Councillor Pearson:

THAT Council direct staff to inform the public and all potential Community Grant applicants that the deadline for 2017 Community Grant applications will be March 15, 2017.

CARRIED.

In Favour:

Acting Mayor Kasper, Councillor Berger, Councillor Parkinson, Councillor Pearson, Councillor Reay

Absent:

Mayor Tait, Councillor Logins

9.5. Appointment of Emergency Program Coordinator

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

2017-37

MOVED by Councillor Parkinson, Seconded by Councillor Berger:

THAT Council rescind the appointment of Steve Sorensen as Emergency Program Coordinator under Bylaw No. 137, *Emergency Program Bylaw*, 2003;

AND THAT Council appoint the position of Fire Chief as the Emergency Program Coordinator for the District of Sooke, in accordance with Bylaw No. 137, *Emergency Program Bylaw*, 2003.

CARRIED.

In Favour:

Acting Mayor Kasper, Councillor Berger, Councillor Parkinson, Councillor Pearson, Councillor Reay

Absent:

Mayor Tait, Councillor Logins

9.6. Tourism Vancouver Island 2018 Conference and AGM

Council Discussion:

- Discussion of partnership opportunities, including approaching the Juan de Fuca Regional District to jointly host this event.

2017-38

MOVED by Councillor Pearson, Seconded by Councillor Parkinson:

THAT Council direct staff to submit a letter of intent to host the Tourism Vancouver Island 2018 Conference & AGM in September or October of 2018;

AND THAT Council direct staff to prepare a detailed proposal to host the Tourism Vancouver Island 2018 Conference & AGM.

CARRIED.

In Favour:

Acting Mayor Kasper, Councillor Berger, Councillor Parkinson, Councillor Pearson, Councillor Reay

Absent:

Mayor Tait, Councillor Logins

9.7. Honorarium for Santa Parade

2017-39

MOVED by Councillor Pearson, Seconded by Councillor Reay:

THAT Council direct staff to provide an honorarium of \$5,000.00 to the Sooke Lions Club, for the organization, advertising, and execution of the 2016 Sooke Santa Parade, with funding to come from Council Contingency.

CARRIED.

In Favour:

Acting Mayor Kasper, Councillor Berger, Councillor Parkinson, Councillor Pearson, Councillor Reay

Absent:

Mayor Tait, Councillor Logins

9.8. New Year's Levee Costs

2017-40

MOVED by Councillor Pearson, Seconded by Councillor Parkinson:

THAT Council direct staff to pay expenses totaling \$1,363.18 for the Mayor's 2017 New Year's Levee, with funding to come from Council Contingency;

AND THAT Council direct staff to include a budget of \$10,000.00 in the 2017-2021 *Five Year Financial Plan* for events.

CARRIED.

In Favour:

Acting Mayor Kasper, Councillor Berger, Councillor Parkinson, Councillor Pearson, Councillor Reay

Absent:

Mayor Tait, Councillor Logins

10. REPORTS FOR INFORMATION

10.1. RCMP Report

(removed from agenda)

11. CORRESPONDENCE

11.1. Correspondence addressed to the District of Sooke dated December 2, 2016 to January 16, 2017.

Council Discussion:

- The Climate Change Action Committee has previously identified Electric Vehicle Charging Stations in the Town Centre as a priority project. SEAPARC is also considering installing an Electric Vehicle Charging Station. Staff and Councillor Berger will work together to bring forward additional information.
- Council suggested to forward the information regarding AlarmForce to the Emergency Program Coordinator.

2017-41

MOVED by Councillor Reay, Seconded by Councillor Parkinson:

THAT the correspondence addressed to the District of Sooke dated December 2, 2016 – January 16, 2017, be filed accordingly.

CARRIED.

In Favour:

Acting Mayor Kasper, Councillor Berger, Councillor Parkinson, Councillor Pearson, Councillor Reay

Absent:

Mayor Tait, Councillor Logins

12. MOTION TO CLOSE THE MEETING TO THE PUBLIC

The Meeting was closed to the public at 8:42 p.m.

The Meeting was re-opened to the public at 10:10 p.m.

2017-42

MOVED by Councillor Pearson, Seconded by Councillor Berger:

THAT this meeting be closed to the public under section 90(1)(b), (i) and/or (k) of the *Community Charter* as it pertains to municipal awards/honours, legal opinions, and/or negotiations.

CARRIED.

In Favour:

Acting Mayor Kasper, Councillor Berger, Councillor Parkinson, Councillor Pearson, Councillor Reay

Absent:

Mayor Tait, Councillor Logins

The meeting was closed to the public at 8:42 pm

The meeting was re-opened to the public at: 10:11 pm

13. ADJOURNMENT

2017-43

MOVED by Councillor Pearson, seconded by Councillor Parkinson:

THAT the meeting be adjourned at 10:12 pm.

CARRIED

In Favour:

Acting Mayor Kasper, Councillor Berger, Councillor Parkinson, Councillor Pearson, Councillor Reay

Absent:

Mayor Tait, Councillor Logins

Certified Correct:

Rick Kasper
Acting Mayor

Gabryel Joseph
Corporate Officer



DISTRICT OF SOOKE SEWER RESERVE FUND BYLAW No. 661

A bylaw to create a reserve fund for sewer expenditures.

Section 188 of the *Community Charter* provides that, the Council may, by bylaw, establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund;

AND Section 189 of the *Community Charter* provides that, money in a reserve fund, and interest earned on it, must be used only for the purpose for which the fund was established;

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

1. This bylaw is cited as *Sewer Reserve Fund Bylaw No. 661, 2017*.
2. The Council is empowered and authorized to establish a sewer reserve fund and place surplus amounts from sewer operations to the credit of the reserve fund.
3. Money in the reserve fund, and interest earned on it, may be used only for sewer capital expenditures.

READ a FIRST time the 23rd day of January, 2017.

READ a SECOND time the day of 23rd day of January, 2017.

READ a THIRD time the day of 23rd day of January, 2017.

ADOPTED on the day of 2017.

Certified correct:

Maja Tait
Mayor

Gabryel Joseph
Corporate Officer



Community Grant Program Policy

RECOMMENDATION:

THAT COUNCIL approve Policy No. 5.1, *Community Grant Program Policy, 2017*, as presented in the February 14, 2017, Community Grant Program Policy staff report, and

THAT COUNCIL direct staff to include current Category A Grant recipients as one-time line items in the 2017 budget, and

THAT COUNCIL direct staff to schedule time during the 2017 budget deliberations to hear from all other 2017 grant applicants.

Report Summary:

The District of Sooke Community Grant Program provides valuable funding to local not-for-profit organizations, yet the structure of the program causes confusion for members of the public and challenges for staff to administer. Staff are presenting Council with a revised policy for consideration that will simplify and streamline the Community Grant Program process.

Previous Council Action:

THAT Council approve the changes to the Community Grant Policy as presented in the January 23, 2017, Community Grant Program Policy staff report, and direct staff to bring a new policy with recommended changes, to Council for adoption.

Report:

On January 23, 2017, staff presented Council with proposed changes to the Community Grant Program Policy and application and review process. Attachment #1 to this report is an amended policy for Council consideration for adoption. Highlights of the policy amendments are as follows:

1. All Community Grants will forthwith be considered concurrently, regardless of purpose.
2. Community Grants will be considered and awarded by Council once per year during annual budget deliberations.
3. Community Grants may be awarded to a maximum of \$7,000, except through unanimous resolution of Council.
4. Grant recipients will be required to apply each year that they wish to be considered for grant funding.
5. Community Grants may only be awarded to an organization for three consecutive years, after which the organization will be ineligible to receive a grant for a one-year period.

6. At any time, Council may opt to create a budget line item to fund an organization for a definite or indefinite period of time.

Grant Recipients (Category A)

While the current Community Grant policy indicates that funding of community groups is not intended to be indefinite, some community recipients have received funding for several years. Currently, Category A Grant recipients must only re-apply if they wish to change their level of funding or the purpose of their grant. The table below illustrates the Category A Grant recipients who are scheduled to receive funding in 2017, following Council approval of the budget.

Recipient	Total Funding Received (Through 2016)	Proposed 2017 Funding
Sooke Food Bank Society	\$24,862	\$10,000
Citizens on Patrol Sooke	\$15,200	\$2,800
EMCS Society for the Sooke Youth Council	\$60,646	\$3,500
JDF Regional Park Watch Society	\$70,116	\$5,000
Sooke Community Arts Council	\$41,750	\$4,000
Sooke Residents in Need Society - Crisis Centre Program	\$79,547	\$6,120
Sooke Lions Club	\$16,000	\$5,000
Sooke Family Resource Society	\$35,436	\$2,000
Sooke Region Food CHI	\$58,265	\$7,000
Sooke Fine Arts Society	\$61,000	\$7,000
Vancouver Island South Film & Media Commission	\$3,500	\$500
Sooke Transition Town Society (Wild Wise Sooke)	\$4,150	\$2,925
Need 2 – Suicide Prevention Education & Awareness	\$35,129	\$1,592
TOTAL REQUESTED FOR 2017		\$57,437

Going forward, the new policy proposed for adoption will require all organizations to apply each year in which they wish to be considered for funding. For the organizations listed in the table above, Council has two options:

1. Direct staff to include the organizations listed above as one-time line items in the 2017 budget, (and begin applying with all other organizations for funding in 2018)
OR
2. Direct staff to inform the organizations listed above that they need to re-apply with all other applicants to be considered for funding in 2017.

It is staff's recommendation that Council include the organizations listed above as line items in the 2017 budget as these organizations are expecting to receive the levels of funding indicated in 2017. This provision will also allow a year's notice to be given to these organizations so that they can prepare for the policy change. The deadline for all

other grant applicants will be March 15, 2017, in advance of the 2017 budget deliberations.

Recommendations:

The following recommendations are made for Council consideration. That Council:

- Approve the amended *Community Grant Program Policy, 2017*.
- Direct staff to include current Category A Grant recipients as one-time line items in the 2017 budget, and inform them that they will be required to re-apply next year for funding.
- Direct staff to schedule a meeting during 2017 budget deliberations to hear from 2017 grant applicants.

Budget/Financial Impacts:

Streamlining the administration process of the Community Grants Program will result in savings of approximately 25-30 hours of staff time that could be diverted to other projects and efficiencies.

Strategic Relevance:

Excellence in Management and Governance
Enhancing Community Livability

Attached Documents:

[Attachment#1-Community-Grant-Program-Policy-2017](#)

[Attachment #2-Community-Grants-Policy-Comparative](#)

[Attachment #3-2017 Category A Grant Recipients](#)



Policy No. 5.1

Adopted October 22, 2001
Amended March 22, 2004
Amended February 12, 2007
Amended March 25, 2008
Amended June 23, 2008
Amended January 14, 2013
Amended February 24, 2014
Amended February 14, 2017

Community Grant Program Policy, 2017

1. PURPOSE

- a) The District of Sooke may contribute to the general interest and advantage of the community through the awarding of community grants.
- b) Over and above the core functions of providing municipal services, the District of Sooke may assist local not-for-profit organizations who propose, through community projects, programs, services, activities and/or events, located primarily within the District of Sooke ("projects"), to improve the well-being of the District of Sooke community.
- c) The Community Grant Program is intended to assist and encourage District of Sooke-based not-for-profit organizations (incorporated under the Society Act of BC) or unincorporated groups with demonstrated objectives that are not-for-profit or charitable in nature. District of Sooke organizations are those who are located within the District of Sooke, or whom conduct programs or events subject to Community Grant funding within the District.
- d) All Community Grants are awarded through a resolution of Council during the annual budget process.
- e) Community grants are awarded to an organization that provides an ongoing, valuable program to the community, yet is temporarily unable to raise all required funding, without assistance from the District. Community Grants are not intended to provide support for an indefinite period, and are awarded accordingly to the limitations indicated in Sec. 4 - Assessment Criteria.
- f) If an ongoing need is demonstrated and community benefit is determined sufficient, Council may, by resolution, create a line item in its budget for annual funding to an organization or program.
- g) A Community Grant may be awarded by Council for any amount up to, but not exceeding \$7,000 annually. A Community Grant exceeding \$7,000 in any given year may only be awarded by a unanimous resolution of Council.
- h) Community Grants are awarded for programs, activities, or events that begin or take place within 365 days of the date the grant is awarded.
- i) Community Grants may be awarded for any capital or operational purpose, except travel expenses and wages.

Attachment #1

2. ELIGIBILITY CRITERIA

- a) All Community Grant applications will be reviewed by Council as part of the annual budget process.
- b) Only Community Grant applications that meet the eligibility criteria identified in this policy, and as amended from time to time, will be considered.
- c) For Community Grant applications to be considered, the applicant must show a demonstrated financial need, and the primary benefit of the grant must be to the District of Sooke community in one or more of these areas:
 - i. Sports and recreation
 - ii. Fine Arts and culture
 - iii. Heritage
 - iv. Public safety
 - v. Community development, including promotion and economic development
 - vi. Community beautification
 - vii. Environmental sustainability
- d) No Community Grant application will be considered by Council unless all required application information has been provided and staff has confirmed completion of the grant application. It is the responsibility of the applicant to ensure all required information is provided adequately and on time.
- e) Grant applications and uses must conform to section 25(1) of the Community Charter.
- f) Grant applications must be consistent with the aims, objectives, and standards of the District, and must not be at variance with any District policies (e.g. the Official Community Plan).
- g) Applications from organizations and events that cross municipal boundaries, but primarily benefit the District of Sooke, may also be referred to the Juan de Fuca Electoral Area Director and the Capital Regional District for funding.
- h) No application requests for funding to individuals will be considered.
- i) Applications for financial assistance for commitments or expenses incurred prior to the approval of the application will not be considered unless Council has previously agreed to the commitment via resolution.
- j) Applications for assistance for projects that are the responsibility of other levels of government will not be considered. This provision does not preclude the District of Sooke from participating in joint funding with regional bodies, provincial or federal governments or agencies.
- k) Grant applications for banquets, conferences, tournaments, etc. will be considered only for regional, national or international events taking place in the District of Sooke.

Attachment #1

- l) To eliminate indirect funding, a grant will not be issued to an organization that in turn issues grants to other organizations, unless the applicant can clearly demonstrate, to Council's satisfaction, that grant monies received from the District of Sooke will not be used to fund grants to other organizations.

3. APPLICATION PROCEDURES

- a) All Community Grants, regardless of purpose, will be considered concurrently by Council during the annual budget process. To be considered by Council, all community grant applications must:
 - i. Be received by January 15 of the budget year in which they are being considered for funding.
 - ii. Include all necessary application documentation and information.
 - iii. Be submitted to the District of Sooke on the official Community Grants Application Form, as amended from time to time, and in the manner indicated on the form.
- b) Incomplete applications will not be forwarded to Council for consideration.

4. ASSESSMENT PROCESS

- a) Grant applications will first be reviewed by staff to ensure each application is complete. Completed applications will be forwarded to Council for consideration.
- b) Community Grant applicants will have the opportunity to appear before Council to speak to their application. Each presentation will be limited to 5 minutes, not including Council questions for the applicant. A presentation to Council is not required for an application to be considered.
- c) After hearing from grant applicants, Council may opt to consider the applications at that meeting, or defer the consideration of grant applications to a future meeting during budget discussions.
- d) Council is not constrained by the amount requested by the applicant in the community grant application, but rather may opt to award less than or more than requested, as identified in Section 1(g).
- e) All community grant decisions by Council are final and not subject to appeal.
- f) Results of community grant applications will be made known to the public following approval by Council.

Attachment #1

5. ASSESSMENT CRITERIA

- a) Consideration of Community Grant applications may be made based on the following order of preference:
 - i. The quality and excellence of the project.
 - ii. Applications with secured funding sources other than from the District.
 - iii. The group or organization has demonstrated sound financial and administrative management.
 - iv. The group or organization has a broad base of community support and demonstrated track record of community service.
 - v. The event/activity/program is accessible to and provides a service to a large portion of the community.
 - vi. The event/activity/program will enhance the present and/or future well-being of the community.
- b) Community Grants may be awarded to any organization to a maximum of three consecutive years. Any organization receiving three consecutive years of Community Grant funding will be deemed ineligible to receive a Community Grant for a one-year period.
- c) Community Grants will only be considered from an organization that has provided a completed Community Grant Final Report regarding previously awarded grants, if applicable.

6. CONDITIONS OF FUNDING

- a) Applicants for operational funding must acknowledge the support of the District of Sooke in all print and publicity material related to the project, including banners and signs on site during the event, activity, or program.
- b) Funds must be used for the purpose for which they were requested. If the originally intended purpose cannot be carried out, applicants must make a presentation to Council explaining the situation and their requested change. If funds have already been advanced prior to the requested change in purpose, they must not be spent by the applicant until Council has approved the change. If Council does not approve of the change in purpose, then the applicant must return the funds.
- c) Community Grant recipients must submit a Community Grant Final Report in writing by December 1 of the year the grant was awarded. The Community Grant Final Report will include, but is not limited to:
 - i. a brief evaluation of the project
 - ii. copies of print material acknowledging the financial support of the District of Sooke (including but limited to newspaper articles, ads, press releases, social media, programs, etc.)
 - iii. a financial statement of actual revenue and expenses for the project
 - iv. attendance figures (where applicable)
 - v. number of participants in the project
 - vi. an evaluation of the impact on the community.

Attachment #1

- d) If a grant recipient's event concludes after December 1, the recipient may be granted an extension until two weeks following the completion of their event to submit their Community Grant Final Report.
- e) The grant recipient may be asked to make a presentation to Council following completion of their event.
- f) In the event that the event, activity, program or project is not completed, the District of Sooke reserves the right to request the return of any portion of the grant funding.
- g) At the completion of a project, the successful applicant shall invite the District of Sooke to an opening ceremony, if such a ceremony is scheduled.

Attachment #2 – Community Grants Program Policy Comparative

Community Grant Program Policy, 2013

PURPOSE

- A. The District of Sooke may contribute to the general interest and advantage of the community through programs of community grants as follows:

Category A: Annual Grant
Category B: Bi-Annual Grant

- B. Over and above the core functions of providing municipal services, the District of Sooke may assist local not-for-profit organizations who propose, through community projects, programs, services, activities and/or events located primarily within the District of Sooke (“projects”), to improve the well being of the District of Sooke community as a whole. (Legislative Authority – section 8(1) and 8(2) of the *Community Charter*).
- C. The Community Grant Program is intended to assist and encourage District of Sooke based not-for-profit organizations incorporated under the *Society Act* of BC or unincorporated groups with demonstrated objectives that are not-for-profit or charitable in nature. District of Sooke organizations are ones where the majority of the members reside within the municipality.
- D. All community grants are contingent upon being included in the District of Sooke annual operating budget.

CATEGORY A: ANNUAL GRANT

- i. Category A grants are made annually to a non-profit community group on the basis that it provides an ongoing valuable program to the community and is unable to raise all of its required funding without the District of Sooke assistance. These grants are not intended to provide on-going support for an indefinite period of time.

Community Grant Program Policy, 2017

1. PURPOSE

- a. The District of Sooke may contribute to the general interest and advantage of the community through the awarding of community grants.
- b. Over and above the core functions of providing municipal services, the District of Sooke may assist local not-for-profit organizations who propose, through community projects, programs, services, activities and/or events, located primarily within the District of Sooke (“projects”), to improve the well-being of the District of Sooke community.
- c. The Community Grant Program is intended to assist and encourage District of Sooke-based not-for-profit organizations (incorporated under the *Society Act* of BC) or unincorporated groups with demonstrated objectives that are not-for-profit or charitable in nature. District of Sooke organizations are those who are located within the District of Sooke, or whom conduct programs or events subject to Community Grant funding within the District.
- d. All Community Grants are awarded through a resolution of Council during the annual budget process.
- e. Community grants are awarded to an organization that provides an ongoing, valuable program to the community, yet is temporarily unable to raise all required funding, without assistance from the District. Community Grants are not intended to provide support for an indefinite period, and are awarded accordingly to the limitations indicated in Sec. 4 - Assessment Criteria.

- i. Category A grants are reviewed annually by Council to ensure there continues to be a proven need for District assistance and a demonstrated sustainability for the program.

CATEGORY B: BI-ANNUAL GRANT

- i. Category B grants are normally for amounts exceeding \$500 and not exceeding \$7,000.
- ii. Category B applications will only be considered for new projects or the enhancement of existing programs, activities or events that will be completed or take place within 365 days of the date Council approves the grant.
- iii. Funding for Category B grants will not be provided for ongoing operational and maintenance costs. Project costs will be considered ineligible if they primarily relate to:
 - a. Administrative processes or supplies
 - b. Touring and/or travel expenses
 - c. Wages

- f. If an ongoing need is demonstrated and community benefit is determined sufficient, Council may, by resolution, create a line item in its budget for annual funding to an organization or program.
- g. A Community Grant may be awarded by Council for any amount up to, but not exceeding \$7,000 annually. A Community Grant exceeding \$7,000 in any given year may only be awarded by a unanimous resolution of Council.
- h. Community Grants are awarded for programs, activities, or events that begin or take place within 365 days of the date the grant is awarded.
- i. Community Grants may be awarded for any capital or operational purpose, except travel expenses and wages.

COMMUNITY GRANT PROGRAM

1. General Eligibility Criteria

- a. All grant applications will be received and reviewed by the Community Grant Review Committee (“Committee”) and Council will consider the Committee’s recommendations for grants.
- b. The Committee will only consider and recommend to Council for approval grant applications that meet the **Purpose** of the Policy, primarily benefit the District of Sooke community and have a demonstrated financial need in the areas of:
 - i. Sports and recreation
 - ii. Fine Arts and culture
 - iii. Heritage
 - iv. Public safety
 - v. Community welfare including promotion and economic development
 - vi. Community beautification
 - vii. Environmental
- c. No grant application will be considered by the Committee unless all applicable information has been provided and staff has confirmed completion of the grant application.
- d. Grant applications and uses must conform to section 25(1) of the *Community Charter* attached to this policy as Appendix 1.
- e. Grant applications must be consistent with the aims, objectives and standards of the municipality. Applications must not be at variance with the policies of the municipality (e.g. the *Official Community Plan*).

COMMUNITY GRANT PROGRAM

2. Eligibility Criteria

- a. All Community Grant applications will be reviewed by Council as part of the annual budget process.
- b. Only Community Grant applications that meet the eligibility criteria identified in this policy, and as amended from time to time, will be considered.
- c. For Community Grant applications to be considered, the applicant must show a demonstrated financial need, and the primarily benefit of the grant must be to the District of Sooke community in one or more of these areas:
 - i. Sports and recreation
 - ii. Fine Arts and culture
 - iii. Heritage
 - iv. Public safety
 - v. Community development, including promotion and economic development
 - vi. Community beautification
 - vii. Environmental sustainability
- d. No Community Grant application will be considered by Council unless all required application information has been provided and staff has confirmed completion of the grant application. It is the responsibility of the applicant to ensure all required information is provided adequately and on time.
- e. Grant applications and uses must conform to section 25(1) of the *Community Charter*.
- f. Grant applications must be consistent with the aims, objectives, and standards of the District, and must not be at variance with any District policies (e.g. the *Official Community Plan*).

- g. Applications from organizations and events which cross municipal boundaries, but primarily benefit the District of Sooke, may also be referred to the Juan de Fuca Electoral Area Director and the Capital Regional District for funding.
- h. No application requests for funding to individuals will be considered.
- i. Applications for financial assistance for commitments or expenses incurred prior to the approval of the application will not be considered unless Council has agreed to the commitment.
- j. Applications for assistance for projects that are the responsibility of other levels of government will not be considered. This does not preclude the District of Sooke from participating in joint funding with regional bodies, provincial or federal governments or agencies.
- k. Grant applications for banquets, conferences, tournaments, etc. will be considered only for regional, national or international events taking place in the District of Sooke.
- l. In order to eliminate indirect funding, a grant will not be issued to an organization that in turn issues grants to other organizations *unless* the applicant can demonstrate to the Committee that grant monies received from the District of Sooke will not be used to fund grants to other organizations.
- m. Any direct or indirect benefit from a permissive tax exemption will be noted for review during the assessment process.

- g. Applications from organizations and events that cross municipal boundaries, but primarily benefit the District of Sooke, may also be referred to the Juan de Fuca Electoral Area Director and the Capital Regional District for funding.
- h. No application requests for funding to individuals will be considered.
- i. Applications for financial assistance for commitments or expenses incurred prior to the approval of the application will not be considered unless Council has previously agreed to the commitment via resolution.
- j. Applications for assistance for projects that are the responsibility of other levels of government will not be considered. This provision does not preclude the District of Sooke from participating in joint funding with regional bodies, provincial or federal governments or agencies.
- k. Grant applications for banquets, conferences, tournaments, etc. will be considered only for regional, national or international events taking place in the District of Sooke.
- l. To eliminate indirect funding, a grant will not be issued to an organization that in turn issues grants to other organizations, *unless* the applicant can clearly demonstrate, to Council's satisfaction, that grant monies received from the District of Sooke will not be used to fund grants to other organizations.

2. Application Procedures

- a) New Category A grant applications, and requests for changes to existing Category A grants, are due annually on September 30th the year prior to the requested funding.
- b) Grant applications under Category B will be considered for funding twice in a calendar year:
 - i. The first application deadline is April 30 of each year;
 - ii. The second application deadline is September 30, subject to availability of funds after the April 30th grants are awarded.
- c) Grant applications must be submitted to the Director of Finance of the District of Sooke on the official community grants application form attached as Appendix II with all requested support data in photocopy ready format. **The Committee will ONLY consider complete applications.** The application form can be obtained online at www.sooke.ca. or from the District of Sooke Finance Department.
- d) The application must:
 - i. indicate the nature of the project
 - ii. the reason for the project
 - iii. indicate the likely impact and benefit of the project on the District of Sooke
 - iv. indicate the number of people who will benefit from or participate in the project
 - v. include the names of those who will be involved in carrying out the project;
 - vi. include a list of the group's directors or organizers
 - vii. include a projected statement of revenue and expenses (Appendix II Budget)
 - viii. include a financial statement of the previous year's activity, if any
- e) Incomplete applications will not be forwarded to the Committee.

3. Application Procedures

- a) All Community Grants, regardless of purpose, will be considered concurrently by Council during the annual budget process. To be considered by Council, all community grant applications must:
 - i. Be received by January 15 of the budget year in which they are being considered for funding.
 - ii. Include all necessary application documentation and information.
 - iii. Be submitted to the District of Sooke on the official Community Grants Application Form, as amended from time to time, and in the manner indicated on the form.
- b) Incomplete applications will not be forwarded to Council for consideration.

3. Assessment Process

- a. Grant applications will first be reviewed by staff to ensure each application is complete and then forward a summary listing and the applications to the Committee for review and recommendation.
- b. For an application to be considered by the Committee, applicants for grants must appear before the Committee to speak to their application. In all cases the presentation should be limited to 5 minutes. Applicants will be contacted prior to the Committee meeting date.
- c. Following presentations, the Committee will review the applications and make its recommendation to Council.
- d. The Committee will recommend grants based on the amount requested only. Funding may be recommended at an amount lower than what was requested.
- e. Council will review the Committee's recommendations and make its decision. **All decisions by Council are final.**
- f. Results of applications will be made known following approval by Council. Applicants will be contacted after the Council decision has been made.

4. Assessment Process

- a. Grant applications will first be reviewed by staff to ensure each application is complete. Completed applications will be forwarded to Council for consideration.
- b. Community Grant applicants will have the opportunity to appear before Council to speak to their application. Each presentation will be limited to 5 minutes, not including Council questions for the applicant. A presentation to Council is not required for an application to be considered.
- c. After hearing from grant applicants, Council may opt to consider the applications at that meeting, or defer the consideration of grant applications to a future meeting during budget discussions.
- d. Council is not constrained by the amount requested by the applicant in the community grant application, but rather may opt to award less than or more than requested, as identified in Section 1(g).
- e. All community grant decisions by Council are final and not subject to appeal.
- f. Results of community grant applications will be made known to the public following approval by Council.

4. Assessment Criteria

- a. Consideration of grant applications may be made based on the following order of preference:
 - i. Applications are in the areas of eligibility.
 - ii. The quality and excellence of the project.
 - iii. Applications with funding coming from sources outside the funds sought from the municipality.
 - iv. The group or organization has a demonstrated sound financial and administrative management.
 - v. The group or organization has a significant number of volunteers and a broad base of community support.
 - vi. The group or organization has a demonstrated track record of community service.
 - vii. The event/activity/program is accessible to and/or meets the needs of a large portion of the community's residents.
 - viii. The event/activity/program will enhance the present and/or future economic well being of the community.
- b. Category B grants will not be awarded for the same or a similar project in consecutive years.

5. Assessment Criteria

- a. Consideration of Community Grant applications may be made based on the following order of preference:
 - i. The quality and excellence of the project.
 - ii. Applications with secured funding sources other than from the District.
 - iii. The group or organization has demonstrated sound financial and administrative management.
 - iv. The group or organization has a broad base of community support and demonstrated track record of community service.
 - v. The event/activity/program is accessible to and provides a service to a large portion of the community.
 - vi. The event/activity/program will enhance the present and/or future well-being of the community.
- b. Community Grants may be awarded to any organization to a maximum of three consecutive years. Any organization receiving three consecutive years of Community Grant funding will be deemed ineligible to receive a Community Grant for a one-year period.
- c. Community Grants will only be considered from an organization that has provided a completed Community Grant Final Report regarding previously awarded grants, if applicable.

5. Conditions of Funding

- a. The applicant must acknowledge the support of the District of Sooke in all print and publicity material related to the project including banners and signs on site during the event.
- b. Funds must be used for the purpose for which they were requested. If the original intended purpose can not be carried out, applicants must make a presentation to Council explaining the situation and their requested change. If funds have already been advanced prior to the requested change in purpose they must not be spent by the applicant until Council has approved the change. If Council does not approve of the change in purpose then the applicant must return the funds.
- c. Category B grant recipients must submit a final report (in the form attached as Appendix III) in writing **within 60 days of completion of the project (see Category B, section ii)** and may be asked to make a presentation to the Committee or Council which includes:
 - i. a brief evaluation of the project;
 - ii. copies of print material acknowledging the financial support of the District of Sooke (including but limited to newspaper articles, ads, press releases, social media, programs, etc.) ;
 - iii. a financial statement of actual revenue and expenses for the project (Appendix III Financial Statement);
 - iv. attendance figures (where applicable);
 - v. number of participants in the project ; and
 - vi. an evaluation of the impact on the community.
- d. Category A grant recipients must submit an annual report (in the form attached as Appendix III or in report form) and may be asked to make a presentation to the Committee or Council **annually on or before March 1st**.

6. Conditions of Funding

- a. Applicants for operational funding must acknowledge the support of the District of Sooke in all print and publicity material related to the project, including banners and signs on site during the event, activity, or program.
- b. Funds must be used for the purpose for which they were requested. If the originally intended purpose cannot be carried out, applicants must make a presentation to Council explaining the situation and their requested change. If funds have already been advanced prior to the requested change in purpose, they must not be spent by the applicant until Council has approved the change. If Council does not approve of the change in purpose, then the applicant must return the funds.
- c. Community Grant recipients must submit a Community Grant Final Report in writing by December 1 of the year the grant was awarded. The Community Grant Final Report will include, but is not limited to:
 - i. a brief evaluation of the project
 - ii. copies of print material acknowledging the financial support of the District of Sooke (including but limited to newspaper articles, ads, press releases, social media, programs, etc.)
 - iii. a financial statement of actual revenue and expenses for the project
 - iv. attendance figures (where applicable)
 - v. number of participants in the project
 - vi. an evaluation of the impact on the community.
- d. If a grant recipient's event concludes after December 1, the recipient may be granted an extension of two weeks following the completion of their event to submit their Community Grant Final Report.

- e. In the event that the project is not completed, the District of Sooke reserves the right to request the return of the grant.
- f. At the completion of a project, the successful applicant shall invite the District of Sooke to an opening ceremony, if such a ceremony is scheduled.
- g. The successful applicant shall provide acknowledgement of funding support by the District of Sooke (such as a plaque) for a tangible capital project once it is completed.

- e. The grant recipient may be asked to make a presentation to Council following completion of their event.
- f. In the event that the event, activity, program or project is not completed, the District of Sooke reserves the right to request the return of any portion of the grant funding.
- g. At the completion of a project, the successful applicant shall invite the District of Sooke to an opening ceremony, if such a ceremony is scheduled.

Attachment #3 – 2017 Category A Recipients

Recipient	Purpose of funding
Sooke Food Bank Society	Milk program for Sooke area youth and senior residents in need.
Citizens on Patrol Sooke	Patrol Sooke community during weekends, night hours, some day times, report any events to the RCMP and Speed Watch.
EMCS Society for the Sooke Youth Council	Youth engagement strategies, activities, and capacity building.
JDF Regional Park Watch Society	Park patrol persons to deter theft and vandalism from area parks (East Sooke Regional Park, Botanical Beach, Matheson Lake, Pike Road, Sooke Potholes, French and China Beaches).
Sooke Community Arts Council	Arts events stretching from East Sooke to Port Renfrew (Beach Art Festival, Members Art Show, Family Arts Fair, Art In the Park). Funds from District are matched by BC Arts Council.
Sooke Residents in Need Society - Crisis Centre Program	Provides food, a place to get help, or referral to other services. Helps people threatened with eviction, loss of hydro, lack of heating oil, bus tickets to make medical appointments etc.
Sooke Lions Club	Canada Day celebrations for Sooke community.
Sooke Family Resource Society	Current scope is a Prenatal Program – focuses on prenatal and postnatal education, support and outreach families in the greater Sooke area. Prior to 2015 the scope was an Art Program (free of cost) for children up to 12 years and young families of the Sooke community.
Sooke Region Food CHI	“Buy Local Campaign” and the “Food Growing and Recovery” programs aimed at increasing local food production and food growing opportunities to benefit the community.
Sooke Fine Arts Society	Support of programs within the Sooke Fine Arts Show that allow artists to directly engage with the community, including live music, artist demonstrations and artist talks.
Vancouver Island South Film & Media Commission	To help promote Sooke and the CRD as an ideal location for film productions. Supports educational training, seminars, industry mixers, familiarization tours, location scouting and extensive film support.
Sooke Transition Town Society (Wild Wise Sooke)	Program materials for a bear/human conflict reduction program in the Sooke community and for coordinator's site visit costs and public education presentations.
Need 2 – Suicide Prevention Education & Awareness	Suicide prevention efforts within the CRD. Includes delivery of Suicide Awareness for Youth program at Journey Middle School and EMCS. Also for supporting the Youthspace.ca program for online access by youth.



Remedial Action - 2364 Church Road

RECOMMENDATION:

THAT COUNCIL direct staff to take remedial action, regarding unsightly premises at 2364 Church Road to ensure compliance with the Bylaw No. 296, *Unsightly Premises and Objectionable Situations Bylaw, 2007*.

Report Summary:

Administration is seeking approval from Council to affect clean-up and removal of items, including furniture, garbage throughout the property, and other discarded items, which are in contravention of the Bylaw and causing the property to remain Unsightly. This action would bring the property into compliance with Bylaw No. 296, *Unsightly Premises and Objectionable Situations Bylaw, 2007*.

Previous Council Action:

n/a

Report:

Neighbours have complained about garbage piled in the rear and front yards, discarded furniture, and other items, and residential use of a Recreational Vehicle. The RCMP has attended due to the activities on this property.

Letters have been sent to the property owner, and occupant, identifying the issues and instructing how to resolve the matter. Repeat inspections have had no impact towards compliance. The property owner was advised of the most recent inspection date, by letter, and failed to attend.

The request for implementing the Remedial Action is not taken lightly. Repeated inspections have not garnered the results expected of a property owner or occupant willing to co-operate. Efforts to involve the property owners have netted zero results.

This remedial action would involve organizing a hauling company, and labourers, to remove items considered contributing to the Unsightly condition of the property.

The neighbours are upset that this property continues to impact their property values and diminishes the overall appearance of the neighbourhood.

Legal Impacts:

Bylaw No. 296, *Unsightly Premises and Objectionable Situations Bylaw, 2007*;

Community Charter [SBC 2003] Chapter 26, S. 8 Fundamental powers;

Community Charter [SBC 2003] Chapter 26, S. 16 Authority to enter on or into property;

*Community Charter [SBC 2003] Chapter 26, S. 17 Municipal action at defaulter's expense
Community Charter [SBC 2003] Chapter 26, S. 64 Nuisances, disturbances and other
objectionable situations.*

Budget/Financial Impacts:

The District of Sooke will bear the initial costs of the clean-up; the bill is ultimately paid by the Property Owner, either at the time of service or on their taxes.

Frequently Asked Questions:

1. How long has the District been working with the occupant to seek compliance?

A. September 2016 was the first complaint received from a neighbour and many complaints have been received since then.

2. What authority does the District have to make a resolution to remove Unsightly conditions on the property?

A. The Community Charter, ss 8(3)(h), 64 and 72 state that Council may impose remedial action requirements in relation to nuisances, refuse, garbage or other material that is noxious, offensive or unwholesome

Strategic Relevance:

Excellence in Management and Governance – The proposed remedial action will ensure compliance with District bylaws.

Attached Documents:

[grp pics 2016 Dec 21](#)

[Authorities - Unsightly Premises RPT](#)









Unightly Premises and Other Objectionable Situations Policy, 2007

Purpose:

To provide general guidelines as to what conditions Council considers may render real property or any building or structure located on such real property "unightly" under Bylaw No. 296, *Unightly Premises and Objectionable Situations Bylaw, 2007*.

Policy Statement:

1. The Council of the District of Sooke has authority under the *Community Charter* to regulate, prohibit, and impose requirements, by bylaw, in relation to public places and to nuisances, disturbances, and other objectionable situations.
2. Council has adopted Bylaw No. 296, *Unightly Premises and Objectionable Situations Bylaw, 2007*, a bylaw to prevent unsightliness and other objectionable situations on real property in the District of Sooke.
3. Investigations into non-compliance with Bylaw No. 296 will be based on complaints received from the community and the observations of members of Council and District of Sooke staff that certain identified properties are not in alignment with the District of Sooke's goal to enhance the liveability of its community.
4. Concerns that may be addressed include but are not limited to those conditions that cause public discomfort, insult or degrade the social code of a neighbourhood, or are affront or displeasing to a reasonable persons senses.
5. Without in any way restricting the generality of the word "unightly" in Bylaw No. 296, any one or more of the following conditions may render real property or any building or structure located on such real property "unightly" within the meaning of Bylaw No. 296:
 - a) real property or any building or structure located on such real property that is dilapidated or in a state of disrepair including but not limited to broken fences, extensive growth of moss on roofs, broken gutters or stormdrains, exterior finishes that have become conspicuously unclean or deteriorated due to lack of maintenance and yards overgrown with noxious weeds;

- b) materials of any sort that are strewn about real property or in or on any buildings or structures located on such real property rather than piled in a neat and orderly manner;
- c) the storage or accumulation of all or any part of a vehicle that is not validly licensed for the current year or is incapable of moving under its own power on real property;
- d) the storage or accumulation of all or any part of a boat that is currently inoperable, unseaworthy or in a dilapidated state on real property;
- e) the storage or accumulation of furniture, bedding or appliances (other than furniture or appliances specifically designed for outdoor use) on real property;
- f) unused landscaping materials such as dirt piles, discarded planting pots, or tree and plant material clippings on real property;
- g) uncontained or unmaintained compost piles on real property;
- h) accumulations of rubbish, trash, bottles, broken glass, metal pieces, wood products, or other unwholesome materials on real property;
- i) the storage or accumulation of construction material or construction equipment that is not currently required for construction on real property or in any building or structure located on such real property;
- j) the accumulation of water that creates excessive ponding of water or dampness accumulating near buildings or structures.

Procedures

1. Once a complaint is received or situation is known by the District of Sooke that real property may be in non-compliance with Bylaw No. 296, it will be investigated by a Bylaw Enforcement Officer.
2. The owner and occupier of the real property will be notified of any non-compliance with Bylaw No. 296 and ordered to comply by a specified date. At the same time, a date will be set and provided to the owner and occupier to appear before Council to be heard in the event that compliance is not obtained by the specified date.
3. The situation will be monitored by a Bylaw Enforcement Officer and if compliance is not met by the specified date, a Report to Council will be prepared by the Corporate Officer for a show cause hearing date that will seek a Council Resolution to use District of Sooke employees or contractors to effect compliance with costs to be recovered from the property owner.



DISTRICT OF SOOKE

BYLAW No. 296

A bylaw to prevent unsightliness and other objectionable situations on real property in the District of Sooke.

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

1. This Bylaw is cited as Bylaw No. 296, *Unsightly Premises and Objectionable Situations Bylaw, 2007*.

Prohibitions

2. The owner or occupier of real property shall NOT cause or permit:
 - (a) refuse, garbage, or other noxious, offensive, or unwholesome material to accumulate on such real property or in any buildings or structures located on such real property;
 - (b) water to accumulate on such real property or in any buildings or structures located on such real property;
 - (c) unsanitary conditions to exist on such real property or in any buildings or structures located on such real property;
 - (d) noxious weeds designated under the *Weed Control Regulation* of the *Weed Control Act*, as amended from time to time, to grow or accumulate on such real property;
 - (e) any trees or other growths that create a safety hazard to remain on such real property;
 - (f) graffiti to be placed or remain on any buildings or structures located on such real property;
 - (g) unsightly conditions to exist on such real property or in any buildings or structures located on such real property.

Removal Required

3. Every owner and occupier of real property shall remove, or cause to be removed, from such real property and from any buildings or structures located on such real property all:
 - (a) accumulations of refuse, garbage, or other noxious, offensive, or unwholesome material;
 - (b) accumulations of water;
 - (c) unsanitary conditions;
 - (d) noxious weeds designated under the *Weed Control Regulation* of the *Weed Control Act*, as amended from time to time;
 - (e) trees and other growths that create a safety hazard;
 - (f) graffiti; and
 - (g) unsightly conditions.

Non-compliance

4. In the event the owner or occupier of real property fails to comply with section 3 of this bylaw, and the owner or occupier of such real property has been given an opportunity to appear before Council to be heard in respect of such failure, the District of Sooke may, by its own officers and employees or other persons, carry out the work necessary to comply with section 3 of this bylaw at the expense of the owner or occupier, and the District of Sooke may recover the costs of undertaking such work either as a debt against the person in default or in the same manner and with the same remedies as property taxes.

Rubbish on Public or Private Property

5. No person shall deposit or throw bottles, broken glass, or other rubbish on any highway, public place, or private property in the District of Sooke.

Graffiti on Public or Private Property

6. No person shall place graffiti on a building or structure, or elsewhere, on any highway, public place, or private property in the District of Sooke.

Right of Entry

7. Any officer or employee of the District of Sooke may enter at all reasonable times on any real property or in any buildings or structures located on such real property to ascertain whether the regulations and requirements of this bylaw are being observed.

No Interference

8. No person shall obstruct or interfere with:
 - (a) an officer or employee of the District of Sooke in the performance of his or her duties under this bylaw; or
 - (b) any person directed by the District of Sooke to carry out the work under section 4 of this bylaw.

Offence and Penalties

9. Any person who contravenes this bylaw is liable upon summary conviction to a fine not exceeding \$10,000 and the cost of prosecution. Every day during which there is an infraction of this bylaw shall constitute a separate offence.
10. This bylaw may be enforced by means of a ticket in the form prescribed for the purpose of section 264 of the *Community Charter*.
11. Bylaw enforcement officers are designated to enforce this bylaw pursuant to section 264(1)(b) of the *Community Charter*.
12. The words or expressions set forth in Column 1 of Schedule A 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.
13. The amounts appearing in Column 3 of Schedule A 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.

Severability

14. If any portion of this bylaw is held to be invalid by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining portions of this bylaw.

Repeal of Existing Bylaw

15. The *Unsightly Premises Bylaw No. 1, 1991* is hereby repealed and replaced with this bylaw.

Introduced and read a first time the 10th day of April, 2007.

Read a second time the 10th day of April, 2007.

Public Information Meeting the 22nd day of May, 2007.

Amended the 7th day of June, 2007.

Read a third time the 7th day of June, 2007.

Adopted on the 11th day of June, 2007.

Janet Evans
Mayor

Evan Parliament
Chief Administrative Officer

SCHEDULE "A"

MUNICIPAL TICKET INFORMATION DESIGNATIONS

Offence	Bylaw Section No.	Fine
Accumulation of refuse, garbage or other material on property	2(a)	\$100.00
Accumulation of water on property	2(b)	\$100.00
Unsanitary conditions on property	2(c)	\$100.00
Noxious weeds on property	2(d)	\$100.00
Unsafe tree or other growth on property	2(e)	\$100.00
Graffiti on property	2(f)	\$100.00
Unightly conditions on property	2(g)	\$100.00
Failure to remove refuse, garbage or other material on property	3(a)	\$100.00
Failure to remove accumulations of water on property	3(b)	\$100.00
Failure to remove unsanitary conditions on property	3(c)	\$100.00
Failure to remove noxious weeds on property	3(d)	\$100.00
Failure to remove unsafe tree or other growth on property	3(e)	\$100.00
Failure to remove graffiti on property	3(f)	\$100.00
Failure to remove unsightly conditions on property	3(g)	\$100.00
Rubbish on public or private property	5	\$100.00
Graffiti on public or private property	6	\$100.00
Interference with enforcement	8	\$100.00

This Act is Current to January 18, 2017

This Act has "Not in Force" sections. See the Table of Legislative Changes.

COMMUNITY CHARTER

[SBC 2003] CHAPTER 26

Part 2 — Municipal Purposes and Powers

Division 1 — Purposes and Fundamental Powers

Municipalities and their councils

- 6 (1) A municipality is a corporation of the residents of its area.
- (2) The governing body of a municipality is its council.
- (3) New municipalities may be established, and the boundaries of existing municipalities may be altered, in accordance with Part 2 [*Incorporation of Municipalities and Regional Districts*] of the *Local Government Act* .

Municipal purposes

- 7 The purposes of a municipality include
- (a) providing for good government of its community,
 - (b) providing for services, laws and other matters for community benefit,
 - (c) providing for stewardship of the public assets of its community, and
 - (d) fostering the economic, social and environmental well-being of its community.

Fundamental powers

- 8 (1) A municipality has the capacity, rights, powers and privileges of a natural person of full capacity.
- (2) A municipality may provide any service that the council considers necessary or desirable, and may do this directly or through another public authority or another person or organization.
- (3) A council may, by bylaw, regulate, prohibit and impose requirements in relation to the following:

- (a) municipal services;

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- (b) public places;
- (c) trees;
- (d) firecrackers, fireworks and explosives;
- (e) bows and arrows, knives and other weapons not referred to in subsection (5);
- (f) cemeteries, crematoriums, columbariums and mausoleums and the interment or other disposition of the dead;
- (g) the health, safety or protection of persons or property in relation to matters referred to in section 63 [*protection of persons and property*];
- (h) the protection and enhancement of the well-being of its community in relation to the matters referred to in section 64 [*nuisances, disturbances and other objectionable situations*];
- (i) public health;
- (j) protection of the natural environment;
- (k) animals;
- (l) buildings and other structures;
- (m) the removal of soil and the deposit of soil or other material.

(4) A council may, by bylaw, regulate and impose requirements in relation to matters referred to in section 65 [*signs and other advertising*].

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

(6) A council may, by bylaw, regulate in relation to business.

(7) The powers under subsections (3) to (6) to regulate, prohibit and impose requirements, as applicable, in relation to a matter

- (a) are separate powers that may be exercised independently of one another,
- (b) include the power to regulate, prohibit and impose requirements, as applicable, respecting persons, property, things and activities in relation to the matter, and
- (c) may not be used to do anything that a council is specifically authorized to do under Part 14 [*Planning and Land Use Management*] or Part 15 [*Heritage Conservation*] of the *Local Government Act* .

(8) As examples, the powers to regulate, prohibit and impose requirements under this section include the following powers:

- (a) to provide that persons may engage in a regulated activity only in accordance with the rules established by bylaw;
- (b) to prohibit persons from doing things with their property;

(c) to require persons to do things with their property, to do things at their expense and to provide security for fulfilling a requirement.

(9) A municipality must make available to the public, on request, a statement respecting the council's reasons for adopting a bylaw under subsection (3), (4), (5) or (6).

(10) Powers provided to municipalities under this section

(a) are subject to any specific conditions and restrictions established under this or another Act, and

(b) must be exercised in accordance with this Act unless otherwise provided.

(11) For certainty,

(a) the authority under subsection (2) does not include the authority to regulate, prohibit or impose requirements, and

(b) for the purposes of subsection (3) (a), a service does not include an activity that is merely the exercise of authority to regulate, prohibit or impose requirements and related enforcement.

Spheres of concurrent authority

9 (1) This section applies in relation to the following:

(a) bylaws under section 8 (3) (i) [*public health*];

(b) bylaws under section 8 (3) (j) [*protection of the natural environment*];

(c) bylaws under section 8 (3) (k) [*animals*] in relation to wildlife;

(d) bylaws under section 8 (3) (l) [*buildings and other structures*] establishing standards that are or could be dealt with by the Provincial building regulations;

(e) bylaws under section 8 (3) (m) [*removal and deposit of soil and other material*] that

(i) prohibit soil removal, or

(ii) prohibit the deposit of soil or other material, making reference to quality of the soil or material or to contamination.

(2) For certainty, this section does not apply to

(a) a bylaw under section 8 [*fundamental powers*] that is under a provision not referred to in subsection (1) or is in respect of a matter to which subsection (1) does not apply,

(b) a bylaw that is authorized under a provision of this Act other than section 8, or

(c) a bylaw that is authorized under another Act,

even if the bylaw could have been made under an authority to which this section does apply.

Authority to enter on or into property

- 16** (1) This section applies in relation to an authority under this or another Act for a municipality to enter on property.
- (2) The authority may be exercised by officers or employees of the municipality or by other persons authorized by the council.
- (3) Subject to this section, the authority includes authority to enter on property, and to enter into property, without the consent of the owner or occupier.
- (4) Except in the case of an emergency, a person
- (a) may only exercise the authority at reasonable times and in a reasonable manner, and
 - (b) must take reasonable steps to advise the owner or occupier before entering the property.
- (5) The authority may only be used to enter into a place that is occupied as a private dwelling if any of the following applies:
- (a) the occupier consents;
 - (b) the municipality has given the occupier at least 24 hours' written notice of the entry and the reasons for it;
 - (c) the entry is made under the authority of a warrant under this or another Act;
 - (d) the person exercising the authority has reasonable grounds for believing that failure to enter may result in a significant risk to the health or safety of the occupier or other persons;
 - (e) the entry is for a purpose referred to in subsection (6) (a) in relation to regulations, prohibitions or requirements applicable to the place that is being entered.
- (6) Without limiting the matters to which this section applies, a municipality may enter on property for any of the following purposes:
- (a) to inspect and determine whether all regulations, prohibitions and requirements are being met in relation to any matter for which the council, a municipal officer or employee or a person authorized by the council has exercised authority under this or another Act to regulate, prohibit and impose requirements;
 - (b) to take action authorized under section 17 (1) [*municipal action at defaulter's expense*];
 - (c) in relation to section 18 [*authority to discontinue providing a service*], to disconnect or remove the system or works of the service;

(d) to assess or inspect in relation to the exercise of authority under section 8 (3) (c) [*spheres of authority — trees*].

Municipal action at defaulter's expense

17 (1) The authority of a council under this or another Act to require that something be done includes the authority to direct that, if a person subject to the requirement fails to take the required action, the municipality may

(a) fulfill the requirement at the expense of the person, and

(b) recover the costs incurred from that person as a debt.

(2) Division 14 [*Recovery of Special Fees*] of Part 7 [*Municipal Revenue*] applies to an amount recoverable under subsection (1) that is incurred for work done or services provided in relation to land or improvements.

Authority to discontinue providing a service

18 (1) A municipality may, by bylaw, establish circumstances in which it may discontinue providing a municipal utility or other service to a specific property or person

(a) because of unpaid fees or taxes in relation to the service, or

(b) because of non-compliance with the rules established by bylaw or contract respecting the use of the service.

(2) A bylaw under subsection (1)

(a) must include provision for reasonable notice, and

(b) in relation to a discontinuation under subsection (1) (b), must include provision for the persons affected to have an opportunity to make representations to council.

- (c) any matter within the scope of the *Fire Services Act* ;
- (d) the enclosure of swimming pools and other pools;
- (e) trailer courts, manufactured home parks and camping grounds;
- (f) rental units and residential property, as those are defined in the *Residential Tenancy Act* , that are subject to a tenancy agreement, as defined in that Act, to the extent that any standard established under this authority does not exceed those established by the Provincial building regulations.

Nuisances, disturbances and other objectionable situations

64 The authority of a council under section 8 (3) (h) [*spheres of authority — nuisances disturbances and other objectionable situations*] may be exercised in relation to the following:

- (a) nuisances;
- (b) noise, vibration, odour, dust, illumination or any other matter that is liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public;
- (c) the emission of smoke, dust, gas, sparks, ash, soot, cinders, fumes or other effluvia that is liable to foul or contaminate the atmosphere;
- (d) refuse, garbage or other material that is noxious, offensive or unwholesome;
- (e) the use of waste disposal and recycling services;
- (f) the accumulation of water on property;
- (g) unsanitary conditions on property;
- (h) drains, cesspools, septic tanks and outhouses;
- (i) trees, weeds or other growths that council considers should be removed, cut down or trimmed;
- (j) the carrying on of a noxious or offensive business activity;
- (k) graffiti and unsightly conditions on property;
- (l) indecency and profane, blasphemous or grossly insulting language.



Consent Request - CRD Bylaw No. 4142, Regional Parks Loan Authorization Bylaw No. 1, 2016

RECOMMENDATION:

THAT Council consent to the adoption of CRD Bylaw No. 4142, *Regional Parks Loan Authorization Bylaw No. 1, 2016* in accordance with section 346 of the *Local Government Act*; AND direct staff to notify the Capital Regional District of Council's decision.

Report Summary:

The purpose of the Bylaw is to authorize the borrowing of up to \$6.1 million to complete the E&N Rail Trail - Humpback Connector by 2019. The CRD requests that District of Sooke Council consider providing consent, as required in accordance with section 346 of the *Local Government Act*.

Report:

Please refer to letter and attachments provided by the CRD.

Legal Impacts:

LGA - Consent on behalf of municipal participating area

s. 346 If a proposed participating area is all of a municipality, the council may give participating area approval by

- (a) consenting on behalf of the electors to adoption of the proposed bylaw, and
- (b) notifying the board of its consent.

Budget/Financial Impacts:

The estimated cost to service the debt over 15 years is approximately \$507,316 per year which results in an annual cost of \$0.51 per \$100,000 of assessed value.

Attached Documents:

[CRD-BL4142,RegionalParksLoanAuthorization-RegforDistrictConsent](#)



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Capital Regional District

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January 30, 2017

File 3900-03

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

Dear Mr. Joseph:

RE: Bylaw No. 4142, *Regional Parks Loan Authorization Bylaw No. 1, 2016*

Attached is a copy of CRD Bylaw No. 4142 at third reading. Please place this Bylaw on your next Council agenda with a request to give consent to the adoption of the Bylaw in accordance with Section 346 of the *Local Government Act*.

The purpose of the Bylaw is to authorize the borrowing of up to \$6.1 Million in order to complete the E&N Rail Trail – Humpback Connector by 2019. The estimate cost to service the debt over 15 years will be approximately \$507,316 per year. The estimated annual cost per \$100,000 of assessed value for this debt is \$0.51.

As background, please find attached staff reports to the CRD Board dated November 30 and November 9, 2016, and a staff report to the Regional Parks Committee dated October 19, 2016.

If you require additional information prior to forwarding this request to Council, or if you wish to have CRD staff present when Bylaw No. 4116 is presented to Council, please let me know.

Yours sincerely,

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

Encl.

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4142

**A BYLAW TO AUTHORIZE THE BORROWING OF
SIX MILLION ONE HUNDRED THOUSAND DOLLARS (\$6,100,000) TO PROVIDE
FUNDING FOR COMPLETION OF THE E&N RAIL TRAIL – HUMPBAC CONNECTOR**

WHEREAS:

- A. The Board of the Capital Regional District adopted Bylaw No. 1749, "Regional Parks Extended Service Establishment Bylaw No. 1, 1989" for the functions of acquiring, developing, operating, and maintaining Regional Parks, subject to the Park (Regional Act);
- B. The Board of the Capital Regional District requires financing completion of the E&N Rail Trail – Humpback Connector by 2019;
- C. The portion of the project cost to be funded by debt servicing is the sum of Six Million One Hundred Thousand Dollars (\$6,100,000), which is the amount of debt intended to be authorized by this bylaw;
- D. Pursuant to the *Regional District Liabilities Regulation*, elector approval is not required if borrowing for a regional park service and consent on behalf of the participants is obtained pursuant to section 349(1)(b) of the *Local Government Act*;
- E. The approval of the Inspector of Municipalities is required under Section 403 of the *Local Government Act*; and
- F. It is proposed that the financing of the Project is to be undertaken by the Municipal Finance Authority of British Columbia pursuant to proposed agreements between that Authority and the Capital Regional District.

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

- 1. The Board is hereby empowered and authorized to undertake and carry out regional trail infrastructure development including completion of the E&N Rail Trail – Humpback Connection (the Project), in connection with the service established under Bylaw No. 1749, and to do all things necessary in connection with the Project and without limiting the generality of the foregoing:
 - (a) To borrow upon the credit of the Regional District a sum not exceeding Six Million One Hundred Thousand Dollars (\$6,100,000);
 - (b) To acquire all such real property, easements, rights-of-way, leases, licenses, rights or authorities as may be requisite or desirable for or in connection with the Project.
- 2. The maximum term for which debentures may be issued to secure the debt intended to be created by this bylaw is fifteen (15) years.
- 3. This Bylaw may be cited as the "Regional Parks Loan Authorization Bylaw No. 1, 2016".

READ A FIRST TIME THIS 30th day of November 2016

READ A SECOND TIME THIS 30th day of November 2016

READ A THIRD TIME THIS 30th day of November 2016

APPROVED BY THE
INSPECTOR OF MUNICIPALITIES THIS th day of

RECEIVED CONSENT OF THE PARTICIPANTS
THIS th day of

ADOPTED THIS th day of

CHAIR

CORPORATE OFFICER

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS th day of



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**REPORT TO THE CRD BOARD
MEETING OF WEDNESDAY, NOVEMBER 30, 2016**

SUBJECT **Bylaw No. 4142: Loan Authorization Bylaw (Regional Parks Service)**

ISSUE

As directed by the Board this report brings forward the loan authorization Bylaw No. 4142, to provide funding for completion of the E&N Rail Trail – Humpback Connector (E&N Rail Trail) by 2019.

BACKGROUND

At its meeting of November 9, 2016, the CRD Board authorized staff to develop a loan authorization bylaw for borrowing up to \$6.1 million in order to complete the E&N Rail Trail – Humpback Connector by 2019 (agenda Item No. 16-1003).

This project has been included in the 2017 Financial Plan. The bylaw is being presented now in preparation for future borrowing as required, to enable timely progress toward completion of the E&N Rail Trail, which is included in the 2017 Capital Plan.

ALTERNATIVES

1. That Bylaw No. 4142, "Regional Parks Loan Authorization Bylaw No. 1, 2016" be introduced and read a first and second time, and read a third time.
2. That Bylaw No. 4142 be referred back to staff for further information.

IMPLICATIONS

It is estimated that the annual cost to service the \$6,100,000 debt over 15 years will be approximately \$507,316 per year based on the Municipal Finance Authority of BC (MFA) current indicative market interest rate of 2.94%. The estimated annual cost per \$100,000 assessed value for this new debt is \$0.51. The rates used in the analysis are estimates based on the information currently available and are subject to change.

Pursuant to the *Regional District Liabilities Regulation*, elector approval is not required if borrowing for a regional park service. The required approval can be obtained with the consent of at least 2/3 of the participants as per Section of 349 (1) (b) of the *Local Government Act*.

CONCLUSION

In its commitment to complete the E&N Rail Trail – Humpback Connector by 2019, the CRD Board has directed staff to prepare a loan authorization of \$6.1 million to fund the project. The bylaw is being presented now in preparation for future borrowing as required to enable timely progress toward completion of the E&N Rail Trail by 2019.

RECOMMENDATION

That Bylaw No. 4142, "Regional Parks Extended Service Loan Authorization Bylaw No. 1, 2016" be introduced and read a first and second time, and read a third time.

Submitted by:	Rajat Sharma, MBA, CPA, CMA, Senior Manager, Financial Services
Concurrence:	Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

Attachment: Bylaw No. 4142



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REPORT TO CAPITAL REGIONAL DISTRICT BOARD MEETING OF WEDNESDAY, NOVEMBER 9, 2016

SUBJECT **Supplementary Information – Funding for the Completion of the E&N Rail Trail**

ISSUE

To consider funding options for the completion of phases 3 and 4 of the E&N Rail Trail.

BACKGROUND

At its meeting of October 19, 2016, the Regional Parks Committee recommended that the Capital Regional District (CRD) Board borrow up to \$6.1 million under a new loan authorization bylaw to complete construction of phases 3 and 4 of the E&N Rail Trail – Humpback Connector by 2019 (Attachments 1 and 2).

At that meeting, staff were directed to provide additional information regarding the estimated annual costs per household of borrowing the \$6.1 million, and regarding the number of roads in each municipality that the E&N Rail Trail would cross once completed.

ECONOMIC IMPLICATIONS

Completion of phases 3 and 4 of the E&N Rail Trail is estimated to cost \$6.1 million. Phase 3 is estimated to cost \$3.63 million. Phase 4 is estimated to cost \$2.49 million. If \$6.1 million were borrowed for this initiative, the total payment over a 15-year period is estimated to be \$7,609,742 based on the current Municipal Finance Authority indicative market interest rate of 2.94 per cent. The annual debt servicing cost for such a loan would be approximately \$507,316.

The annual cost per average household to repay the loan is estimated to be \$2.72, based on the above interest rate and term, and current assessment roll data. Staff would continue to seek grant funding to support the construction of the trail and reduce the need for borrowing.

SOCIAL IMPLICATIONS

The table below and Attachment 3 show the municipal roads crossed by the E&N Rail Trail corridor in each municipality where upgrades to the crossing are required due to the trail project, and the number of upgrades remaining to be constructed. When trail or road improvements are within 30 m of a railway track at a level crossing, Transport Canada's *Canada Wide Grade Crossing* regulation requires that certain safety upgrades are made. Typically, warning signs and signal equipment, and in some cases barrier gates, are required to ensure user safety. Phase 3 includes one rail crossing at Atkins Road, for which required improvements are estimated to cost \$450,000. Phase 4 includes 5 rail crossings, which are estimated to cost a total of \$1 million. The type of safety improvements needed at individual crossings and the associated actual costs of the crossings in Phase 4 will depend on future decisions about the speed at which the train will travel on each portion of the rail line and where the train will stop.

Jurisdiction	# of locations requiring level grade road crossings for E&N Rail Trail (All phases)	# of locations requiring a crossing still to be completed
Esquimalt/Songhees	8	1
Langford	4	3
Victoria	7	5
View Royal	2	1
Total	21	10

CONCLUSION

Completing phases 3 and 4 of the E&N Rail Trail is estimated to cost approximately \$6.1 million. Completing these phases would provide residents and visitors with an active transportation option connecting the rapidly-growing Westshore communities to Victoria and enhance the quality of life of CRD residents.

RECOMMENDATION

That the Capital Regional District Board receive this report for information.

Submitted by:	Mike Walton, Senior Manager, Regional Parks
Concurrence:	Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

BH:km

Attachments: Attachment 1 – October 19 Staff Report on Funding for Completion the E&N Rail Trail
Attachment 2 – E&N Development Plan Map
Attachment 3 – Level Grade Crossings



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**REPORT TO REGIONAL PARKS COMMITTEE
MEETING OF WEDNESDAY, OCTOBER 19, 2016**

SUBJECT Funding for the Completion of the E&N Rail Trail

ISSUE

To consider funding options for the completion of phases 3 and 4 of the E&N Rail Trail.

BACKGROUND

The E&N Rail Trail – Humpback Connector links 6 communities within the Capital Regional District (CRD) and will be 17 km when complete. Construction of the E&N Rail Trail is taking place in phases; a map showing completed and future phases of the Rail Trail is attached (Attachment 1). The CRD Board did not dedicate funding to this initiative as the goal was to fund the project from grants as they became available. To date, a total of \$18.2 million has been granted to the CRD for the E&N Rail Trail. Staff continue to seek grant opportunities for future sections.

Phases 1 and 2 are substantially constructed and funding is in place to complete these sections. Segments of Phase 1 are located in Langford, View Royal, Esquimalt and Victoria. The CRD recently received a Bike BC grant to assist with completion of the outstanding 1 km of Phase 1 between Hallowell and Maplebank roads. Phase 2 of the trail, between Hallowell Road and the Four Mile Bridge in View Royal, was completed in 2015.

Phase 3 is a 1 km section in the City of Langford between Atkins Avenue and Savory School. This section of the trail will connect existing sections of the trail between Savory School and the Galloping Goose Regional Trail, creating a continuous 11 km off-street route between Langford and Victoria. Phase 4 is a 1.3 km section between Esquimalt Road and the Johnson Street Bridge.

ALTERNATIVES

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

Alternative 1

1. That up to \$6.1 million be borrowed under a new loan authorization bylaw to complete construction of phases 3 and 4 of the E&N Rail Trail – Humpback Connector by 2019.
2. That staff be directed to assess and report back on the merit and opportunities of extending the land acquisition fund beyond 2019, to enable funding of both future regional parkland acquisitions and other major parks infrastructure assets.

Alternative 2

That staff be directed to assess and report back on the merit and opportunities of extending the land acquisition fund beyond 2019, to enable funding of both future regional parkland acquisitions and other major parks infrastructure assets.

ECONOMIC IMPLICATIONS

Completion of phases 3 and 4 of the E&N Rail Trail is estimated to cost \$6.1 million. Phase 3 is estimated to cost \$3.63 million. Phase 4 is estimated to cost \$2.49 million.

If \$6.1 million were borrowed for this initiative, the total payment over a 15-year period is estimated to be \$7,600,592, based on a 2.9 per cent interest rate. The annual debt servicing cost for such a loan would be approximately \$506,706. If approved, the loan authorization bylaw will be prepared and brought back to the Board for approval. Staff would continue to seek grant funding to reduce the amount of internal funding required to complete the E&N Rail Trail.

The Land Acquisition Fund was established in 2000 for a 10-year period at a rate of \$10 per average household assessed value. In 2010, the Fund was extended for another 10 years and the rate was increased gradually to its current level of \$20 per average household value. The Land Acquisition Fund now generates approximately \$3.7 million per year. The Fund expires in 2019.

The Fund is used to purchase lands for the completion of the regional parks system, as directed in the board-approved Regional Parks Strategic Plan (2012-2021) and the Land Acquisition Strategy (2015-2017). Between 2000 and 2014, the CRD, with its partners, has purchased 4,485 hectares of land totalling \$48 million. The CRD contributed \$35 million (73%) from the Land Acquisition Fund and partners contributed \$13 million (27%). In 2015, an additional 86 hectares with a value of \$2.5 million were acquired through donations and transfers from partners.

SOCIAL IMPLICATIONS

Completing phases 3 and 4 of the E&N Rail Trail provides opportunity for residents and visitors to enjoy uninterrupted pedestrian and cycling experiences. Additionally, short cycling rides and walks or longer full-day excursions are possible as a result of connections to the Galloping Goose Regional Trail. Completing phases 3 and 4 will contribute to the quality of life enjoyed by CRD residents and encourage business opportunities related to sustainable tourism. Cycling commuters will have access to a continuous corridor for travel purposes.

INTERGOVERNMENTAL IMPLICATIONS

Phase 3 will close the gap between the existing trail ending at Savory School and a new segment of trail along Atkins Road built by the City of Langford with Bike BC funding in 2016.

A section of Phase 4 from Esquimalt Road to Johnson Street Bridge through the Roundhouse area will be constructed by developers. Alignment of this section has not been confirmed with all stakeholders, including the City of Victoria.

CONCLUSION

Construction of the E&N Rail Trail was originally intended to be grant funded. Completing phases 3 and 4 of the E&N Rail Trail is estimated to cost approximately \$6.1 million. Completing these phases would provide residents and visitors with an active transportation option connecting the rapidly-growing Westshore communities to Victoria, and enhance the quality of life of CRD residents. In order to expedite progress on the project independent of revenue from grants, it is

recommended that approval be granted to borrow up to \$6.1 million under a new loan authorization bylaw to complete construction of phases 3 and 4 of the trail by 2019 while continuing to actively seek grants to off-set the cost.

RECOMMENDATION

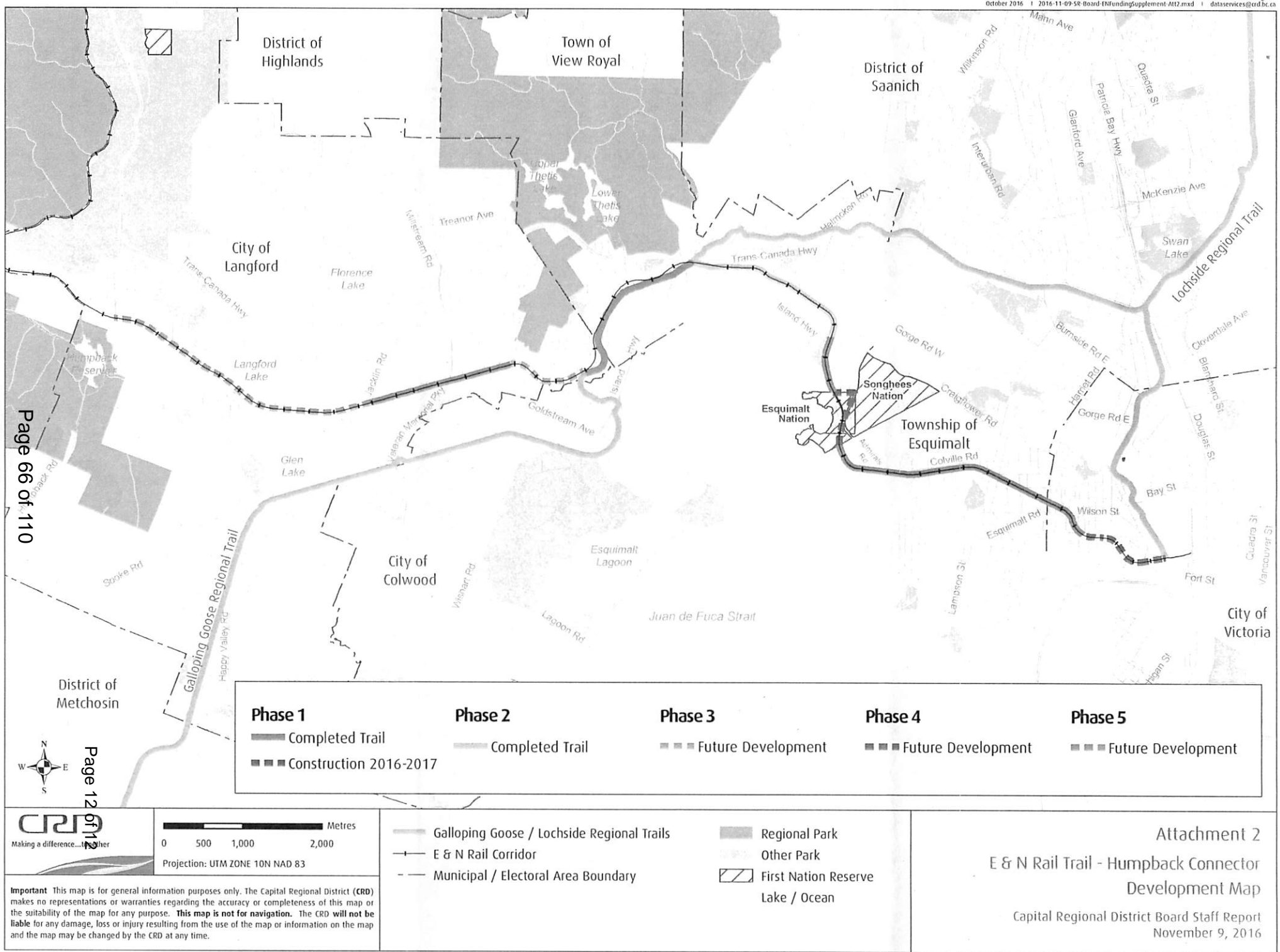
That the Regional Parks Committee recommend to the Capital Regional District Board:

1. That up to \$6.1 million be borrowed under a new loan authorization bylaw to complete construction of phases 3 and 4 of the E&N Rail Trail – Humpback Connector by 2019.
2. That staff be directed to assess and report back on the merit and opportunities of extending the land acquisition fund beyond 2019, to enable funding of both future regional parkland acquisitions and other major parks infrastructure assets.

Submitted by:	Mike Walton, Senior Manager, Regional Parks
Concurrence:	Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

BH:km

Attachments: Attachment 1 – E&N Rail Trail - Humpback Connector - Development Map



Important This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. **This map is not for navigation.** The CRD will not be liable for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.



Mayor's Caucus Registration

RECOMMENDATION:

THAT COUNCIL authorize Mayor Tait to attend the *Mayor's Caucus* to be held February 22 - 24, 2017, in Oak Bay;

AND THAT the costs for registration be expended from the *2017 Council Travel/Conferences/Education* budget.

Report Summary:

In accordance with the District of Sooke Council Expenses Policy, Council members require approval by resolution of Council to attend meetings, courses, seminars, conferences, and conventions.

Mayor Tait has expressed interest to attend the Mayor's Caucus to be held February 22 - February 24, 2017, in Oak Bay.

Report:

The Mayor's Caucus provides leadership development and networking opportunities for Mayors to come together and discuss issues of mutual importance.

Legal Impacts:

Council Expenses Policy, 1.5

Council members require approval by resolution of Council to attend meetings, courses, seminars, conferences, and conventions to receive reimbursement in regards to costs associated with the "function".

Budget/Financial Impacts:

Costs associated with registration will be at the expense of the District once approved by resolution of Council, in accordance with the *Council Expenses Policy, 1.5*. Costs would be expended from the *2017 Council Travel/Conferences/Education* budget.

The registration fee for the *2017 Mayors Caucus* is \$250.00.

Strategic Relevance:

Excellence in Management and Governance

Attached Documents:



MAYORS' CAUCUS

February 22 – 24, 2017

Oak Bay Beach Hotel

Oak Bay, B.C.

DRAFT AGENDA

Wednesday February 22

- Welcome Reception 6:30 – 9:00 pm MLAs invited

Thursday February 23

- Delegate breakfast and networking
- Caucus working session – identifying key local government issues
- Provincial Leaders Panel - with Q & A
- Lunch and networking
- Caucus working session: developing a strategy for the provincial election
- Evening banquet with keynote speaker Bob McDonald from CBC's Quirks & Quarks

Friday February 24:

- Friday morning study session which will include a tour of the Western Canada Emergency Operations Centre at CFB Esquimalt
- Lunch



MAYORS' CAUCUS

February 22nd to 24th, 2017

Oak Bay Beach Hotel

Oak Bay, B.C.

REGISTRATION FORM

Mayor's Surname: _____

First Name: _____

Partner/Guest : _____

Surname: _____

First Name: _____

Municipality: _____

Hotel where staying: _____

*(We have secured special rates at the Oak Bay Beach Hotel
Call 1-800-668-7758 and quote 73020 see attachment for
more details)*

Email address of delegate: _____

For Oak Bay Use	
Cheque #	
Date:	
Amount:	

Food Allergies/Intolerances: _____

Delegate

Partner

REGISTRATION FEES

	Postmarked by Jan. 10 th , 2017	Postmarked after Jan. 10 th , 2017	Amount Enclosed
<input type="checkbox"/> Caucus Participation Fee	\$200	\$250	_____
<input type="checkbox"/> Delegate Welcome Reception (Wednesday evening)	Incl.	Incl.	<u>Incl</u>
<input type="checkbox"/> Delegate Networking Breakfast (Thursday morning)	Incl.	Incl.	<u>Incl</u>
<input type="checkbox"/> Delegate Lunch (Thursday)	Incl.	Incl.	<u>Incl</u>
<input type="checkbox"/> Delegate Banquet (Thursday evening – limited seating available)	\$40	\$40	_____
<input type="checkbox"/> Delegate Networking Breakfast (Friday morning)	Incl.	Incl.	<u>Incl</u>
<input type="checkbox"/> Meet the Navy (Morning excursion)	Incl.	Incl.	<u>Incl</u>

Please note: To help us budget for the caucus, if you are not planning on attending breakfasts or lunches please leave **unchecked**

Partner or Guest:

<input type="checkbox"/> Partner/Guest Welcome Reception (Wednesday evening)	\$25	\$35	_____
<input type="checkbox"/> Partner/Guest Banquet (Thursday evening – subject to availability)	\$60	\$60	_____

Registration Fee Sub-Total _____

Add 5% GST (#121414809RT0001) _____

TOTAL FEES ENCLOSED

(Payment must accompany registration)

CANCELLATION POLICY

Full Refund of fees if cancellation received by **February 1st, 2017**

No Refund: after **February 1st, 2017**.

Please notify hazel.braithwaite@shaw.ca of any changes to registration or if you are unable to attend.

PLEASE RETURN FORM AND MAKE CHEQUE PAYABLE TO:

DISTRICT OF OAK BAY

2167 Oak Bay Ave.

Victoria, BC V8R 1G2

For program, registration and other information, please email hazel.braithwaite@shaw.ca or call 250-598-3311



Budget Transfers

RECOMMENDATION:

THAT COUNCIL authorize staff to transfer the 2017 budget for Long-term Plans of \$20,000 to the Official Community Plan (OCP) line item.

AND THAT Council authorize staff to transfer the 2017 budget of \$28,150 for the Chamber of Commerce to the budget for the Contract With RCMP (\$12,000) and the budget for Other Outside Services (\$16,150).

AND THAT Council authorize staff to transfer \$16,000 of the budget for Records Management to the budget for Other Outside Services.

AND THAT Council authorize staff to transfer the 2017 budget of \$1,307 for the CR Action Team to the budget for Relief Worker Remuneration.

Report Summary:

Report is requesting Council authorize budget transfers. There is no impact to expenditure totals in the *Five Year Financial Plan Bylaw, 639-1*.

Report:

The Official Community Plan (OCP) work that was started in 2016 is not anticipated to conclude until April 2017. There is no amount allocated for 2017 in the line item for OCP expenditures within the detailed document that supports the Five Year Financial Plan Amendment Bylaw, 639-1. The District may need to engage the services of a consultant during the timeframe anticipated to complete the OCP and the budget transfer would allow funding for those potential costs.

The 2017 budget for the Contract with the RCMP needs to be increased to provide for the purchase of new specialized chairs for the officers at the detachment, estimated to cost \$12,000. The District pays 100% of the Accommodation related costs in the contract with the RCMP. Furniture and Equipment is part of the Accommodation costs. These costs can be funded by moving \$12,000 from the Chamber of Commerce budget as it is no longer required since that agreement has been terminated.

The 2017 budget for Other Outside Services (Common Services - Building) needs to be increased to provide for required repairs to the public washrooms, janitor closet and to the front counter reception area. Transferring the remaining \$16,150 of the budget for the Chamber of Commerce and \$16,000 of the budget from Records Management will

cover the anticipated repair costs. The budgeted amount of \$35,000 for Records Management is not required in full since the archiving activities that had been included in the budget estimate are being provided internally. Staff will be bringing forward a budget estimate of \$19,000 for Records Management (versus the current \$35,000) when the 2017-2021 Five Year Financial Plan is presented.

The 2017 budget for CR Action Team (within Protective Services - Policing) is not required and can be transferred to the budget for Relief Worker Remuneration. This will allow funds for reimbursement of clinical and general counseling services to deal with traumatic events experienced while performing their duties. Staff will be bringing forward an Employee Assistance Program (EAP) benefits plan budget request for the volunteer firefighters as part of the presentation of the 2017-2021 Five Year Financial Plan. That EAP benefits plan will allow for affordable coverage of employee assistance services for the volunteers (career staff already have these benefits).

Legal Impacts:

The current approved 2017 budget is contained in the Five Year Financial Plan Amendment Bylaw, 639-1. This will remain the approved budget for 2017 until a new Five Year Financial Plan Bylaw for 2017 to 2021 is adopted by Council.

Budget/Financial Impacts:

Funding currently exists in the 2017 budget to provide for the transfers described above. The requested budget transfer authorizations would not result in an increase to any of the lines within Schedule A to the Five Year Financial Plan Amendment Bylaw, 639-1. As a result, there is no requirement for a bylaw amendment.

Strategic Relevance:

Fiscal Sustainability

Excellence in Management and Governance



Morwenna Holdings Ltd.

RECOMMENDATION:

THAT COUNCIL authorize the Mayor and CAO to extend the services of Morwenna Holdings Ltd. from January 31, 2017 to March 31, 2017;

AND THAT Council direct staff to pay invoices submitted by Morwenna Holdings Ltd. for 2017 out of the Council Contingency budget.

Report Summary:

Extension of the services of Morwenna Holdings Ltd. (Interim Fire Chief) until March 31, 2017 and approval of related expenditures to come from Council Contingency.

Previous Council Action:

On November 14, 2016 Council approved an extension of the contract with Morwenna Holdings Ltd. (Interim Fire Chief) to January 31, 2017.

Report:

On November 14, 2016 Council approved an extension of the contract with Morwenna Holdings Ltd. (Interim Fire Chief) to January 31, 2017. Staff are anticipating the services will be required into March to assist with the Fire Department budget and IAFF negotiations and are requesting Council provide a further extension of the contract to March 31, 2017. The services are estimated to cost approximately \$10,000.

There is no specific line item for the 2017 Morwenna Holdings Ltd. expenditures within the detailed document that supports the Five Year Financial Plan Amendment Bylaw, 639-1. Council contingency of \$28,636.82 remains for 2017 and could be used to fund the estimated \$10,000 Morwenna Holdings Ltd. expenditures.

Legal Impacts:

The current approved 2017 budget is contained in the Five Year Financial Plan Amendment Bylaw, 639-1. Council Contingency of \$35,000 is included in the 2017 budget within the "Other Municipal Purposes" line in Schedule A of the Bylaw. \$28,636.82 remains for 2017 in the Council Contingency budget and could be used to fund the estimated Morwenna Holdings Ltd. expenditures. The requested approval in this report does not result in an increase to the expenditures in the Five Year Financial Plan Amendment Bylaw, 639-1.

Budget/Financial Impacts:

Funding currently exists in Council Contingency to cover the estimated 2017 costs for Morwenna Holdings Ltd.

Frequently Asked Questions:

Not applicable

Strategic Relevance:

Fiscal Sustainability

Excellence in Management and Governance

CI-1 Correspondence for Information
January 18, 2017 – February 6, 2017

Date Received	Description
Jan 18, 2017	Email from Ekaterina Karassev regarding Langford stand on Marijuana Dispensaries
Jan 19, 2017	Email from Pure Water Running regarding Sponsorship Request for Great Himal Race
Jan 23, 2017	Letter dated January 17, 2017 from the Greater Victoria Chamber of Commerce regarding Sustainable, Fair and Transparent Property Taxes
Jan 25, 2017	Email from Capital Regional District (CRD) regarding Media Release: Royal Theatre to Receive Upgrades through Canadian Heritage Grant
Jan 25, 2017	Letter dated January 20, 2017 from BC Association of Farmers' Markets regarding Results of the 2016 BC Farmers' Market Nutrition Coupon Program (FMNCP)
Jan 26, 2017	Letter from Peter Van Loan, MP regarding Let's Save Our Heritage Infrastructure – Support Bill C-323
Jan 31, 2017	Letter dated January 23, 2017 from Canadian Postmasters and Assistants Association (CPAA) regarding Federal Government Standing Committee on Government Operations and Estimates (OGGO) Report. <i>(A copy of the report can be found on the internet at http://bit.ly/OGGO_EN)</i>
Jan 31, 2017	Letter dated January 24, 2017 from Victoria Real Estate Board (VREB) regarding Foreign Buyer Property Transfer Tax (FBPTT)
Feb 6, 2017	Letter dated January 25, 2017 from West Coast Environmental Law and BC-based community environmental groups regarding We must hold fossil fuel companies responsible for climate change
Feb 6, 2017	Letter dated January 30, 2017 from Vancouver Island Health Authority regarding Speech Language Pathologist Sooke Health Unit

Reception

From: Ekaterina Karashev [REDACTED]
Sent: Wednesday, January 18, 2017 2:19 PM
To: Info
Subject: Langford stand on Marijuana Dispensaries

Dear Mayor and Council,

Please see attached news regarding the pot shop in Langford that was closed after being open for one day. Why can't Sooke's Mayor, Council and RCMP be as firm as Langford's Mayor Stew Young and Westshore RCMP?

Langford Dispensary:

Langford pot shop busted after one day (Jan 18) - <http://tinyurl.com/hcdluk6>

RCMP raid Langford's first pot dispensary on opening day (Jan 17) - <http://tinyurl.com/j4mwoms>

Langford pot dispensary shut down one day after opening (Jan 17) - <http://ctv.news/e74FesP>

Regards,
Kate

Original to File No. 0220-01	
For Action by:	Copy to:
Mayor <input checked="" type="checkbox"/>	Mayor
Council <input checked="" type="checkbox"/>	Council
CAO <input checked="" type="checkbox"/>	Teresa
Corporate Services <input type="checkbox"/>	
Development Services <input type="checkbox"/>	
Financial Services <input type="checkbox"/>	
Fire <input type="checkbox"/>	
Other <input checked="" type="checkbox"/>	Media

District of Sooke
JAN 18 2017
Received

Reception

From: Logan Ronhovde <logan.ronhovde@purewaterrunning.com>
Sent: Wednesday, January 18, 2017 5:12 PM
To: Info
Subject: Attention Mayor Tait, Pure Water Running
Attachments: Pure Water Running Story Newsletter.pdf

District of Sooke

JAN 19 2017

Received

Good Day Mayor Tait,

My name is Logan Ronhovde, and I'm managing a project that may be of considerable interest to you. I represent a not-for-profit organization that works to inspire others through powerfully sharing poignant stories. We are Vancouver Island based, and working with an amazing Campbell River athlete to captivate audiences throughout BC and beyond.

THE PROJECT:

Bob Wall is preparing to run across the Himalayas in the one-time-only Great Himal Race. At the age of 50, he'll marathon 1800 km in just 45 days through some of the most breathtaking and remote mountains on Earth. His personal motivation in this endeavor is promoting clean drinking water initiatives in Nepal, especially the villages he has been visiting and working with for a number of years.

We are assembling a team to support his journey and capture his story on film. In "*Pure Water Running*" audiences will be deeply touched by Bob's epic trek, where his deep connection to the spirit and grandeur of Nepal fuel him - mind, body & soul - to endure, overcome, and ultimately triumph in completing his immense undertaking. Viewers will discover their own profound connectedness to the people and places that are at the source of their life's richness; and in doing so, shift the global conversation about the innate value of the natural world and our sacred responsibility to create a world that works.

THE OPPORTUNITY:

The adventure documentary chronicling Bob's epic will be submitted to the Banff Mountain Film Festival, where its selection for the world tour will bring this story to tens of thousands of outdoor adventurers and nature lovers, and launch it onto a worldwide platform.

This is an opportunity to support this film and growing multi-generational community of dedicated change-makers. Through your participation, your organization will achieve valuable exposure to this awareness campaign's broad, enthusiastic audience - and demonstrate to your community and clientele that you share common values.

THE REQUEST:

We are looking to have critical, time sensitive conversations with organizations who are ready to elevate their presence through participating with this project. We're looking for partner organizations, individual volunteers and supporters, strategic alliances, and corporate sponsors. Will you join us to keep *Pure Water Running*?

The team leaves for Nepal in March. Please contact me at your earliest convenience.

Thank you for your time & attention!

Regards,

Logan Ronhovde, Project Manager

P.S. To learn more, please read the attached bulletin and visit purewaterrunning.com

Original to File No. 0320-01	
For Action by:	City
Mayor	<input checked="" type="checkbox"/> Maja
Council	<input checked="" type="checkbox"/> Council
CAO	<input checked="" type="checkbox"/> Teresa
Corporate Services	<input type="checkbox"/>
Development Services	<input type="checkbox"/>
Financial Services	<input type="checkbox"/>
Fire	<input type="checkbox"/>
Other	<input type="checkbox"/>



The Pure Water Running Story

Everyone can make a difference. Powerfully sharing our stories inspires others to transform the people and communities they love.

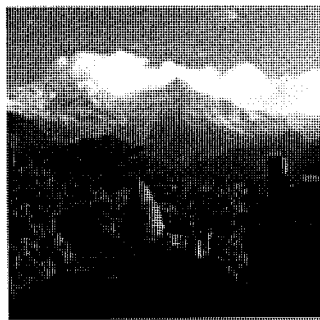
Imagine your friends invite you to attend the local screening of an adventure film festival. While at the screening, one film captivates you. It recounts the harrowing journey of Bob Wall, running an ultramarathon along the high route of the Great Himalayan Trail. Its beauty – and altitude – is absolutely breathtaking. His motivation is the people in villages across Nepal living without many of the necessities of life – some as basic as pure water. The world must know the dire needs of these people, and so many like them around the globe. The world must know just how precious every drop of pure water is to humanity and the ecosystems that sustain and enrich our lives. The world must awaken to its dwindling resources and be emboldened to take decisive action to secure the future. And so Bob runs. His deep connection to this cause sustains him – mind, body, and spirit – to endure, overcome, and ultimately triumph in fulfilling his dream: that the pursuit of his passion and determination to live his truth make a real difference, and inspires people everywhere to live their best life and to have their planetary impact be one that secures the future of humanity.

Bob Wall is real. He's preparing to run across the Himalayas in the one-time-only Great Himal Race. At the age of 50, he'll marathon 1800 km in just 45 days through some of the most remote mountains on Earth. His personal motivation in this endeavor is bringing global attention to the desperate need for potable and sanitary water in rural Nepal, especially the villages he has been visiting and working with for a number of years. And he knows this struggle affects millions more across the continents, touching even those among us in the developed world. We are assembling a team to support his journey and capture the story on film. In the adventure documentary "*Pure Water Running*" audiences will be deeply touched by Bob's daring trek, where they will discover their own profound connectedness to the people and places that are at the source of their life's richness; and in doing so, shift the global conversation about the innate value of the natural world and our sacred responsibility to create a world that works. This feature length film chronicling Bob's epic will be submitted to the Banff Mountain Film Festival, where its selection for the world tour will bring this story to tens of thousands of outdoor enthusiasts and nature lovers, and launch it onto a worldwide platform to inspire a broad, passionate audience to fundamentally alter our society's conversations, values, and actions in relation to the natural world.

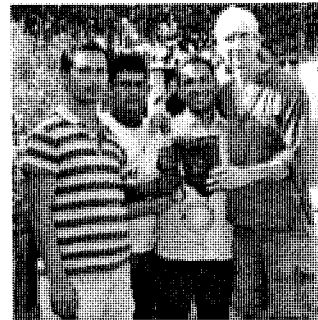
This is more than just a film – it's a movement. Companies, classrooms, organizations, and communities across the map will be tracking Bob's progress and participating in daily education & awareness sessions, challenges to reduce water consumption, and conversations about the necessity and miracle of water. We're looking for partner organizations, individual volunteers and supporters, strategic alliances, and corporate sponsors. If you see yourself as a team member, inspired supporter, partner, or donor, please contact us at info@purewaterrunning.com at your earliest convenience. The team leaves for Nepal in March.



PureWaterRunning.com



info@purewaterrunning.com



Pure Water Running Assn.

January 17, 2017

Mayor and Council
District of Sooke
2205 Otter Point Road
Sooke, BC V9Z 1J2

District of Sooke

JAN 23 2017

Received

Re: Sustainable, Fair, and Transparent Property Taxes

Dear Mayor Tait,

On behalf of the Greater Victoria Chamber of Commerce and its more than 1,400 member organizations, I would like to understand how the District of Sooke sets its mill rates and to know whether property owners can expect an overall property tax increase in excess of the inflation rate.

We appreciate the context-setting statistics provided by the Union of British Columbia Municipalities (UBCM) at the October 2016 presentation to the B.C. Commission on Tax Competitiveness:

- Using 2016 data, the total property tax levy in B.C. totaled \$7.3 billion. Of this total, however, just \$4.1 billion – or 56 percent - was for municipal taxation. Regional District, transit and some other taxing jurisdictions represent 10 percent. The remaining 34 percent of the 2016 property tax supported provincial services.
- Of the \$4.1 billion in municipal property taxes referenced above, 61 percent of this share is levied to residential taxpayers, 37 percent to businesses and 2 percent to other properties.

One of our concerns is the difference - or ratio - between property taxes. In your municipality, for example, the 2016 mill rates were 6.94079 for residential and 18.07772 for commercial, for a ratio of 1 to 2.6.

That means in 2016 that an average District of Sooke resident would have paid \$2,515 in property taxes (before any grants) on a residence valued at \$362,300, while a business would have paid \$6,550 on a commercial property of the same value. The rationale for this ratio is unclear, and requires more transparency.

Original to File No. 0400-01	
For Action by:	Copy to:
Mayor <input checked="" type="checkbox"/>	Mayor <input checked="" type="checkbox"/>
Council <input checked="" type="checkbox"/>	Council <input checked="" type="checkbox"/>
CAO <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 checked="" type="checkbox"/>	Brent

The Greater Victoria Chamber of Commerce's position is that taxes should be sustainable, transparent, and fair. Businesses need to understand what affects their bottom line and profit margins. Communities need to recognize and appreciate how businesses contribute to healthy communities. In the end, property taxes affect a business' competitiveness and a community's level of attraction to investors and new businesses.

We urge you to do all you can to ensure - at the very least - that any overall property tax increases do not exceed expected inflation and that the ratios between property tax classes do not increase. With our region facing serious challenges such as the rising costs - and decreasing inventories - of housing and inadequate transportation system, we simply do not need any more disincentives to do business in Greater Victoria.

I look forward to gaining a better understanding of property taxes within the District of Sooke.

Sincerely,

A handwritten signature in black ink, appearing to read 'C. Holt', with a stylized flourish extending from the end.

Catherine Holt
Chief Executive Officer

Enclosure: Greater Victoria 2016 Residential and Commercial Mill Rates

Greater Victoria 2016 Mill Rates (Residential and Commercial)

Updated: January 16, 2017

Municipality	2016 Residential Rate	2016 Commercial Rate	2016 Ratio	2015 Ave. Property Value ¹	2016 Ave. Residential Taxes	2016 Ave. Business Taxes
Central Saanich	6.92889	16.20779	1:2.3	\$527,500	\$3,655	\$8,550
Colwood	6.7904	24.1616	1:3.6	\$435,700	\$2,959	\$10,527
Esquimalt	7.82484	22.73613	1:2.9	\$483,000	\$3,779	\$10,982
Highlands (SD ² 1)	5.8950	20.9657	1:3.6	\$517,800	\$3,052	\$10,856
Highlands (SD2)	6.1517		1:3.4		\$3,185	
Highlands (SD3)	5.8578		1:3.6		\$3,033	
Langford	5.9665	17.8579	1:3	\$402,200	\$2,507	\$7,504
Metchosin	3.2499	11.4398	1:3.5	\$525,700	\$1,708	\$6,014
North Saanich	4.6147	19.8333	1:4.3	\$663,000	\$3,060	\$13,149
Oak Bay	6.0601	15.5345	1:2.6	\$785,900	\$4,763	\$12,209
Saanich (SD1)	6.40717	21.8305	1:3.4	\$544,500	\$3,489	\$11,887
Saanich (SD63)	6.36997		1:3.4	\$686,800	\$4,375	\$14,993
Sidney	6.19211	16.79481	1:2.7	\$453,600	\$2,809	\$7,618
Sooke	6.94079	18.07772	1:2.6	\$362,300	\$2,515	\$6,550
Victoria	6.8297	21.4646	1:3.1	\$547,200	\$3,737	\$11,754
View Royal (SD61)	5.83094	19.25562	1:3.3	\$509,200	\$2,969	\$9,805
View Royal (SD62)	6.08764		1:3.2		\$3,100	

¹ 2015 average single family dwellings (BC Assessment)

² SD = School District

Media Release

For Immediate Release

January 23, 2017

Royal Theatre to Receive Upgrades through Canadian Heritage Grant

Victoria, BC- The Capital Regional District (CRD) Board has approved the Conditional Grant Agreement with the Government of Canada that will provide the CRD with a contribution of \$400,000 for upgrades to the Royal Theatre.

The Department of Canadian Heritage is providing \$168.2 million over two years for the renovation and construction of arts and heritage facilities under the Canada Cultural Spaces Fund (CCSF). On December 22, 2016, the Government of Canada announced that CRD was being awarded \$400,000 to carry out upgrades to the audio system and projectors in the Royal Theatre.

"The CRD is proud to provide support to professional artistic and heritage activities in the region," said CRD Board Chair, Barbara Desjardins. "Both audience and performers will benefit from these upgrades."

"The Royal and McPherson Theatres Society are pleased to continue working with the Department of Canadian Heritage to further develop the process of making an early 20th century Theatre remain relevant into the 21st century," said Byron Smith, President of the Royal and McPherson Board. "The upgrades to the audio system will bring improvements in our ability to deliver impressive sound quality to every seat in the theatre."

The Royal Theatre is owned by the CRD and receives funding from the municipalities of Saanich, Victoria and Oak Bay. The Royal & McPherson Theatre Society (RTMS) operates the Royal Theatre and has a Board of Directors made up of one municipal Councillor from Saanich, Victoria and Oak Bay, plus four directors appointed by the CRD Board, and five elected directors.

The CRD delivers regional, sub-regional and local services to 13 municipalities and three electoral areas on southern Vancouver Island and the Gulf Islands. Governed by a 24-member Board of Directors, the CRD works collaboratively with First Nations and all levels of government to enable sustainable growth, foster community well-being, and develop cost-effective infrastructure while continuing to provide core services to residents throughout the region. Visit us online at www.crd.bc.ca.

The Royal and McPherson Theatre Society (RTMS) is a not-for-profit organization that manages all operational aspects of the Royal Theatre and the McPherson Playhouse. We are unique as we provide "one stop shopping" for our clients, in that we handle the rentals and upkeep of the venues, provide box

office, technical and front of house services. The RMTS currently functions as a rental venue and not a producing arts organization.

-30-

For media inquiries, please contact:

Andy Orr, Senior Manager

CRD Corporate Communications

Tel: 250.360.3229

Cell: 250.216.5492





BC ASSOCIATION OF FARMERS' MARKETS

District of Sooke

JAN 25 2017

Received

January 20, 2017

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

Original to File No. 0230-01	
For Action by:	Copy to:
Mayor <input checked="" type="checkbox"/>	Maja
Council <input checked="" type="checkbox"/>	Council
CAO <input checked="" type="checkbox"/>	Teresa
Corporate Services <input type="checkbox"/>	
Development Services <input type="checkbox"/>	
Financial Services <input type="checkbox"/>	
Fire <input type="checkbox"/>	
Other <input type="checkbox"/>	

Dear Ms. Tait,

We are very pleased to share with you the positive results of the BC Farmers' Market Nutrition Coupon Program (FMNCP) in Sooke last year.

We partnered with the **Sooke Country Market** and **Sooke Family Resource Centre** who provided lower-income pregnant women, families and seniors with coupons to purchase fresh fruits, vegetables, cheese, eggs, nuts, fish, meat and herbs at their local farmers' market. Over the year, a total of \$2,635 was invested in District of Sooke through this Program.

This amazing program connected with 54 communities throughout the province, making fresh local foods more accessible to over 4,200 households and 9,400 British Columbians.

Participants in Sooke ate more local foods, learned about healthy eating, and felt connected to their community. At the same time, the local food system was strengthened with farmers in your community benefitting from additional revenue to help their farms flourish.

We were touched when one of the participants wrote to tell us, "It's made an enormous difference to my diet, my health, gaining self esteem and overcoming stigmatization."

Your local market and partners would appreciate the opportunity to meet with you to share the stories and highlight the Program's impact in Sooke.

If you are pleased with this Program, we ask that you write Honourable Terry Lake, Minister of Health requesting him to continue funding the FMNCP so that we can continue building healthier BC communities.

We look forward to working with your community in 2017!

In appreciation,

Heather O'Hara
Executive Director
BC Association of Farmers' Markets

Wylie Bystedt
President, Board of Directors
BC Association of Farmers' Markets

cc: Sooke Country Market
Sooke Family Resource Centre

SCANNED

Dear Interested Canadian,

Let's Save our Heritage Infrastructure – Contact Your MP to Support Bill C-323

As the Official Opposition Critic for Canadian Heritage and National Historic Sites, I introduced a Private Member's Bill to create a tax credit for restoration of historic places. Bill C-323 creates a 20% tax credit for rehabilitation work done on designated heritage buildings. It also creates a three year accelerated write-off period for spending on these buildings.

Built heritage creates cultural value for our communities. It enriches our lives and connects us to our history. Currently, Canada has no policy to help those who spend heavily on this public benefit. With the 150th anniversary of Confederation fast approaching, the adoption of this policy is appropriate.

I am asking for your support to get this important legislation passed so that our cultural heritage may be preserved and saved for generations to come.

You can help get Bill C-323 passed by contacting your MP to vote for Bill C-323.

This proposal will help re-connect us to our history and culture. I look forward to working to preserve our built heritage, with your support. Please find enclosed an information package about the details of Bill C-323.

Thank you,



Hon. Peter Van Loan, MP
Official Opposition Critic for Canadian Heritage and National Historic Sites
Member of Parliament for York-Simcoe

District of Sooke

JAN 26 2017

Received

P.S. Mail may be sent postage-free to:

Name of Member of Parliament
House of Commons
Ottawa, Ontario
K1A 0A6

Original to File No. 0400-40	
For Action by:	Copy to:
Mayor	<input checked="" type="checkbox"/> Mayor
Council	<input checked="" type="checkbox"/> Council
CAO	<input checked="" type="checkbox"/> Teresa
Corporate Services	<input type="checkbox"/>
Development Services	<input type="checkbox"/>
Financial Services	<input type="checkbox"/>
Fire	<input type="checkbox"/>
Other	<input type="checkbox"/>

To find the phone number or email address for your local Member(s) of Parliament, please consult the Parliament of Canada's website at www.parl.gc.ca



A TAX CREDIT FOR THE RESTORATION OF HERITAGE PROPERTIES



**ASK YOUR MEMBER OF PARLIAMENT
TO SUPPORT BILL C-323**

**An Act to Amend the Income Tax Act
(Rehabilitation of Historic Property)**

Peter Van Loan, MP

What People Saying about Bill C-323:

"This is an idea that has had **widespread support** from heritage advocates, federal, provincial, territorial and municipal governments, and the Federation of Canadian Municipalities over the years. **It's exciting to see it tabled in the House and given first reading.** We know that the tax system can be a powerful tool to stimulate private investment in heritage buildings. In the United States, the introduction of a 20 percent federal tax credit for rehabilitation of heritage buildings 40 years ago **revolutionized the way developers think about old buildings and launched a booming and competitive preservation industry.**"

— National Trust for Canada



The Fairmont Empress Hotel—Victoria, BC

Contact Your MP, and Tell Them to Support Bill C-323

Write them at: House of Commons, Ottawa, ON K1A 0A6

Or, phone or email them.

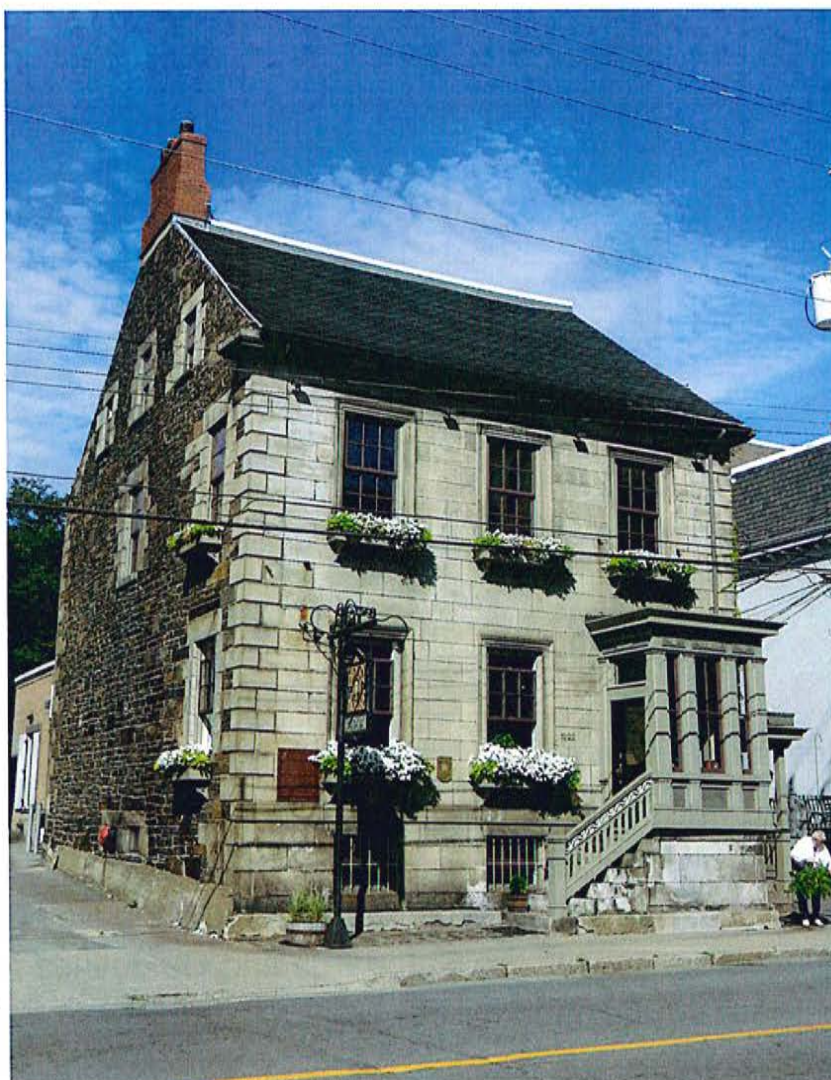
Bill C-323

What is Bill C-323?

- A **tax credit** that will seek to limit the destruction of Canada's heritage buildings, and instead encourage the rehabilitation of these culturally significant buildings
- The Bill would also allow owners to **write-off** spending on heritage restoration at a faster rate than is currently the case

Why introduce Bill C-323?

- There is a tremendous public interest in the preservation and restoration of heritage properties. But the cost burden of doing so is usually more expensive to owners than other alternatives—like demolition and new construction
- This Bill helps owners who are preserving heritage buildings with the cost of delivering this public benefit
- The pilot program for this policy was very successful in encouraging investment from private individuals and businesses. The pilot program for this Bill saw tremendous growth in property values, occupancy rates, and profits for businesses in rehabilitated buildings



Henry House—Halifax, NS

Bill C-323

Why preserve heritage infrastructure?

- This Bill will help reconnect Canadians to their cultural heritage
- Investments in our built heritage create cultural value. A similar policy in the United States is described as “the most effective Federal program to promote community revitalization”
- Large rehabilitation projects often create lots of good paying jobs



Sir John A MacDonald's Summer Home at Les Rochers—Rivière-du-Loup, QC

How does it work?

- The tax credit would be available to properties that appear on the National Register of Historic Places
- An architect must certify that the eligible building has undergone rehabilitation in accordance with the Standards and Guidelines for the Conservation of Historic Places in Canada for the project to be eligible for the credit and the accelerated write-off

Bill C-323

What are people saying about it?

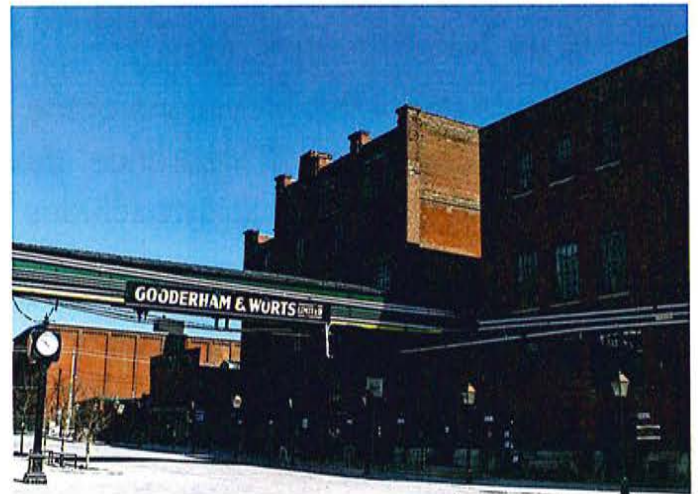


Capitole de Québec—Québec, QC

Bill C-323 is “a **win-win**: for heritage; and for the local economy where historic preservation **creates jobs** for professionals and within the trades” – James Reid, Principal Architect, taigh Architecture, Inc.

“Peter’s progressive bill represents a true **partnership** role for government in **protecting Canada’s Heritage.**” – Michael McClelland, ERA Architects

This bill will encourage “**historic building owners to rehabilitate rather than demolish**”. This “is key for truly sustainable communities; in terms of both the embodied energy in an existing building, and for such places enhancing our shared social identity, **community pride** and *civitas*.” – Eric Pattinson, Pattinson Architecture



Gooderham and Worts—Toronto, ON

Frequently Asked Questions

What does Bill C-323 do?

Bill C-323 creates a 20% tax credit on eligible costs for rehabilitation work done to a building that is designated as a historic place. The bill also creates an Accelerated Capital Cost Allowance for eligible capitalized costs incurred under the same conditions as the tax credit.

What is the purpose of Bill C-323?

The Bill aims to preserve our cultural heritage, and build a foundation upon which the policy may be expanded. Preserving our communal heritage benefits all Canadians, and with Canada 150 fast approaching, it is appropriate to introduce this policy now.

What is a “historic place”?

A historic place is defined as a property on the Register of Historic Places, a list of designated properties that have significant historic value to Canada. The enabling legislation for the Register can be found in s. 3 of the Historic Sites and Monuments Act. Bill C-323 includes a provision for the Minister to extend the definition of “historic place” to other buildings and definitions of historic places (e.g. provincial registers of historic places).

What is an “eligible cost”?

Eligible costs under the provisions of the bill are defined as costs that are construction, professional, insurance, development, site improvement, or otherwise prescribed costs. This explicitly excludes acquisition, cosmetic and furnishing costs.

What is defined as “rehabilitation work”?

Rehabilitation work is defined as work that is done in accordance with the *Standards and Guidelines for the Conservation of Historic Places in Canada*, and must be certified by a registered professional architect licensed to practice in Canada.

Over what period of time may the tax credit be claimed?

Each certified project has 10 years over which it may have a tax credit claimed, or unused portion thereof carried forward.

Frequently Asked Questions

What is an Accelerated Capital Cost Allowance?

An Accelerated Capital Cost Allowance is a tax mechanism that permits the deduction of taxable capital expenditures in a regularized fashion. For the purposes of this bill, this means that costs which are capitalized in nature, are eligible for a 3 year, 25%, 50%, 25% per year deduction, so that after 3 years, the entire value of the capital expenditure has been written-off.

Can a capitalized cost be claimed under both the tax credit and the accelerated Capital Cost Allowance regimes?

Yes, however, the taxable base will be reduced by the amount of the other policy, e.g. if the capitalized costs are claimed under the tax credit, only the remaining 80% of the capitalized costs will be eligible under the accelerated Capital Cost Allowance.

Has this policy been tested for viability in Canada?

In the early 2000's, the government implemented a pilot program. The program, whose end goal was to be converted into a tax credit such as the one this bill creates, on average doubled the market property values of historic properties, business revenue, and occupancy rates of the historic properties. These activities incentivized by the Fund generated significant GST and corporate tax revenues. The policy is considered viable in Canada.

Has this policy been tested in other countries?

Many countries have heritage grants, programs, etc. The most similar policy to the one this bill advances is the tax credit program in the United States, which provides a 20% tax credit on costs related to the rehabilitation of designated historic buildings, and a 10% credit on non-designated building built before 1936. The program, implemented in 1976, is recognized as having been hugely successful, with over 41,000 projects certified. Furthermore, the program was found to have a net-positive impact on the treasury of +\$5.0 billion over the present life of the program (1976-2015).

Bill C-323

How Can We Make Bill C-323 Law?

To **make Bill C-323 law**, and to protect our built heritage, MPs have to vote for the Bill. The best way to get your MP to vote for the Bill is to contact them, and encourage them to **vote in favour of Bill C-323**.

You can:

1. **Send them a letter** at House of Commons, Ottawa, ON K1A 0A6
2. **Phone them**, or
3. **Email them**.

Each and every contact is one more step toward **making Bill C-323 law**, and one more step toward **preserving our cultural built heritage**.

If you don't know who your MP is, just search "Who is my MP?" in Google, or visit "<http://tinyurl.com/hjw6bpv>". This website, from the Parliament of Canada, lets you search for who your MP is by postal code.



Imperial Theatre—Saint John, NB



January 23, 2017

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

Dear Mayor Maja Tait,

Original to File No. 0230-01	
For Action by:	Copy to:
Mayor <input checked="" type="checkbox"/>	MAYA
Council <input checked="" type="checkbox"/>	COUNCIL
CAO <input checked="" type="checkbox"/>	TERESA
Corporate Services <input type="checkbox"/>	
Development Services <input type="checkbox"/>	
Financial Services <input type="checkbox"/>	
Fire <input type="checkbox"/>	
Other <input type="checkbox"/>	

The Canadian Postmasters and Assistants Association (CPAA) is the voice of rural post office employees since 1902. It is the second-largest bargaining unit under the Canada Post umbrella; representing members who work in post offices in towns, reserves and villages throughout rural Canada. We are in touch with over 6 million rural customers on a regular basis. Most often we are the only federal presence and the hub of the community.

CPAA members, 95% of them women, operate 3,260 post offices across Canada; 226 of these offices are in your province.

We write to you today to share our concerns over the Federal Government Standing Committee on Government Operations and Estimates' (OGGO) report regarding Canada Post, released on December 13, 2016. If you have not seen it yet, you can access the report at the following web address:

http://bit.ly/OGGO_EN

Amongst the many recommendations made by the Committee, most of which we support, we note the absence of a recommendation on postal banking. In your province alone 61% of the communities do not have a financial institution, yet they have a corporate post office. Often your constituents have to travel long distances to receive banking services. If your citizens have to travel out of town for banking services, it is almost certain that they will also patronize other businesses in that town or city, thereby losing earning opportunities from your own town's businesses.

We at CPAA strongly feel that the resurrection of the postal bank, which was closed in 1969 when large banks were expanding in rural Canada, is a perfect fit for Canada Post. More importantly for the businesses and the citizens of your community, it is a means to ensure access to financial services. You may remember that prior to the OGGO's report, the Government had set up a Task Force to examine the challenges of Canada Post and to provide options for the future of the Corporation. The Task Force report¹, which preceded the OGGO's report, mentioned that 39% of Canadian businesses would use a postal bank. It also mentioned that 38% of Canadian citizens would use a postal bank.

¹ <http://bit.ly/tpsgc>

District of Sooke
JAN 31 2017
Received

According to the 2011 Census, Canada's rural population consisted of 6,329,414 citizens. What bank could not succeed with 38% of that number of customers?

If like us at CPAA, you feel that a postal bank would benefit your community, we ask you to write to Minister Judy Foote to voice your views and concerns. We recommend that you also copy your letter or email it to Ms. Karine Trudel, the New Democrat MP who sat on the OGGO Committee, as she was a strong supporter of the postal bank. Their postage-free addresses and email addresses are as follows:

The Honourable Judy Foote
Minister of Public Services and Procurement
House of Commons
Ottawa, Ontario
Canada K1A 0A6 or judy.foote@parl.gc.ca

Ms. Karine Trudel (MP)
House of Commons
Ottawa, Ontario
Canada K1A 0A6 or karine.trudel@parl.gc.ca

Canada Post is uniquely positioned to offer financial services to rural Canada. When Canada Post can make money, and offer more services to Canadians who need them, we have a perfect opportunity. Let's not lose it!

Thank you for your time. Should you have any questions or wish to discuss this issue with a local CPAA representative, we invite you to reach out to our British Columbia and Yukon CPAA President as follows:

President Barbara J. Lincoln
7519 Sechelt Inlet Road
Sechelt BC V0N 3A4
(604) 885-6006
barb.lincoln@cpaa-bcyukon.com

Sincerely,

A handwritten signature in black ink, appearing to read 'Brenda McAuley', with a large, stylized flourish at the end.

Brenda McAuley, CPAA National President
281 Queen Mary St.
Ottawa ON K1K 1X1

Original to File No. 0230-01	
For Action by:	Copy to:
Mayor <input checked="" type="checkbox"/>	MAJA
Council <input checked="" type="checkbox"/>	COUNCIL
CAO <input checked="" type="checkbox"/>	TERESA
Corporate Services <input type="checkbox"/>	
Development Services <input type="checkbox"/>	
Financial Services <input type="checkbox"/>	
Fire <input type="checkbox"/>	
Other <input type="checkbox"/>	

PRESIDENT
Ara Balabanian
PRESIDENT ELECT
Kyle Kerr
SECRETARY TREASURER
Bill Ethier
PAST PRESIDENT
Mike Nugent

DIRECTORS
Sandi-Jo Ayers
Karen Dinnie-Smyth
Andrew Plank
Tony Wick
Cheryl Woolley
EXECUTIVE OFFICER
David Corey

January 24, 2017

Dear Mayor Tait and Council for Sooke,

The Victoria Real Estate Board (VREB) is aware of discussions underway to request that the Capital Regional District (CRD) approach the provincial government to request that a Foreign Buyer Property Transfer Tax (FBPTT) be levied in all municipalities of the CRD.

This year in the VREB request to the province's Select Standing Committee on Finance and Government Services we asked that a Foreign Buyer Property Transfer Tax not be levied in the Capital Regional District (CRD) area. The Board would like to share this position and some of the reasons why implementing a foreign buyer tax in the CRD will not address the issue of housing affordability.

Foreign buyers account for 4-6 per cent of CRD buyers according to data gathered by the province. Foreign buyers can be skilled workers, doctors, nurses, investors, entrepreneurs, growing families, students and others who contribute to our community. We understand the value of in-migration and our local tourist organizations, government representatives, universities and colleges, tech sector and the former Greater Victoria Development Agency all worked hard to promote our community to foreign buyers through trade missions and marketing. As a community we must ask the hard question: are we entirely opposed to foreign buyers? We also question the theory that a cohort that represents 4-6 per cent of buyers can undermine affordability in our region.

The FBPTT was implemented in the Metro Vancouver area this summer and we can learn from the results of their roll out. The Vancouver MLS® Home Price Index (HPI) shows an overall modest reduction in benchmark value of residential homes for that region of -2.2 per cent compared to values 6 months ago (before the tax was implemented). The month before the tax was introduced foreign buyers represented 16.5 per cent of buyers. The month following the tax roll out the amount of foreign buyers in Metro Vancouver dropped to 0.7 per cent. In September that number increased to 1.8 per cent, and October again increased to 3.2 per cent. The data indicates that the number of foreign buyers is slowly increasing again. Given the modest decline in the HPI value it can also be argued that the data shows that overall affordability was not materially increased as a result of the implementation of the tax.

Throughout 2016, the VREB statistics revealed a diminishing supply of inventory for sale and a consistently high demand for properties in the CRD. As 2017 unfolds, current levels of inventory for sale continue to rival historic lows.

Page 1 of 3

In a free market economy where there is a prolonged limited supply of property for sale, increased competition results in pressure on prices. Reducing demand through a tax that may impact 4 - 6 per cent of transactions will do little to rebalance a supply problem where, as of January 23 2017, there were almost 40 per cent fewer properties (nearly 1,000 units) available for sale than the same time last year.

Last year we experienced a perfect storm of market conditions in the CRD area. Positive economic conditions, increased emigration to BC and specifically Victoria, solid interprovincial in-migration combined with local buyers contributed to increase the demand on our community's already limited available inventory. We believe these forces resulted in price increases and we do not support the theory that a tax directed at foreign buyers in the CRD is a means to address or solve this issue of affordability.

The Ongoing Issue of Supply and Demand

Our local MLS® Home Price Index data shows that the CRD's thirteen municipalities have seen differing levels of pressure on pricing; properties in the outlying areas of the CRD have not increased in price as much as the core municipalities of Victoria, Oak Bay and Saanich. Areas like Langford and Colwood have available land and have actively taken steps to support development. Their efforts to increase supply have enabled these areas to satisfy demand longer, which in turn, resulted in less upward pressure on pricing.

We are aware that the CRD Housing Affordability Task Force is reviewing its strategy this year. We support this objective wholeheartedly and believe that housing affordability can be addressed effectively in the core by revisiting zoning and density in ways that promote new and creative redevelopment of existing properties in those areas where there is little or no land left to develop. Increased approvals for small lots, infill and detached secondary accommodation along with increased density allowances for multifamily sites would be meaningful measures that could increase the affordable housing supply in the core.

We do not expect that market conditions in 2017 will mirror those record-breaking sale numbers in 2016. Lower available inventory combined with measures already implemented by government to dampen demand should mean lower sales numbers for the coming year. What this low inventory level will mean for pricing is a yet-to-be-answered question, but the rules of supply and demand do not support a theory that results in price decreases. The implementation of a foreign buyer tax will not add to the supply of affordable housing, especially not at lower cost levels.

Victoria is not Vancouver. Our market conditions and our community offer different things to people emigrating from other countries. Victoria is a beautiful, vibrant community and will always attract buyers from abroad, from other provinces in the country and other regions on the island. We believe that this diversity improves our community and provides the foundation for a more sustainable local economy.

We hope that stakeholders will consider this issue carefully and focus on strategies designed to address the supply shortages. The way to satisfy demand is with supply. A repurposing of our existing land and properties will create opportunity for a more diverse selection of property types that can foster differing affordability levels. This will ultimately moderate prices and create new opportunities for new home buyers.

On behalf of the Board and our 1,332 local Realtor Members, I appreciate your time and attention to this matter. I would be happy to discuss the topic in greater depth at a time of your convenience.

Best Regards,

A handwritten signature in blue ink that reads "Mike Nugent". The signature is fluid and cursive, with the first name "Mike" being more prominent than the last name "Nugent".

Mike Nugent, Past President
Victoria Real Estate Board

OPEN LETTER TO BC LOCAL GOVERNMENTS
ATTN: Mayor & Council, all BC local governments
 January 25, 2017

Dear Sirs/Mesdames:

Re: We must hold fossil fuel companies responsible for climate change

Original to File No. 0400-01	
For Action by:	Copy to:
<input checked="" type="checkbox"/> Council	<input checked="" type="checkbox"/> MAYOR
<input checked="" type="checkbox"/> Council	<input checked="" type="checkbox"/> COUNCIL
<input type="checkbox"/> Corporate Services	<input type="checkbox"/> TERESA
<input type="checkbox"/> Development Services	
<input type="checkbox"/> Financial Services	
<input type="checkbox"/> Fire	
<input type="checkbox"/> Other	

District of Sooke

FEB 06 2017

Received

Wildfires. Drought. Flooding. Rising sea levels. Climate change is already reshaping and impacting BC communities in profound and frightening ways. As unchecked fossil fuel pollution continues to push global temperatures ever higher, we are frightened for our communities, for communities around the world, and for the world we leave our children. These impacts are still more challenging for vulnerable groups - the poor, Indigenous people, women and children - who are often unable to respond to unexpected weather or other climate impacts.

But there is hope. If the fossil fuel companies - whose products are the major drivers of climate change - had to pay even a fraction of the associated climate costs, they would not be able to out-compete renewables and would pivot towards sustainable alternatives without delay. BC communities can play a key role in demanding accountability from the fossil fuel industry for the harm that they are causing our communities, and challenge the myth that the fossil fuel economy can continue business as usual despite the destruction it is causing to our atmosphere.

The fossil fuel industry is keen to avoid a conversation about its responsibility for climate change. Just 90 entities - primarily fossil fuel companies - have caused almost 2/3 of human caused greenhouse gas emissions, and just three - Chevron, Exxon Mobil and Saudi Aramco - are responsible for almost 10%¹. Like the tobacco industry before it, Big Oil relies on the perception that individual consumers are responsible for climate change while pocketing billions of dollars in profits from products that they know are disastrous for our atmosphere and communities around the world.²

BC and Canadian taxpayers will end up paying the costs of climate change in many different ways. But unless our communities demand that fossil fuel companies pay their fair share of these costs, this industry will continue pushing products that the world cannot afford to burn.

1. Heede, R. "Tracing anthropogenic carbon dioxide and methane emissions to fossil fuel and cement producers, 1854-2010 Climatic Change (2014) 122: 229. doi:10.1007/s10584-013-0986-y. See also <http://www.climateaccountability.org/> for emissions figures through to 2013.

2. <https://www.smokeandfumes.org/>; <https://insideclimatenews.org/content/Exxon-The-Road-Not-Taken>.



BC's local governments are well placed to play a global leadership role by demanding accountability. We can come together to start a new global conversation about the moral and legal responsibility of the fossil fuel industry for its role in fueling climate change.

We – as BC-based community groups – support the Climate Law in our Hands Initiative and are asking you to:

1. DEMAND FOSSIL FUEL ACCOUNTABILITY

It has been rare for anyone to even ask the fossil fuel industry to take responsibility for its role in causing the global crisis – and the local climate impacts like floods, wildfires and droughts. This avoidance of responsibility ends in BC – when you, and other local governments across the province, write to the world's fossil fuel companies asking them to take their fair share of responsibility for climate change.

This demand can take the form of a detailed invoice for climate costs or a letter simply enquiring as to the company's position on paying a fair share. It can be tailored to reflect the needs and capacity of each community.³

2. WORK TOWARDS A CLASS ACTION LAWSUIT

BC communities can demand accountability from the fossil fuel industry in a variety of ways, but if necessary, we may need local governments to demand accountability through the courts.

Lawyers at West Coast Environmental Law have exhaustively researched how a class action – a joint legal action brought by one or more “representatives” of BC's local governments – could be brought against major fossil fuel companies for their role in causing climate change.

We ask you to consider whether your municipality would be willing to launch a class action as a representative and/or how you might support a case launched by other local governments. BC communities need to come together and get behind this type of legal action. Bringing this case will make it clear that fossil fuel companies cannot avoid a legal conversation about accountability – and if we win, we will set a precedent that could change the world – putting us on a global path that will avoid more dangerous climate change.⁴



3. Sample accountability letters are available online at www.climatelawinourhands.org/demand-accountability.

4. See <http://www.climatelawinourhands.org/bcclassaction> or have your lawyers speak with the Climate Law in our Hands team at West Coast Environmental Law for more information on the legal basis for a class action.

Conclusion

Both of these actions, as well as a general public discussion about the role of fossil fuels in our future economy, are most likely to move forward if our communities understand how we are being, and will be, impacted by climate change. We urge you to work with your citizens, climate scientists and other experts in a publicly transparent way to explore what needs to be done to prepare your community for climate change.

Whether we realize it or not, our communities are facing a tidal wave of costs, debt and disaster relief arising from the many effects of climate change. It is time to ask whether we alone are going to bear those expenses, or whether the companies that have made billions of dollars creating this situation also bear some responsibility.

By demanding that those who profit the most from climate change pay their fair share, BC local governments can dramatically reshape the global conversation about climate change and the fossil fuel industry. Community groups around BC will be calling on fossil fuel companies to take responsibility for their role in causing the climate crisis and we hope that you will join us.

Signed by:

West Coast Environmental Law Association	350.org Canada	Canadian Association of Physicians for the Environment
Coalition to Protect East Kamloops	Douglas Channel Watch	Public Health Association of BC
Kelowna Chapter Council of Canadians	BC Yukon Kairos	KAIROS Metro Van
KAIROS BC/Yukon Kootenay Subregion	Pacific Wild	Prince George Public Interest Research Group
Silva Forest Foundation	Sierra Club BC	Climate Change in Focus
Blewett Conservation Society	Dogwood Initiative	We Love This Coast
West Kootenay EcoSociety	Gibson Alliance of Business and Community Society	Comox Valley Global Awareness Network
SFU350	Alliance4Democracy	Earthkeepers: Christians for Climate Justice
UBC Environmental Law Group	Sunshine Coast Conservation Association	Burnaby Residents Opposing Kinder Morgan Expansion-BROKE
Voters Taking Action on Climate Change	Comox Valley Council of Canadians	LeadNow
Wilderness Committee	Parksville Qualicum Beach KAIROS	Fraser Voices Association
The WaterWealth Project	Georgia Strait Alliance	Stand.earth
UBC350	Northwest Institute	Knox United Church
Citizens Against Urban Sprawl Society (CAUSS)	Friends of Wild Salmon Coalition	Association of Whistler Area Residents for the Environment
Atira Women's Resource	Friends of Morice Bulkley	Salmon Coast Field Station Society
MiningWatch Canada	My Sea to Sky	Saanich Inlet Network
The Canadian Youth Climate Coalition	Divest Victoria	
Council of Canadians	Wildsight	
Kitimat Terrace Clean Air Coalition	Greenpeace Canada	
	Burnaby Pipeline Watch	
	Environmental Defense Working Group	



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

Original to File No. 0400-80	
For Action by:	Copy to:
Mayor <input checked="" type="checkbox"/>	Maja
Council <input checked="" type="checkbox"/>	COUNCIL
CAO <input checked="" type="checkbox"/>	TERESA
Corporate Services <input type="checkbox"/>	
Development Services <input type="checkbox"/>	
Financial Services <input type="checkbox"/>	
Fire <input type="checkbox"/>	
Other <input type="checkbox"/>	

District of Sooke
FEB 06 2017
Received

January 30, 2017

RE: Speech Language Pathologist Sooke Heath Unit

Dear Mayor Tait,

Thank you for your letter of January 12, 2017, outlining your concerns related to the difficulty in accessing public transit in order to attend a speech appointment at the Westshore Health Unit.

After considerable review of the service and in consideration of service demands and available resources, a decision to move the location of the Speech Pathologist to Westshore was made. During 2016, 123 referrals were made to Westshore Speech and of these, 30 (24%) came from Sooke and this is consistent with previous years. All clients from Sooke have been seen at the Westshore location. In recognition that transportation may be a challenge for some families, public health is able to provide bus passes to support families in accessing our services. Currently at our Westshore location we also have a Speech Assistant. This level of healthcare worker enables the treatment for a client that is planned by the Speech Pathologist.

The mandate of the public health speech program is to work with children early to help prepare them for kindergarten and beyond by focusing on speech and language acquisition. I understand that there have been funding cuts at the School Districts in their speech program this year; however, I further understand that there will be additional dollars available to the School District in the coming months to address speech language needs of students.

I would like to take this opportunity to share with you, some of the changes that Public Health has made to the speech program, most notably in the hiring of Speech Assistants. Speech Assistants work under the direction of the Speech Pathologist to provide treatment to children. As a result, having more trained providers, the speech program has been able to see many more children within a shorter span of time. I am continually seeking ways to improve an already good service, within the resources allocated to us.

I am currently reviewing our staffing parameters for the Victoria area. I will be in touch with you shortly regarding changes in our Speech Language staffing complement for the Sooke Health Unit.

Thank you again for your concern regarding the well- being of children in the Sooke District.

Yours truly,



Connie Haselden RN MN

Manager Child Youth and Family Public Health

Ph. 250-519-5144

Constance.haselden@viha.ca

Cc: Tess Graham The Provincial Office of Early years

Richard Stanwick Chief Medical Health Officer

Jan Tatlock Director Public Health

