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REGULAR COUNCIL MEETING AGENDA

Closed Portion at 6:00 p.m.

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

November 14, 2016

2225 Otter Point Road, Sooke, B.C.

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)

CALL TO ORDER

MOTION TO CLOSE THE MEETING TO THE PUBLIC

Motion to close the meeting to the public under section 90(1) of the *Community Charter* to discuss:

- 90(1)(c) labour relations or other employee relations;
- 90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;
- 90(1)(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 (*annual municipal report*).

CALL TO ORDER – Open Portion

INTRODUCTION OF NEW BUSINESS/SUPPLEMENTARY INFORMATION

APPROVAL OF THE AGENDA

MOTION TO MOVE AGENDA ITEM RA-4 COMMUNITY GRANT COMMITTEE REVIEW TO IMMEDIATELY FOLLOW PUBLIC QUESTION AND COMMENT PERIOD.

ADOPTION OF COUNCIL AND COW MEETING MINUTES:		
September 22, 2016	Special Council Meeting Minutes	1
October 24, 2016	Committee of the Whole Meeting Minutes	3
October 24, 2016	Regular Council Meeting Minutes	5
RECEIPT OF DRAFT COUNCIL COMMITTEE MINUTES FOR INFORMATION:		
October 4, 2016	Parks & Trails Advisory Meeting Minutes	15
November 1, 2016	Parks & Trails Advisory Meeting Minutes	19
October 20, 2016	Community Centre Advisory Meeting Minutes	23
October 26, 2016	Sooke Program of the Arts Meeting Minutes	27
November 7, 2016	Community Grant Review Meeting Minutes	31
DELEGATIONS – REQUESTS TO ADDRESS COUNCIL (or Presentations - 5 minute time limit each)		
D-1	Wind Mobile – Jeff Bray <ul style="list-style-type: none"> Plans for the community 	35
D-2	Poll Surveying Road Closures & Detours – Britt Santowski <ul style="list-style-type: none"> Sooke Pocket News 	37
D-3	Sooke Wishing Pond Legacy – Paul Unwin <ul style="list-style-type: none"> Community Project 	47
PUBLIC QUESTION AND COMMENT PERIOD (10 minutes – 2 minutes time limit per person)		
PUBLIC AND STATUTORY HEARINGS and third reading or adoption of bylaws where applicable after each hearing:		
PH-1	Bylaw No. 647, Zoning Amendment Bylaw (600-32) – 6038 Sooke Road <ul style="list-style-type: none"> Planning Department Report & Presentation Mayor's Public Hearing Statement Public Hearing Council to consider third reading of Bylaw No. 636 	See PH-1 Pkg
BYLAWS		
B-1	Bylaw No. 658, Financial Plan Amendment Bylaw (639-1) <ul style="list-style-type: none"> Report to Council Council to consider first, second and third reading for Bylaw No. 658 	51

B-3	Bylaw No. 652, Zoning Amendment Bylaw (600-34)- 6557 Clairview Road <ul style="list-style-type: none"> • Report to Council • Council to consider first and second reading of Bylaw No. 652 • Council to direct staff to schedule Public Hearing 	81
REPORTS Requiring Action:		
RA-1	Declaration of Fire Service Level <ul style="list-style-type: none"> • Report to Council • Council to consider recommendation 	87
RA-2	Development Variance Permit – 7126 Grant Road West <ul style="list-style-type: none"> • Report to Council • Council to consider recommendation 	91
RA-3	Contract Extension for Interim Fire Chief Position <ul style="list-style-type: none"> • Report to Council • Council to consider recommendation 	97
RA-4	Community Grant Committee Review <ul style="list-style-type: none"> • Report to Council • Applications & information to be reviewed: <ul style="list-style-type: none"> ○ Sooke Community Choir Society ○ Sooke Harbour Players ○ Sooke River Bluegrass Festival ○ Sooke Food Bank • Council to consider recommendations 	99
RA-5	Sooke Program of the Arts Recommendation <ul style="list-style-type: none"> • Report to Council • Council to consider recommendations 	109
RA-6	Parks and Trails Advisory Recommendation <ul style="list-style-type: none"> • Report to Council from October 2016 meeting • Report to Council from November 2016 meeting • Council to consider submitted recommendations 	117
REPORTS For Information – Council, Committees, COW and Commissions and Staff (CAO, Development Services)		
RI-1	Sooke Core Specified Area Proposed Boundary Adjustment for 7181 Minnie Rd & 7057 West Coast Road <ul style="list-style-type: none"> • Report to Council 	123
RI-2	Mayor and Council Reports (Verbal)	
RI-3	CAO Report (Verbal)	

<i>CORRESPONDENCE for Action:</i>		
C-1	Letter from Communities in Bloom, received October 24, 2016	137
C-2	Letter from the Capital Regional District, received October 27, 2016	143
C-3	Email from Business for the Arts, received November 2, 2016	155
C-4	Email from SEAPARC, received November 4, 2016	157
C-5	Letter from VIRL, received November 7, 2016	163
C-6	Letter from AVICC, received November 7, 2016	171
C-7	Letter from Clear Seas, received November 8, 2016	181
C-8	Email from Minister of Jobs, Tourism & Skills Training received November 8, 2016	185
<i>CORRESPONDENCE for Information:</i>		
I-1	Email from Inter-Municipal Advisory Committee on Disability Issues, received October 19, 2016	189
I-2	Copy of District of Sooke Proclamation, received October 19, 2016	195
I-3	Email from Walk On – Victoria, received October 20, 2016	197
I-4	Email from District of Highlands, received October 20, 2016	199
I-5	Email from Jim Kipp, received October 20, 2016	203
I-6	Email from Liquor Control Licensing Branch, received October 20, 2016	205
I-7	Letter from MLA Selina Robinson to Mayor Tait, received October 21, 2016	207
I-8	Letter from BC Ombudsperson, received October 24, 2016	209
I-9	Email from Walk On – Victoria, received October 25, 2016	211
I-10	Email from Jack Holliston, received October 25, 2016	213
I-11	Card from Sooke Fall Fair Committee, received October 26, 2016	215
I-12	Letter Camosun College, received October 26, 2016	217
I-13	Letter from Spirit of BC, received October 28, 2016	227
I-14	Letter from Island Health, received October 31, 2016	229
I-15	Email from Sewage Treatment Action Group received Nov 8, 2016	231

MOTION TO CLOSE THE MEETING TO THE PUBLIC:

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- 90(1)(c) labour relations or other employee relations;
- 90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;
- 90(1)(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 (*annual municipal report*).

REPORT OF IN CAMERA RESOLUTIONS

ADJOURNMENT



DISTRICT OF SOOKE

Minutes of the Special Meeting of Council
held September 22, 2016, at 7:00 p.m.
in the Council Meeting Room
at 2225 Otter Point Road, Sooke, B.C.

COUNCIL PRESENT

Mayor Maja Tait
Councillor Bev Berger
Councillor Ebony Logins
Councillor Brenda Parkinson
Councillor Kerrie Reay

STAFF PRESENT

Teresa Sullivan, Chief Administrative Officer
Gabryel Joseph, Director of Corporate Services
Russ Cameron, Interim Fire Chief
Brent Blackhall, Director of Financial Services

ABSENT: Councillor Rick Kasper, Councillor Kevin Pearson

CALL TO ORDER

Mayor Tait called the meeting to order at 6:59 p.m.

ADOPTION OF AGENDA

MOVED and seconded to approve the agenda as circulated.

CARRIED UNANIMOUSLY

MOTION TO CLOSE THE MEETING TO THE PUBLIC

MOVED and seconded to close the meeting to the public under section 90 of the *Community Charter* to discuss:
90(1)(c) labour relations or other employee relations;
90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED UNANIMOUSLY

ADJOURNMENT

MOVED and seconded to adjourn the meeting at 10:35 p.m.

CARRIED UNANIMOUSLY

Certified Correct:

Maja Tait
Mayor

Gabryel Joseph
Acting Corporate Officer



DISTRICT OF SOOKE
Minutes of the Committee of the Whole meeting
held October 24, 2016
at 6:30 pm
Council Chamber, 2225 Otter Point Road
Sooke, B.C.

COUNCIL PRESENT

Mayor Maja Tait
Councillor Bev Berger
Councillor Rick Kasper
Councillor Ebony Logins
Councillor Brenda Parkinson
Councillor Kevin Pearson
Councillor Kerrie Reay

STAFF PRESENT

Teresa Sullivan, Chief Administrative Officer
Gabryel Joseph, Director of Corporate Services
Patti Rear, Deputy Corporate Officer
Sarah Temple, Corporate Services Assistant

Absent:

1. **Call to Order**

The meeting was called to order at 6:33 p.m.

2. **Approval of Agenda**

MOVED K. Pearson
To approve the agenda as circulated.

CARRIED

In Favour:

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

3. **Geological Survey of Canada: Earthquakes of Coast BC**

Alison Bird, Earthquake Seismologist, gave a PowerPoint presentation and overview of earthquakes in Coastal BC and specifically to Sooke and the Capital Region. Ms. Bird provided information on earthquakes, tsunamis, and emergency preparedness, including:

- A reminder to participate in the "Great Shakeout" each October to practice earthquake safety.
- Geological factors that influence the damage sustained to buildings during earthquakes.
- Tsunamis can last for an extended period of time and come in multiple large waves.
- In Sooke and the CRD, an earthquake is the warning sign of a potential tsunami. Tsunami alerts and warnings may not be processed in time to alert people to stay

away from the water. A tsunami may occur in this region approximately 15 minutes after an earthquake.

- A reminder to prepare an emergency kits and ensure you have all the supplies your family will need, including industrial rated duct masks.
- After a major disaster, do not use your telephone to make calls. Text messaging is a better option to ensure emergency responders are able to use their telecommunications devices.

Ms. Bird stated that she would provide a copy of her presentation to place on the District of Sooke website.

4. **Public Input:**

There were no comments from members of the public.

5. **Adjournment**

The meeting was adjourned at 7:00 p.m.

Certified Correct:

Maja Tait
Mayor

Gabryel Josepeh
Corporate Officer



DISTRICT OF SOOKE

Minutes of the Regular Meeting of Council
held in the Council Chamber
at 2225 Otter Point Road, Sooke, BC
on October 24, 2016
6:00 p.m., In-Camera Portion, Meeting Room
7:00 p.m., Public Portion, Council Chamber

COUNCIL PRESENT

Mayor Maja Tait
Councillor Bev Berger
Councillor Rick Kasper
Councillor Ebony Logins
Councillor Brenda Parkinson
Councillor Kevin Pearson
Councillor Kerrie Reay

STAFF PRESENT (Open Portion)

Teresa Sullivan, Chief Administrative Officer
Brent Blackhall, Director of Financial Services
Gabryel Joseph, Director of Corporate Services
Patti Rear, Deputy Corporate Officer
Sarah Temple, Corporate Services Assistant

CALL TO ORDER

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

MOTION TO CLOSE THE MEETING TO THE PUBLIC

MOVED to close the meeting to the public under section 90(1) (c) and (k) of the *Community Charter* as it pertains to labour and negotiation matters.

CARRIED

In favour:

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

CALL TO ORDER - OPEN PORTION

Mayor Tait called the open portion of the Regular Council meeting to order at 7:07 p.m. in the Council Chambers.

APPROVAL OF THE AGENDA

MOVED K. Pearson - K. Reay

TO approve the agenda, with the addition of replacement pages 57-58.

CARRIED

In favour:

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

ADOPTION OF MINUTES

MOVED K. Pearson - K. Reay

THAT the minutes of the Regular Council meeting held on October 11, 2016 be adopted as circulated.

CARRIED

In favour:

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

Council Discussion:

- Clarification of items found in the October 11, 2016, Regular Council meeting minutes. An application for waiver of park use fees was brought to Council, and as such, was the only detail regarding the event that was recorded in the minutes.
- Clarification that when In-Camera resolutions are reported on in an open meeting, the only information released is the resolution itself.

MINUTES FOR INFORMATION

MOVED K. Pearson – E. Logins

THAT the following minutes be received for information:

- Climate Change Action Committee – October 13, 2016

CARRIED

In favour:

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

Council Discussion:

- Councillor Logins to forward information to Mayor Tait regarding potential grant opportunities for an Electric Vehicle charging station.

DELEGATIONS

D-1 Communities in Bloom Presentation

Bruce Hobin, Communities in Bloom judge, presented Council with a banner and certificate to recognize the award of “5 Blooms” for 2016. Mr. Hobin also presented Council with the 2015 final evaluation report and noted that special mention was made to the Sunriver Community Gardens.

PUBLIC QUESTION AND COMMENT PERIOD

Council heard from the following members of the public:

- Loretta Deutscher expressed thanks to staff for making sure that community meetings were accessible by elevator.

- Mark Whiteson spoke to the appointment of the Corporate Officer, staffing levels, staff benefits and contract negotiations.
- Ellen Lewers spoke to the report on consolidation of reserve funds.

BYLAWS

B-1 Bylaw No. 636, *Zoning Amendment Bylaw (600-24) - 7125 Grant Road West*

MOVED K. Pearson – B. Parkinson

THAT Bylaw No. 636, *Zoning Amendment Bylaw (600-24) - 7125 Grant Road West*, be adopted.

CARRIED

In favour:

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

B-2 Bylaw No. 645, *Sooke Core Sewer Specified Area Amendment Bylaw (147-27) - 7125 Grant Road West*

MOVED B. Parkinson – K. Pearson

THAT Bylaw No. 645, *Sooke Core Sewer Specified Area Amendment Bylaw (147-27) - 7125 Grant Road West*, be adopted.

CARRIED

In favour:

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

B-3 Bylaw No. 654, *Permissive Tax Exemption Bylaw for Public Parks and Recreation Grounds Not for Profit Corporations and Public Authority Amendment (338-5)*

MOVED B. Berger – E. Logins

THAT Bylaw No. 654, *Permissive Tax Exemption Bylaw for Public Parks and Recreation Grounds Not for Profit Corporations and Public Authority Amendment (338-5)*, be adopted.

CARRIED

In favour:

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

REPORTS REQUIRING ACTION

RA-1 Information Handling and Privacy Policy

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

Council Discussion:

- Discussion of routinely releasing information to the public.
- Clarification of “Rise and Report” on current in-camera issues, as well as releasing older in-camera resolutions.
- Discussion of having a “Freedom of Information Day” where the public could make requests for information, without application forms or fees.

MOVED R. Kasper – K. Pearson

THAT *District of Sooke Information Handling and Privacy Policy*, as presented in the attached report dated October 24, 2016, be approved.

CARRIED

In favour:

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

MOVED R. Kasper – B. Parkinson

THAT staff be directed to examine opportunities to provide greater opportunities for the public to access District information and provide a report to Council.

CARRIED

In favour:

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

Opposed:

Councillor Logins

RA-2 Class 5 Tax Ratio

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

MOVED R. Kasper – K. Pearson

THAT staff be directed to provide additional information on the assessed values of industrial and commercial taxes from neighbouring areas.

Amendment to the motion:

MOVED K. Reay – R. Kasper

That the motion be changed to read, “THAT staff be directed to provide additional information on the assessed values all tax categories from neighbouring areas.”

AMENDMENT CARRIED

In favour:

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

Vote on amended motion:

THAT staff be directed to provide additional information on the assessed values all tax categories from neighbouring areas.

CARRIED

In favour:

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

RA-3 Consolidation of Reserves

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

Council Discussion:

- Clarification of reserve accounts being consolidated.
- Reserve accounts that have a specific legislative requirement, or a unique purpose will not be combined.
- A footnote in the budget will show where accounts have been combined.
- Newly combined accounts should not have too broad a purpose. For example, capital asset replacement funds within a specific area (road, sewer etc.) can be combined.

MOVED B. Parkinson – K. Pearson

THAT staff be directed to proceed with consolidating reserves, where appropriate; AND provide a summary of the changes at the future Council meeting.

CARRIED

In favour:

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

RA-4 Appointment of Municipal Corporate Officer

The Chief Administrative Officer provided an overview of the written staff report.

Council Discussion:

- Discussion of timeline of employment. Clarification of hiring dates, probationary period and contract vs. permanent position.
- Clarification of position title, "Director of Corporate Services and Corporate Officer."

MOVED R. Kasper – K. Reay

THAT Gabryel Joseph be appointed as the Corporate Officer for the District of Sooke.

CARRIED

In favour:

Mayor Tait, Councillor Berger, Councillor Kasper, Councillor Logins, Councillor Pearson, Councillor Reay

Opposed:

Councillor Parkinson

RA-5 Board of Variance - Member Resignation

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

MOVED B. Berger – B. Parkinson

THAT Robert Irwin's appointment as a member of the Board of Variance be rescinded;
AND THAT staff be directed to advertise a call for application for a new member to the Board of Variance.

CARRIED

In favour:

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

REPORTS FOR INFORMATION

RI-1 Mayor and Council Updates (verbal)

Councillor Parkinson reported on:

- Attending Sooke Region Historical Society meetings where a Christmas night market was announced for December 9 and 10, 2016.
- Attending the Mayor's Open House, Talktober, and the Sooke Firefighter's Annual Banquet.

Councillor Logins reported on:

- Attending Talktober and the Sooke Firefighter's Annual Banquet.
- Attending the October Sooke Community Centre Advisory Committee meeting, where the Committee discussed moving their mandate forward with a big ask at an upcoming Council meeting.
- Attending the Edward Milne Community School's 20th anniversary.

Councillor Kasper reported on:

- Attending CRD Regional Water Commission meetings where the 2017 budget was approved. Councillor Kasper reported that he advocated for reduced water rates, but that the rates will remain the same.

Councillor Pearson reported on:

- Attending Juan de Fuca Water Distribution meetings where the Annual budget was approved, including water rates remaining the same for 2017.
- Extension of municipal water to Otter Point has not yet come forward for discussion, but Councillor Pearson is meeting with the Chair and CAO of the CRD Water Commission next week to discuss.
- Participating in the Saltwater Series Fishing Derby in October, where Councillor Kasper caught the 9th largest Coho salmon.

Councillor Reay reported on:

- Attending a Vancouver Island Regional Library board meeting in Nanaimo.

- Attending the Mayor's Open House and the Sooke Firefighter's Annual Banquet, which was a great opportunity to recognize firefighters and ESS volunteers.

Councillor Berger reported on:

- SEAPARC is reviewing their service plan and proposing updates to reflect operation of the golf course. The golf course will be open May – October in 2017.
- A new major capital project is the addition of a fitness facility, which will be constructed in 2017-2018.
- A slight tax increase is projected for 2017, but has not been finalised.

Mayor Tait reported on:

- The Wadams Way Fun Run and Rise to open the new trails in John Philips Memorial Park.
- The Primary Health Care Services Working Group completing a 2016 report and setting priorities for 2017.
- Attending UBCM, the Mayor's Caucus and various Minister's meetings.
- Restating Sooke's position on increased tanker traffic, as determined by the 2014 plebiscite.
- Being elected as third Vice-President to UCBM, and appointed to the President's Committee and Healthy Communities Committee.
- CRD Regional Transportation Service.
- CRD Parks Committee's approved Parks Plan, which will see the Sea to Sea Regional Park officially open, with camping permitted.
- CRD Water discussion of extension of municipal water to Anderson Cove in East Sooke and possibility of extending water line to North Sooke.
- Two opportunities for engagement between Council, Staff, and the public in the past week with the Mayor's Open House and Talktober. In the future, such engagement events will be spread out over a longer period.
- Two events coming up where the public can meet the Mayor, including the Chamber of Commerce breakfast on Nov 29 and the Mayor's Levee on New Years Day.
- Councillor Logins greeted Tour de Rock riders when they arrived in Sooke.
- Attending the Sooke Firefighter's Annual Banquet.

RI-2 CAO Update (verbal)

The Chief Administrative Officer reported on:

- A substantial year end report will be brought forward to Council in December.

CORRESPONDENCE REQUIRING ACTION

C-1 Email dated October 6, 2016 from PEDAW re: Call for BC Landmarks to light up purple for Eating Disorders

MOVED B. Berger – K. Reay

THAT the correspondence dated October 6, 2016 from PEDAW re: Call for BC Landmarks to light up purple for Eating Disorders, be received for information.

CARRIED

In favour:

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

C-2 Email dated October 14, 2016 from Andrew Farris regarding "Our historical walking tour app is coming to Sooke, do you want to take part?"

MOVED K. Pearson – E. Logins

THAT the correspondence dated October 14, 2016 from Andrew Farris regarding "Our historical walking tour app is coming to Sooke, do you want to take part?", be received for information.

CARRIED

In favour:

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

CORRESPONDENCE AND COUNCIL REPORTS FOR INFORMATION

I-1 Correspondence received September 27, 2016 – October 17, 2016

MOVED B. Parkinson – K. Pearson

THAT the correspondence received September 27, 2016 – to October 17, 2016, be received for information.

CARRIED

In favour:

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

MOTION TO CLOSE THE MEETING TO THE PUBLIC

MOVED E. Logins – K. Reay

TO close the meeting to the public under section 90(1) (c) and (k) of the *Community Charter* as it pertains to labour and negotiation matters, at 8:32 p.m.

CARRIED

In favour:

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

The meeting was re-opened to the public at 9:55 p.m.

MOVED

TO adjourn the meeting at 9:55 p.m.

CARRIED

In favour:

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

Certified Correct:

Maja Tait
Mayor

Gabryel Joseph
Corporate Officer

Committee:	Parks and Trails Advisory Committee		
Date:	October 4, 2016	Call to Order Time:	1:02 pm

Attendees:

John Boquist, Chair	P	Laura Hooper, Staff	P
Councillor Brenda Parkinson	A		
Jim Bouthillier	A		
Debbie Clarkston	P		
Ross Reid	P		
Mark Zeigler	P		

P-Present, A-Absent, G-Guest

Approval of the Agenda:	As circulated	Moved	√	Carried	√
Amendments					
Approval of Minutes:	September 6, 2016	Moved	√	Carried	√
Amendments	<ul style="list-style-type: none"> • Off leash dog park hours, add 7-9am, not just 8-9pm • Replace bathroom with washroom • Present tense of “allocate” in recommendation for funding 				

Agenda Topic:	Juan de Fuca Community Trails Society
Presenter:	Rosemary Jorna
Discussion:	<ul style="list-style-type: none"> • Ms. Jorna provided an update on the Ivy Pull event at Ed McGregor Park, including photos. • 25 volunteers were in attendance, 14 of whom were from Sooke. • The vast majority of ivy was stripped and the next step will be to remove ground cover. • Ms. Jorna stated that removing Scotch Broom from Whiffin Spit requires attention every 2-3 years. • Ms. Jorna further spoke regarding suitable locations for off-leash dog parks in Sooke.

Agenda Topic:	Follow up from September 12, 2016 Meeting <ul style="list-style-type: none"> • Council Resolutions • Action Items
Presenter:	Laura Hooper and John Boquist
Discussion:	
<ul style="list-style-type: none"> • Committee Chair John Boquist spoke at the September 12, 2016 Regular Council meeting regarding the Parks and Trails Advisory Committee recommendations. • Mr. Boquist provided an update regarding Council's discussion and feedback: <ul style="list-style-type: none"> ○ Update on shouldering of Sooke River Road ○ Connectivity through Home Hardware and history of previous access ○ Planning for pedestrian connectivity using "desire lines" can help when future development is planned. 	

Agenda Topic:	Updates related to Committee Priority Projects
Presenter:	Laura Hooper
<p>John Phillips Memorial Park – next steps</p> <ul style="list-style-type: none"> • 4 tables and 2 benches have arrived and are waiting for installation. • A walkabout to discuss placement is scheduled for Tuesday, October 11th at 1pm. • Discussion of budget for remaining improvements to park. • A draft RFP, including constructions specifications, has been created and will be brought forward to the November 1 Parks and Trails Advisory Committee. <p>ACTION ITEM: A year-to-date summary of the Public Spaces Enhancement budget to be brought to the November Parks and Trails Advisory Committee meeting.</p> <p>Demamiel Creek trail</p> <ul style="list-style-type: none"> • Laura Hooper reported that the CRD, HASTE BC and local schools are working together to look at options for connectivity in this area. • Staff are mindful of grant opportunities that may contribute funds towards this project. • Council resolution to allocate funds towards a feasibility study. <p>Sooke River Road</p> <ul style="list-style-type: none"> • Discussion of sale of Soule Road Right of Way and question of use of funds to improve the Sooke River Road Multi-use trail. • Discussion of Park naming process and need to name the Sooke River Road Park and multi-use trail. <p>Pedestrian Access</p> <ul style="list-style-type: none"> • Staff are working alongside engineers as they investigate drainage issues in the area of Horne Road and Goodmere Road, which may impact pedestrian access through this area. 	

Agenda Topic:	Committee Roundtable
Discussion:	
<ol style="list-style-type: none"> 1. <u>Off-leash dog park:</u> <ul style="list-style-type: none"> • Discussion regarding history of conversation regarding dog parks in Sooke. Past efforts included a group lobbying and fundraising for a location in Pond Parks Corridor. • Committee members discussed John Phillips Memorial Park as a potential location. • A new public consultation process could help to determine a suitable location. 	

MOVED M. Zeigler - R. Reid

- To recommend that Council develop a public consultation plan to examine locations for an off-leash dog park.

CARRIED

2. Naming of Parks and Trails:

- Discussion of naming Parks and Trails and the desire to have a process in place outlining how names are approved.

MOVED D. Clarkston – R. Reid

To recommend that Council develop a Policy that outlines a process to follow when naming parks and trails.

CARRIED

3. Structure and support of meetings:

- The Committee discussed re-instating the “Public Input” portion of Committee meetings to allow for members of the public to contribute to the discussion.
- A governance review is underway regarding the structure of District committees.

4. Development of Parks and Trails

- The Committee discussed mobilizing volunteers to develop Park and Trail infrastructure.
- The Rotary Club and Lions Club were mentioned as resources.
- Discussion of an “Adopt a Trail” or “Adopt a Park” program.
- The Sunriver Nature Trail staircase was removed by William Head Penitentiary.
- A private construction firm will install a new staircase shortly.

Next Meeting:	September 6, 2016				
Adjournment Time:	2:18 pm	Moved	√	Carried	√

Committee Chair

Committee:	Parks and Trails Advisory Committee		
Date:	November 1, 2016	Call to Order Time:	1:00 pm

Attendees:

John Boquist	A	Laura Hooper, Staff	P
Councillor Brenda Parkinson	P		
Jim Bouthillier	P		
Debbie Clarkston	P		
Ross Reid	P		
Mark Zeigler, Meeting Chair	P		

P-Present, A-Absent, G-Guest

Approval of the Agenda:		Moved	√	Carried	√
Amendments	<ul style="list-style-type: none"> • Clarification that Public Input will be added near the beginning of each Committee agenda, in accordance with the District of Sooke's procedural bylaw. • Public Input should be restricted to items already on the agenda for discussion. • Committee Roundtable will also be restricted to items already on the agenda. • Any new business items can be added during the "approval of the agenda". 				
Approval of Minutes:	October 4, 2016	Moved	√	Carried	√
Amendments	<ul style="list-style-type: none"> • Previous minutes reviewed with Corporate Officer. • Motion on location for an off-leash dog park, can move or rescind. • Motion on staffing is not in the purview of the Committee. 				

Agenda Topic:	Dog Park – Off Leash
Presenter:	Jasmine Guay – Jasmine's Excavating
Discussion:	<ul style="list-style-type: none"> • Ms. Guay indicated that she had been asked by a member of the public to address the Committee regarding suitable locations for an off-leash dog park. Ms. Guay provided an overview of two locations she feels have potential as an off-leash dog park. <ul style="list-style-type: none"> ○ John Phillips Park – trails already established. ○ Behind Sun River Nature Trail Park – trails already there, fenced. Nothing fancy – high bank side. Dogs can go for a swim, dog run, 2 spots in the area. ○ There would be a need for increased parking.

Agenda Topic:	Public Input
Discussion:	
<ul style="list-style-type: none"> • Ian Thomas spoke in favour of the Horne Road – Goodmere Road connection as it creates a loop around the water and brings the people into the centre of town. • Margarita Dominguez stated that problems are increasing by not having a dog park and asked about Whiffin Spit Park being used as an off-leash park. Helgesen park is too small. • Denise Hansen stated that Whiffin Spit is a migratory bird stopover, recognized by Birds Study Canada. Birds funnel into the area, eel grass and songbirds from South America contribute to biology of area. Not in favour of allowing dogs roam freely on Whiffin Spit. We should have a place to let dogs run. A basic dog park exists in Langford behind Western Foods. • Mary Brooke stated that she enjoys walking Whiffin Spit but has not used it at all in the last 5 years due to the dogs that are allowed there. Very few locations go to the water, so we should not jeopardize that. Definitely need a dog park, just not Whiffin Spit. 	

Agenda Topic:	Off Leash Dog Park
<p>The Parks and Trails Advisory Committee meeting chose not alter its previous motion related to off-leash dog parks.</p> <p><u>From October 4, 2016 Parks and Trails Advisory Committee meeting:</u></p> <p>MOVED M. Zeigler - R. Reid</p> <ul style="list-style-type: none"> • To recommend that Council develop a public consultation plan to examine locations for an off-leash dog park. <p style="text-align: right;">CARRIED</p>	

Agenda Topic:	Official Community Plan
Discussion:	
<ul style="list-style-type: none"> • Laura Hooper provided a brief update on the Official Community Plan process. • Staff will update Council on the process first and then further information will be available. • Committee was reassured that there has been a lot of input from the public. There is an Environmental Open House, E/D Planning. Information is available on the District's website. 	

Agenda Topic:	Budget vs. Actual Report
----------------------	--------------------------

<p>Discussion:</p> <ul style="list-style-type: none"> • Committee received a written staff report highlighting key expenditures which include: <ul style="list-style-type: none"> ○ Refurbishment of Broomhill Park and Brooks Park play structures. ○ Committee expenditures in John Phillips Memorial Park. ○ Capitalized maintenance of Ponds Park Corridor. <p>The General Ledger account for Park Enhancement Program is expected to be overbudget by \$18,000 to accommodate Sunriver Nature Trail expenses.</p>
--

Agenda Topic:	Horne Road to Goodmere Road				
Discussion:	<ul style="list-style-type: none"> • Committee received a written staff report and discussed two options and determined that the low-cost option using volunteer labour and low-impact trail construction was the best option. <p>MOVED M. Ziegler – R. Reid THAT the Parks and Trails Advisory Committee recommend that Council direct staff to proceed with the construction of a trail connection between Horne Road and Goodmere Road, using volunteer labour and low-impact construction techniques, as outlined in the November 1, 2016 Parks and Trails Committee staff report.</p> <p style="text-align: right;">CARRIED</p>				

Agenda Topic:	John Phillips Memorial Park				
Discussion:	<ul style="list-style-type: none"> • Location of 4 picnic tables and 2 benches has been marked and maps. • First bench location is by municipal staircase, with a view of the ponds and trails. • Four picnic benches by pond, 2 tables close together with a view of Olympic Mountains. • Bathroom included in the 2017 budget. 				

Next Meeting:	December 6, 2016				
Adjournment Time:	2:15 pm	Moved:		Carried:	

Committee Chair



DISTRICT OF SOOKE
Sooke Community Centre Advisory Committee Minutes
Meeting held October 20, 2016
at 10:00 am
Council Chamber, 2225 Otter Point Road

Committee Members Present:

1. Lee Boyko, Chair
2. Bob Phillips, SD 62
3. Karl Linell - Sooke Community Association
4. Jeff Bateman, Transition Sooke/EMCS Society
5. Nicky Logins, Sooke Family Resource Society
6. Ellen Lewers, Sooke Fall Fair
7. Steve Knocke, SEAPARC
8. Sandy Pedneault, Sooke Elderly Citizens Housing Society
9. Karen George, T'Sou-ke Nation
10. Councillor Ebony Logins

1. Lee Boyko called the meeting to order at 10:03 am.
2. **Approval of the Agenda:** S. Pednault
MOVED to approve the agenda as circulated.
CARRIED
3. **Approval of the Minutes:** K. Linell
MOVED to approve the minutes of May 26, 2016 as circulated.
CARRIED
4. **Committee Discussion:**

The chair began by summarizing the May 9, 2016 presentation to Council and noting that Council had given him a 'Think Big' mandate.

Over the summer two new factors have arisen:

- i. The Sooke Lions are negotiating a land swap with the District that would see the Lions-owned land on Murray Rd. traded for a piece of the property behind Evergreen Mall and fronting on Wadams Way. The Lions would like to erect a building of their own and are prepared to incorporate a Sooke seniors' centre into the design.
- ii. A suggestion has arisen that the Sooke Community Hall could be relocated from its current site to this same Wadams Way DOS-owned property (a portion of which is expected to be dedicated to the new library).

The Sooke Community Association executive has given no thought to the feasibility and costs of relocating the Community Hall.

The SCA and some committee members would like to see the facility remain where it is, undergo upgrades and become a part of a vibrant town hub centered on Eustace Rd. that would include the Legion and Ayre Manor. The use of Gatewood pathway as an exit for auto traffic to the West Coast Rd. during this year's Sooke Fall Fair proved successful.

Several committee members saw the hall's relocation as a creative idea that is worthy of further study. For one thing, it would address special-event parking issues currently faced by the Community Hall.

It was noted that it is impossible to give solid advice on the Wadams Way property until an engineering/geologic study of the acreage is completed. Is it a swamp requiring substantial fill? Might underground parking be possible there?

Committee members were enthusiastic about the Sooke Lions project. All agreed that the SCCAC should champion this partnership between the Lions and seniors groups.

The committee learned that Seniors Drop In Centre president Jane Maude has stepped down from the position for personal reasons. The group currently has no formal leadership and is faced with declining membership.

A proposal to Victoria-based HEROWORKS for a renovation of the Community Hall has been withdrawn. The project is large (\$1 million) and will involve a new elevator, accessibility ramps, a new kitchen, an upstairs bathroom, etc. The next bid will focus on one of these needs rather than the project as a whole.

The SCCAC commended the Community Association on moving ahead with its reno plans independent of District involvement.

Critical question: Does council wish to renew the mandate of this committee? (The Committee term expired on March 9, 2016.)

Discussion about the logic of the District hiring a third-party consultant to lead an exploratory workshop with Council and other interested parties, and then produce a report. SEAPARC spent \$25k on its 2015 consultant's report, and there is updated demographic and user-need data in that study that could be utilized.

Various committee members suggested a new presentation be made to Council in the near future to clarify the SCCAC's mandate (now lapsed), recommendations and suggestions. The seven recommendations made by the SCCAC in May remain valid and that these should be prioritized in the next presentation.

It was noted as a necessary reminder that 82.9 percent of Sooke voters in the 2014 election had affirmed the priority need for a seniors/youth centre.

5. Next Steps/Moving Forward:

MOVED E. Lewers

THAT Lee Boyko and Steve Knoke will book delegation time with Council to:

- i. Request a professionally facilitated workshop with Council, staff and committee members to explore options moving ahead (including possibly an RFP for a professional consultant's study and report)
- ii. Seek clarification as to whether Council intends to renew the term of the SCCAC
- iii. Summarize the SCCAC's seven recommendations as originally presented on May 9 while also putting them in priority order. Each recommendation to be accompanied with precise mention of the gap it fills and which local demographic it will serve.

CARRIED

6. Adjournment:

MOVED and seconded to adjourn the meeting at 11:50 a.m.

Certified Correct:

Committee Chair

Committee:	Sooke Program of the Arts (SPA) Committee		
Date:	Wednesday, October 26, 2016	Call to Order Time:	9:30 am

Attendees:

Drew Johnston, Chair	P	Lorna Cospers	P
Councillor Brenda Parkinson	P	Linda Bristol	A
Bob Tully	P		
Brianna Shambrook	P		
Frederique Philip	A		
John David Russell	A		
Linda Anderson	A		

P-Present, A-Absent, G-Guest

Approval of the Agenda:	October 26, 2016	Moved	√	Carried	√
Approval of Minutes:	September 28, 2016	Moved	√	Carried	√

Agenda Topic:	Update: Communities in Bloom Report
Discussion:	
<ul style="list-style-type: none"> • Bruce Hobin, Communities in Bloom judge, presented a plaque, banner and report to Mayor and Council on October 24, 2016. • The recommendations for improvements and judges' comments were raised. The judges were critical of the report in terms of its order of factors and missing sections. The problems with the contracted writer were discussed. • Discussion focused on whether the District should participate every year or every two years. Need for greater staff support and input and funding for it. 	
Motion:	
The Sooke Program of the Arts Committee (SPA) recommends that the District participate in the 2017 Communities in Bloom, provided the District provide adequate funding (up to \$6,000) and staff support.	

Agenda Topic:	Update: Telus Proposal Update
Discussion:	
<ul style="list-style-type: none"> • The draft Telus proposal and letter were discussed. • It was agreed that it needs to be approved by District staff first and it commits the District to some support and SPA may no longer exist in a month. 	

Agenda Topic:	Update: Policy Review Update
Discussion:	
<ul style="list-style-type: none"> • The draft policy recommendations were reviewed and discussed. • A question was raised as to how municipalities handle performing arts (apps for grants etc.) as they are not usually relevant to arts policies. Members are encouraged to review other municipalities to determine. • It was agreed that members should be given one additional week to comment on the materials. Following that, it will be forwarded to Council and staff for consideration. 	

Agenda Topic:	Update: Inventory Update
Discussion:	
<ul style="list-style-type: none"> • Brianna Shambrook was contacted by District staff to possibly create a digital inventory of District artwork. • No update at this time. 	

Agenda Topic:	Update: Publication Update
Discussion:	
<ul style="list-style-type: none"> • There is still a need to take more pictures of area artwork, i.e. 5 more from 127 taken. • The cost implications are still to be determined. 	

Agenda Topic:	Update: Banners Update
Discussion:	
<ul style="list-style-type: none"> • The banners would have to be printed and priced out as they can't be done in Sooke. 	

Agenda Topic:	Update: Future of Committee
Discussion:	
<ul style="list-style-type: none"> • It was noted that Drew Johnston contacted the District twice on the question regarding the future status of SPA. • It is understood that the Committee's term expires in December, with the last meeting scheduled for November 30th. • While it is understood that the District is reviewing the future of all committees, members commented that it would be courteous if the District advised its volunteers in advance. • The policy report has recommended SPA become a staff rather than a Council Committee resource, as is the case in many other municipalities. 	

Next Meeting:	November 30, 2016 at 9:30 am				
Adjournment Time:	11:30 am	Moved	√	Carried	√

Committee Chair



**DISTRICT OF SOOKE
COMMUNITY GRANT REVIEW COMMITTEE**

Minutes of Meeting held
November 7, 2016 at 7:00 pm
Council Chamber, 2225 Otter Point Road, Sooke

Committee Members Present:

Councillor Kerrie Reay, Chair
Councillor Bev Berger
Coleen Heenan
Michelle Stratford

Staff:

Brent Blackhall, Director of Financial Services
Sarah Temple, Corporate Services Assistant

1. Call to Order

The meeting was called to order at 7:00 p.m.

Committee Chair Kerrie Reay welcomed those in attendance and introduced members of the Community Grant Review Committee.

Councillor Reay stated that the Community Grant Review Committee would not be reviewing arts-related grant applications due to an outstanding Council resolution from July 11, 2016, that reads:

THAT staff provide a report clarifying the current process for Category A & B grants, including recommendations for process improvements
AND THAT all future arts related Community Grant applications be referred to the SPA Committee.

Three applications have been designated as arts related the Sooke Community Choir, Sooke Harbour Players and Sooke River Bluegrass Festival Society. These applications will be referred to the Monday, November 14, 2016 Regular Council meeting.

2. Approval of the Agenda: B. Berger – C. Heenan

MOVED

TO approve the agenda, with the removal of three arts related applications – the Sooke Community Choir, Sooke Harbour Players, and the Sooke River Bluegrass Festival.

CARRIED

In Favour:

K. Reay, B. Berger, C. Heenan, M. Stratford

3. Approval of Minutes B. Berger – M. Stratford

MOVED

TO approve the minutes of May 11, 2016 as circulated.

CARRIED

In Favour:

K. Reay, B. Berger, C. Heenan, M. Stratford

4. Public Input:

- There was no input from members of the public.

5. Staff Report/Presentation:

The Director of Financial Services provided an overview of the eligibility criteria and screening procedures for Community Grants applications, as outlined in Policy 5.1, *Community Grant Program Policy, 2013*. The Director of Financial Services also provided an overview of the staff report outlining the total requests for grant funding and the amounts available for disbursement.

6. September 30, 2016 grant applications:

Presentations were made from the following groups:

Sooke Christmas Bureau

Kim Metzger and Mike Thomas, representing the Sooke Christmas Bureau, spoke regarding their organization's application for a Category B Community Grant. Funds requested would provide fresh produce, turkeys and ham for Christmas food hampers.

Committee discussion:

- There is a maximum of \$7,000 permitted for a Category B grants, as stipulated in Policy 5.1, *Community Grant Program Policy, 2013*.
- Discussion of Category B grants as one-time projects. Clarification that Category B also allows for the enhancement of projects.

MOVED B. Berger – C. Heenan

THAT the Community Grant Review Committee recommend that Council introduce an annual seasonal line item to the *2017 – 2021 Five Year Financial Plan* for Sooke Christmas Bureau food hampers, to a maximum of \$15,000.

CARRIED

In Favour:

K. Reay, B. Berger, C. Heenan, M. Stratford

MOVED B. Berger – C. Heenan

THAT the Community Grant Review Committee recommend that Council award a Category B Grant in the amount of \$7,000 to the Sooke Christmas Bureau for 2016 Christmas Food Hampers.

CARRIED

In Favour:

K. Reay, B. Berger, C. Heenan, M. Stratford

Sooke Food Bank

Kim Metzger and Mike Thomas, representing the Sooke Food Bank, spoke regarding their application for storage totes, signage, computer services, and office supplies.

Ms. Metzger spoke further regarding the importance of the Grow-A-Row coordinator position at the Sunriver Community Gardens and the volume of fresh fruits and vegetables that are

produced by that program for distribution to the Food Bank. Funding has recently been lost for this position and the impact on the Food Bank is the equivalent of approximately \$7,000 in local produce.

Committee discussion:

- Clarification that wages cannot be paid with Category B Grant funds, for the Grow-A-Row coordinator, or for a computer service.
- Clarification that office supplies are also not an eligible expense.

ACTION: Representatives from the Sooke Food Bank to attend an upcoming Council meeting as a Delegation to speak to the need for funding for a Grow-A-Row coordinator.

MOVED B. Berger – M. Stratford.

THAT the Community Grant Review Committee recommend that Council award a Category B Grant in the amount of \$4,100 to the Sooke Food Bank for phones, storage totes, and signs.

CARRIED

In Favour:

K. Reay, B. Berger, C. Heenan, M. Stratford

Team Sooke/Juan de Fuca Refugee Sponsorship Committee

Sid Jorna, representing Team Sooke/Juan de Fuca Refugee Sponsorship Committee, spoke regarding their organization's application for a Category B Community Grant. Funds requested would be used to purchase Annual Bus passes for a family of four from Iraq, who are expected to arrive in Sooke in March 2017.

Committee discussion:

- Clarification regarding BC Transit free bus pass program for refugee families. The program comes to an end in December 2016.
- Fundraising \$50,000 speaks volumes to the commitment of the committee and to the generosity of the community.
- Discussion regarding the parameters of the Category B Grant category and how a benefit to the community at large is defined.
- Clarification of economic and social benefit gained through sponsorship of refugee families.
- Council heard from the Team Sooke/Juan de Fuca Refugee Committee at the beginning of their fundraising process and suggested the Committee seek a Community Grant.

MOVED B. Berger – C. Heenan

THAT the Community Grant Review Committee recommend that Council award a Category B Grant in the amount of \$3,600 to the Team Sooke/Juan de Fuca: Refugee Sponsorship Committee for the provision of bus passes.

CARRIED

In Favour:

K. Reay, B. Berger, C. Heenan, M. Stratford

7. **Next Scheduled Meeting:** To be determined

8. Adjournment:

MOVED B. Berger – M. Stratford
TO adjourn the meeting at 7:40 p.m.

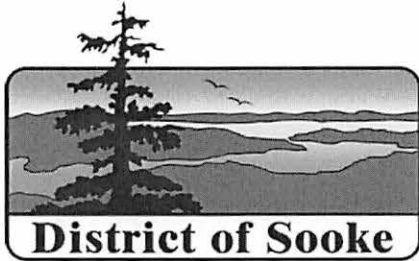
In Favour:
K. Reay, B. Berger, C. Heenan, M. Stratford

CARRIED

Chair

Corporate Officer

DRAFT



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

REQUEST TO APPEAR AS A DELEGATION

In order to appear before Council as a delegation at a Council Meeting, you need to submit a written request to the Corporate Officer by 4:30 pm on the Tuesday before the scheduled Council Meeting. The request can either be by way of this form or a separate letter that you have written which contains the information requested on this form. You can submit your request in person, by mail or by fax at 250-642-0541. The Corporate Officer will let you know when you are scheduled to appear before Council. Council meetings take place at 7:00 p.m. in the Municipal Hall Council Chambers located at 2225 Otter Point Road. Delegations are usually scheduled near the beginning of the meeting. You are limited to a maximum of five (5) minutes to present your material. You may speak on more than one (1) topic or have more than one (1) speaker but you must keep your presentation within the five (5) minute time limit. Please attach to this form any material that you wish Council to review in advance of the meeting.

DATE:

REQUESTED MEETING DATE:

NOV 14/2016

NAME:

Jeff Bray

ORGANIZATION NAME (if applicable):

CAPITAL PUBLIC AFFAIRS

ADDRESS:

CONTACT NUMBER:

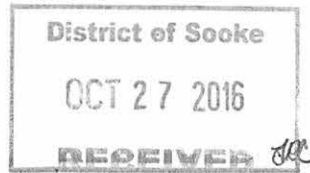
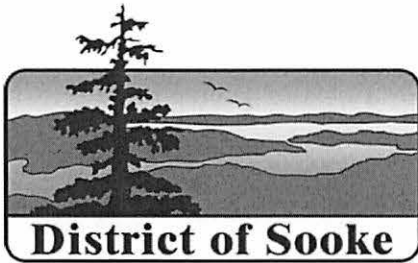
EMAIL ADDRESS:

TOPIC:

Wind mobile

* wind's plans for the community
* how wireless network is built & what their plans for Sooke look like.

AUDIOVISUAL NEEDS (if any):



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

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DATE:

REQUESTED MEETING DATE:

NAME:

ORGANIZATION NAME (if applicable):

ADDRESS:

CONTACT NUMBER:

EMAIL ADDRESS:

TOPIC:

AUDIOVISUAL NEEDS (if any):

POLL: Road closures, detours and notifications

October 23, 2016



–SPN Opinion

How important is it to you, to hear about road closures and detours due to emergencies (crashes, fires and the like)?

We have the technology that allows immediate notification, and former fire chief Steven Sorensen used to tweet of road closures and detours from the roadside, when it happened. Since his exit, that information flow has ceased.

The new (interim) fire chief, Russ Cameron, said to SPN that he does not have a data plan, nor does he have the mandate.

If you care to, please leave us a comment elaborating your thoughts. If it appears that this information was (is) useful, we will pursue it with the District. If not, we'll save ourselves a trip.

So, SPN is putting the question to the readership, how important is it to you?

Timely knowledge of road closures and detours due to emergencies is:

Critical (89%, 319 Votes)

Occasionally useful (11%, 40 Votes)

Unimportant (0%, 1 Votes)

Total Voters: 360



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0

[Opinion permalink](#) [Edit](#)

Comments

POLL: Road closures, detours and notifications — 37 Comments

Shelley Noyes on [October 23, 2016 at 7:56 pm](#) said:

[Edit](#)

I find it super important to know of road closures! If not for me, one of my family, friends, or co-workers needs this info

[Reply ↓](#)

Edith on [October 24, 2016 at 8:48 pm](#) said:

[Edit](#)

Extremely important

[Reply ↓](#)

Heather Phillips on [October 25, 2016 at 1:24 pm](#) said:

[Edit](#)

Back again on October 25. For example, my husband had assured loading for the one o'clock ferry from Swartz Bay. A person still has to get there early to claim the spot. We had the information that there was a problem on Sooke Road earlier but not how fast traffic was moving when he left here at eleven, not knowing how long it would take him to reach the ferry. Waste of time, right? And, if he'd booked for the nine o'clock and left without knowing the road was blocked, waste of money to pay for assured loading, right?

[Reply ↓](#)

April Smith on [October 24, 2016 at 3:09 am](#) said:

[Edit](#)

Very!

[Reply ↓](#)

Jill Grace Wark on [October 24, 2016 at 3:15 am](#) said:

[Edit](#)

Very

[Reply ↓](#)

Melissa Szoo on [October 24, 2016 at 3:19 am](#) said:

[Edit](#)

We use to check Sorensens twitter all the time for traffic updates. It was very very helpful.

[Reply ↓](#)

Athena Panter on [October 24, 2016 at 3:22 am](#) said:

[Edit](#)

It is very important to know about the road closures, detours and other issues going into and out of Sooke! I use to check Sorenson's twitter for traffic updates.

[Reply ↓](#)

Nicole Davies on October 24, 2016 at 3:31 am said:

[Edit](#)

Don't forget to click on the link and vote! Comments here dont count

[Reply ↓](#)

Aaron E.c on October 24, 2016 at 3:37 am said:

[Edit](#)

I follow the sooke traffic updates page, everyone there does a fantastic job

[Reply ↓](#)

Melissa Szoo on October 24, 2016 at 8:19 pm said:

[Edit](#)

That is a good alternative. But having info straight from the source, with estimated road reopening times is much more reliable.

[Reply ↓](#)

Heather Phillips on October 23, 2016 at 8:54 pm said:

[Edit](#)

If the information about traffic movement on was not important, there would not be a plan to put up a notice for people travelling west on Highway 14 from the four lane section. Having the information before setting out to travel either direction is important. Anytime I can phone ahead to say I'm going to miss an appointment or be late is all to the good. Knowing if the road is open or closed or traffic is slowed down or if I need to plan for the Gillespie Road/Metchosin Road detour is important to me and critical to people with more commitments.

[Reply ↓](#)

Tanya on October 23, 2016 at 9:12 pm said:

[Edit](#)

The amount of data used to post a twitter comment would barely register!

[Reply ↓](#)

Linda Carpenter on October 24, 2016 at 4:18 am said:

[Edit](#)

Very.

[Reply ↓](#)

Amanda Dowhy on October 24, 2016 at 4:27 am said:

[Edit](#)

We live in a commuter community with a single main artery; accurate and informative updates regarding closures, wait times, and detours are very important – especially for those who need to consider childcare.

[Reply ↓](#)

Randi Jonasson on October 24, 2016 at 4:28 am said:

[Edit](#)

It's almost 2017! The newby better get up to speed quick. We need that info. It should be a requirement of the job duties. Please and thanks.

[Reply ↓](#)

Naomi on [October 23, 2016 at 9:30 pm](#) said:

[Edit](#)

When you live in Sooke, closures of our only route are very important. I followed Sorensen, and now have to rely on very unreliable radio reports and Facebook. It would be nice to have an official report to corroborate locations and timelines again.

[Reply ↓](#)

Jackie Lamoureux on [October 24, 2016 at 5:47 am](#) said:

[Edit](#)

80%

[Reply ↓](#)

Cory on [October 24, 2016 at 7:13 am](#) said:

[Edit](#)

This doesn't seem like it requires an explanation of why it's important. We have one road in and out. Obviously it's critical.

[Reply ↓](#)

L. Gollmer on [October 24, 2016 at 7:31 am](#) said:

[Edit](#)

Accurate info from the scene was the best (Steve) as it was more than reliable. If one checked the BC road closure sites – they would find worthless and totally inaccurate info. ex road closed from Sooke to Port Renfrew for an accident between Sooke and the 17 mile. Folks with scanning capabilities would update with info direct from the RCMP or fire. Absolutely critical.

[Reply ↓](#)

Elizabeth Lindsay on [October 24, 2016 at 3:06 pm](#) said:

[Edit](#)

“must have” info!!

[Reply ↓](#)

Mark Jarvis on [October 24, 2016 at 8:24 am](#) said:

[Edit](#)

You make it seem that without the former chief tweeting road closures this information is no longer available, this is simply not true.

[Reply ↓](#)

Norm on [October 24, 2016 at 8:46 am](#) said:

[Edit](#)

Could you please let me know where I can find it now?

[Reply ↓](#)

Yasmin Bearwithme on [October 24, 2016 at 4:17 pm](#) said:

[Edit](#)

Very important. I have to admit I get frustrated when so many can navigate the road daily with ease so I'm not sure why a few cant. I agree with the daycare to. We have to pay the extra or stress when the roads are closed. Sorry for the rant

[Reply ↓](#)

Sherie Welsford on [October 24, 2016 at 5:16 pm](#) said:

[Edit](#)

Very important...thanks.

[Reply ↓](#)

Horace on [October 24, 2016 at 1:27 pm](#) said:

[Edit](#)

We do seriously miss our previous administration and Emergency members here in Sooke. There actually is a program that can mass message to those who have signed up for it. Many Municipalities use it. Their Emergency Communications people send it out from information supplied from Police Fire and SAR. Waiting to see how the Mayor and new CAO handles rebuilding the Sooke Emergency Program after losing all the trained staff??

[Reply ↓](#)

Ev Bowers on [October 25, 2016 at 12:19 am](#) said:

[Edit](#)

very important

[Reply ↓](#)

ALEX on [October 24, 2016 at 5:24 pm](#) said:

[Edit](#)

If I hear the road is closed I don't leave to where I am going until I hear it is open. I would think that in itself helps because less people on the road blocking up traffic. Crazy it no one thinks this is important.

[Reply ↓](#)

Carol Whitney on [October 24, 2016 at 5:38 pm](#) said:

[Edit](#)

I really need to know the latest information, in order to decide how to manage the timing of my trips, whether they are urgent trips or not. As I am Quite Olde, I may urgently need current information. Steve Sorenson's reports were wonderful.

[Reply ↓](#)

Ron Booth on [October 24, 2016 at 5:47 pm](#) said:

[Edit](#)

With an ever increasing traffic load on Sooke road having a traffic update is seriously important to cut back on the Gridlock and the safety of all the emergency responders and medical assistance people who are trying to help those in need. It benefits all motorists and there loved Ones!

[Reply ↓](#)

Sherri Beam on [October 24, 2016 at 5:58 pm](#) said:

[Edit](#)

Considering there's only one road in and out I think this is critical information! Now that Steve Sorenson has retired there's no Twitter feed to follow when there's an incident. There are a couple of road condition/traffic update facebook pages but any given time people are removed, Admin has issues or there's some drama going on about what people are posting.

[Reply ↓](#)

Janice Hill on [October 24, 2016 at 9:28 pm](#) said:

[Edit](#)

It is important to know of road closures, with there are being so many accidents lately around 17 Mile Pub / Gillespie Rd area. I have animals at home that need attending. While we're at it, when do we get a proper bypass and an extra bridge .. save us from worrying about things at home when we can't get there! One other thing, why is there a parking lot on the other side of the 17 Mile? It's bad enough having people pulling out from the West side of the building, but the other one is on a blind corner both ways ... "none of the powers that be" thought that one out wisely, did they??

[Reply ↓](#)

Smith on [October 25, 2016 at 9:51 am](#) said:

[Edit](#)

Road closure notifications are important, however are not the mandate or responsibility of the Fire Department. Mainroad and RCMP are the responsible agencies. The problem lies in that All three agencies tweet conflicting information.

Take a look at how many fire departments tweet there every move? None, because it's not up to them and most FD's that tweet their own self importance need to focus more on thier job and not how many followers and friends they have

Send your concerns to the police, fire has no authority or responsibility.

[Reply ↓](#)

Trish on [October 25, 2016 at 10:35 am](#) said:

[Edit](#)

We (personally) do not need "smart phones" and are not on Twitter, but we can access cell service on our mini iPad which goes everywhere with us. If there is an accident we immediately watched SPN's twitter column for Chief Sorenson's updates. Miss that very, very much.

[Reply ↓](#)

Rosemary Jorna on [October 25, 2016 at 4:52 pm](#) said:

[Edit](#)

It is critical to have information on accidents and slow downs on highway 14 readily available. We left for the airport this morning just before 7am for a 9:20 am flight at 8:10 am. We passed the hydro crews working just before the 4 lanes. Traffic moved well until hitting the trans canada. We arrived at the airport at 9:04 He did get the flight as he did not have to park the car he had checked in the day before, he only had carry on luggage, there was no wait at security and the airport is small

These accidents, traffic stops and slow downs don't seem to be well managed. The volume of traffic leaving Sooke compared to the volume driving to Sooke at that time of day should be taken into consideration in controlling traffic flow.

We are retired but we have had to rebook 2 doctors appointments and missed a hair dressers appointment. The last may sound like a whine but the hairdresser lost money. I can only image the toll it takes on daily commuters

[Reply ↓](#)

Lorraine on [October 26, 2016 at 9:49 am](#) said:

[Edit](#)

people with kids and people they have to pick up or care for, need to be able to contact some else to do it for them if they are on the other side of the closure. If the government won't give us alternate access. letting us know of closures is the least they can do! even if you don't have a cell phone or don't use Facebook, Tweeter, etc., if the info is out there someone else might call you with it and maybe your the schools or sitters would have an idea why you are late.

[Reply ↓](#)

Linda Ferguson on [October 26, 2016 at 11:38 am](#) said:

[Edit](#)

Since I drive into Victoria for appointments on the Sookeaholla on a regular basis, I need to be organized. Having an APP where I could find out if there are delays, accidents, road closures or any other issues that would delay my arrival time, would be extremely helpful.

[Reply ↓](#)

Mark Jarvis on [October 26, 2016 at 7:22 pm](#) said:

[Edit](#)

the 1990's must have really sucked for you people, try the radio

[Reply ↓](#)

Sooke's Wishing Pond Legacy

We have all made a wish at some time in our lives, be it for better health, more money, a safe journey, etc. and the list is endless.

We have an opportunity in Sooke to promote our community to the world and at the same time make our town more enjoyable for residents and tourists alike. Sooke is the gateway to the West Coast on Southern Vancouver Island and our hope is that each passerby makes a wish for his or her upcoming adventure at our wishing pond (as shown in our attached sketches).

As we all know, Coombs has seen great success with their “goats on the roof” at Coombs Market. Our objective is to see tourists come here to see our beautiful town and enjoy the new, landscaped wishing pond.

This project will benefit our local charities with cash donations -coins do add up! Partnered with special fund raising events (such as throwing a foam ring around the herons neck to win a Sooke prize), we could promote the area as a great place to hold weddings or other public gatherings to generate funds which would go towards future projects in Sooke.

Sooke can create it's own success! By using all local materials and labour we will create something we can all be proud of, with the focus on town beautification, public art and a central place to just kick back and relax. These surroundings would even be a nice place to just enjoy your book.

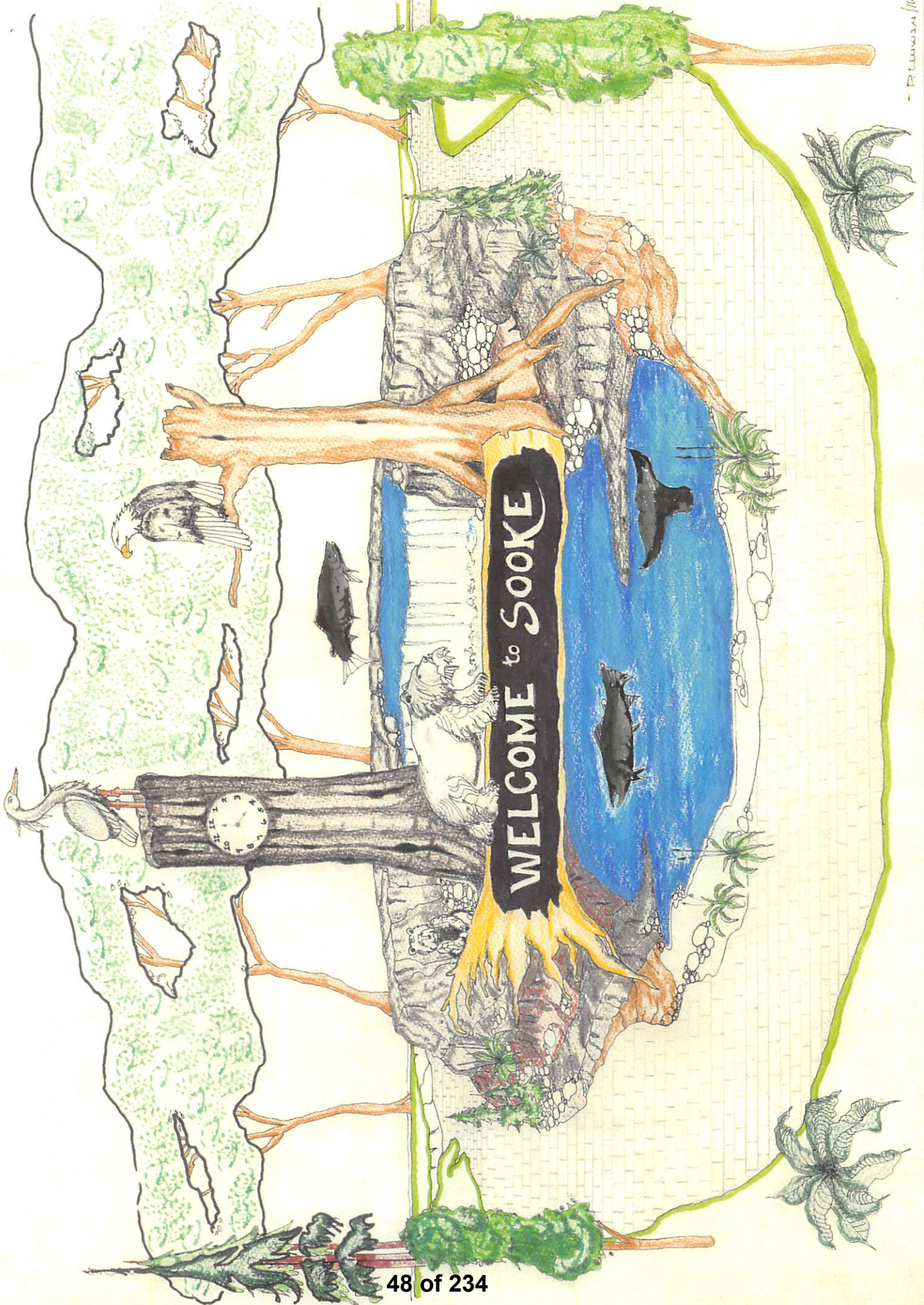
Memorial stones will give us the opportunity to recognize past pioneers and loved one's, in a special, forever way.

The purchase of these granite stones (cost to be discussed), will help cover the cost of this community project, leaving a legacy for Sooke and its past, present and future generations.

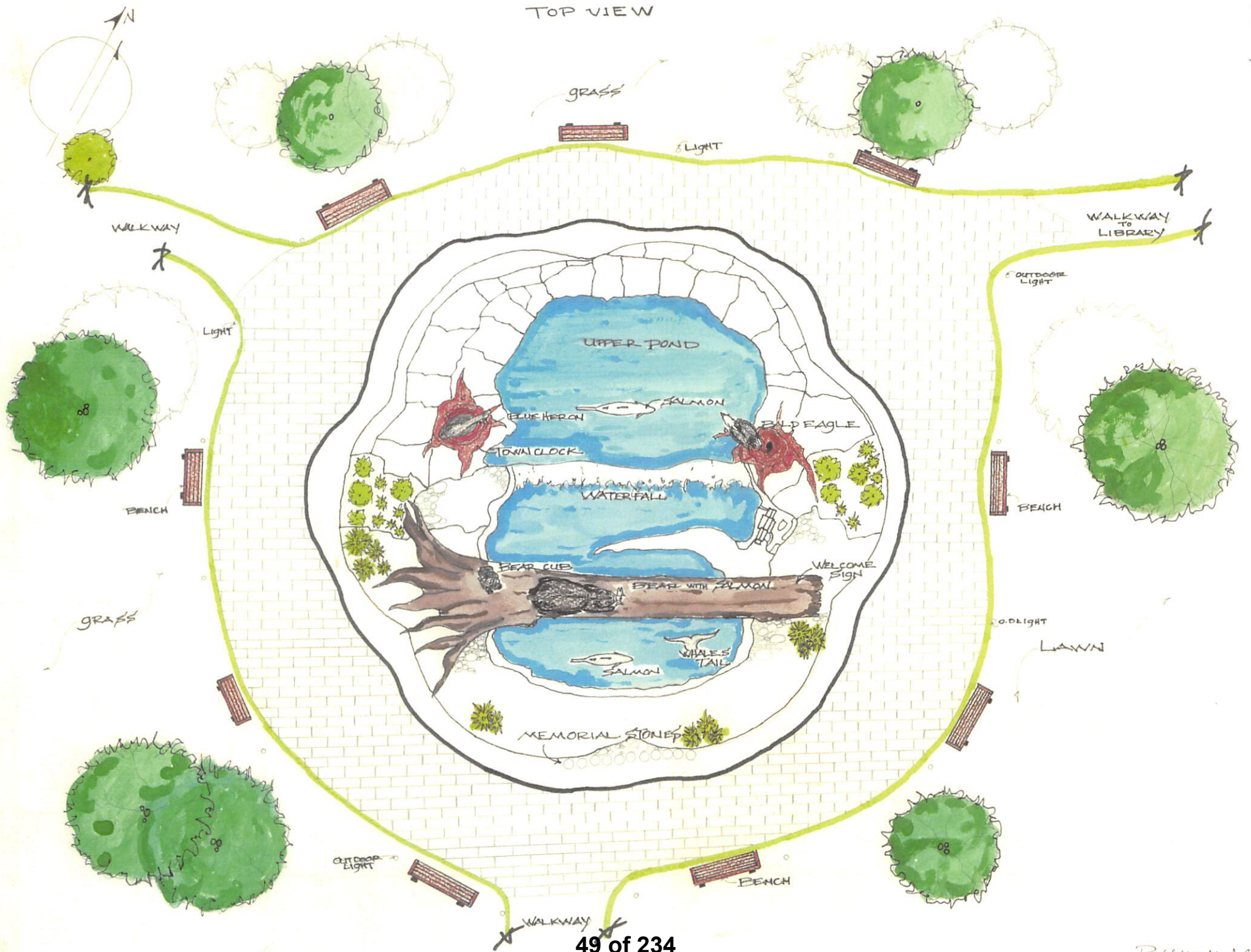
With the support of our community, this project can become a reality that lasts for many many years to come!

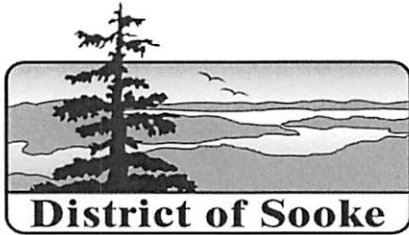
Contact information:
Paul E. Unwin
Project Manager





TOP VIEW





File No. 1710

REQUEST FOR DECISION
Regular Council Meeting
Meeting Date: November 14, 2016

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

RECOMMENDATION:

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

Executive Summary:

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

Background:


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

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

Attached Documents:

1. Bylaw No. 639, *Five Year Financial Plan Bylaw, 2016*
2. Bylaw No. 658, *Five Year Financial Plan Amendment Bylaw (639-1)*
3. 2016 to 2020 Five Year Financial Plan - Amended

Respectfully,



Brent Blackhall, CPA, CA
Director of Financial Services

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



DISTRICT OF SOOKE

BYLAW No. 639

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

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

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

Read a first time the 25th day April of 2016


Read a second time the 25th day April of 2016

Amended the 9th day May of 2016

Read a third time the the 9th day May of 2016, as amended

Adopted on the 11th day of May of 2016.

Certified Correct:


A/ Mayor


A/ Corporate Officer

SCHEDULE A

Funding Sources	2016	2017	2018	2019	2020
Property Taxes	6,647,835	6,882,421	7,332,836	7,647,085	7,939,893
Parcel Taxes	1,551,695	1,551,695	1,551,695	1,551,695	1,551,695
Fees and Charges	2,338,612	1,953,260	1,922,047	1,900,284	1,924,537
Other Sources	6,133,424	4,090,636	4,109,082	4,761,111	4,187,646
Transfer from Own Funds	2,455,183	1,984,664	2,543,348	2,081,104	1,382,418
	19,126,749	16,462,677	17,459,008	17,941,279	16,986,189
Expenditures					
Debt - Principal and Interest	981,492	1,123,940	1,032,870	1,156,750	1,149,867
Capital Expenditures	4,941,928	2,067,618	3,072,552	3,338,979	2,185,762
Transfer to Own Funds	1,765,331	1,789,167	1,894,321	1,845,193	1,938,912
Other Municipal Purposes	11,437,998	11,481,952	11,459,265	11,600,358	11,711,648
	19,126,749	16,462,677	17,459,008	17,941,279	16,986,189

SCHEDULE B

2016 Financial Plan Statement

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

Distribution of Revenues

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

Proportion of funding by source

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

Distribution of Property Tax Revenues

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

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

Tax Ratios

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

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

Permissive and Revitalization Tax Exemptions

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

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



**DISTRICT OF SOOKE
FIVE YEAR FINANCIAL PLAN AMENDMENT
BYLAW NO. 658**

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

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

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

READ a FIRST time the ___ day of ____, 20__.

READ a SECOND time the ___ day of ____, 20__.

READ a THIRD time the ___ day of ____, 20__.

ADOPTED the ___ day of ____, 20__.

Certified Correct:

**Maja Tait
Mayor**

**Gabryel Joseph
Corporate Officer**

SCHEDULE A

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

Expenditures

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

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

Funding Sources	2016	2017	2018	2019	2020
Property Taxes	6,647,835	6,882,421	7,332,836	7,647,085	7,939,893
Parcel Taxes	1,526,351	1,551,695	1,551,695	1,551,695	1,551,695
Fees and Charges	1,984,694	2,036,633	1,991,419	1,969,657	1,993,910
Other Sources	6,171,924	4,090,636	4,109,082	4,761,111	4,187,646
Transfer from Own Funds	2,111,522	2,852,771	2,782,662	2,310,984	1,618,995
	18,442,326	17,414,156	17,767,694	18,240,532	17,292,138

Expenditures

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

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

	2016	2017	2018	2019	2020
Funding Sources:					
Municipal general property taxes	6,529,708	6,782,421	7,232,836	7,547,085	7,839,893
Non market change	118,127	100,000	100,000	100,000	100,000
Total municipal taxes	6,647,835	6,882,421	7,332,836	7,647,085	7,939,893
Net taxes available for municipal purposes	230,506	242,342	242,342	242,342	242,342
Sales and user fees	169,641	100,719	100,719	100,719	100,719
Penalties and fines	205,000	205,000	205,000	205,000	205,000
Developer cost charges	52,000	303,188	318,347	334,264	350,977
Licenses and permits	531,404	538,304	545,411	552,731	560,271
Sewer operating revenue	2,500,661	2,388,778	2,321,298	2,276,298	2,276,298
Lease and rental	52,340	52,340	52,340	52,340	52,340
Government transfers and grants	1,923,768	1,225,268	1,205,268	1,205,268	1,205,268
Investment income	60,000	60,000	60,000	60,000	60,000
Proceeds from borrowing	1,420,000	-	-	600,000	-
Transfers from reserves for capital	1,274,390	2,295,685	2,335,919	1,862,645	1,168,929
Transfers from surplus (capital)	224,695	-	-	-	-
Transfers from surplus	477,268	489,606	446,743	448,339	450,066
Transfers from surplus (sewer repayment)	135,169	67,480	-	-	-
Offset for amortization,	2,537,650	2,563,026	2,601,472	2,653,501	2,680,036
Total Funding Sources:	18,442,326	17,414,156	17,767,694	18,240,532	17,292,138
Expenditures:					
General government	2,771,360	2,581,210	2,498,304	2,480,255	2,514,923
Protective services	3,258,799	3,503,747	3,523,777	3,565,479	3,599,068
Development services	3,702,784	3,699,387	3,727,225	3,795,279	3,815,867
Sewer operations	1,966,383	1,789,807	1,741,040	1,773,303	1,778,282
Sewer capital	150,000	205,000	88,000	85,000	60,000
Sewer debt	685,359	685,359	685,359	685,359	685,359
Debt servicing	296,133	438,581	347,511	471,391	464,508
Capital expenditures	4,151,239	2,749,985	3,164,019	3,414,446	2,261,229
Proceeds that must be transferred to reserves	828,891	1,071,579	1,095,238	1,111,155	1,127,868
Transfers to reserves	631,379	689,502	897,222	858,866	985,035
Total Expenditures:	18,442,327	17,414,156	17,767,694	18,240,532	17,292,139
Municipal General Property Taxes	6,529,708	6,782,421	7,232,836	7,547,085	7,839,893
% increase in property taxes	0.85%	2.02%	5.09%	2.92%	2.52%
Municipal General Property Taxes including Non Market Change	6,647,835	6,882,421	7,332,836	7,647,085	7,939,893

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

General Government Services	2016	2017	2018	2019	2020
Council					
Remuneration	81,280	81,280	81,280	81,280	81,280
Benefits	1,559	1,559	1,559	1,559	1,559
Travel/conferences/education	27,591	27,591	27,591	27,591	27,591
Volunteer recognition - o/s services	-	2,500	-	-	-
Contingency	86,000	35,000	35,000	35,000	35,000
	196,431	147,931	145,431	145,431	145,431
Corporate Services					
Salaries	595,475	623,246	547,396	550,765	554,186
Benefits	134,873	133,069	114,626	115,115	115,581
Specialty office supplies	1,500	1,500	1,500	1,500	1,500
Hospitality and meals	1,500	1,500	1,500	1,500	1,500
Travel	5,000	5,000	5,000	5,000	5,000
Professional Development	40,000	40,000	40,000	40,000	40,000
Memberships	3,500	3,500	3,500	3,500	3,500
Legislative Dues/Subscriptions	2,000	2,000	2,000	2,000	2,000
Advertising/Communications	30,000	30,000	30,000	30,000	30,000
Reception Coverage	27,500	-	-	-	-
Contingency	129,000	2,500	2,500	2,500	2,500
	970,348	842,315	748,021	751,880	755,767
Finance and Information Technology					
Salaries	301,293	300,497	303,288	306,122	308,998
Benefits	75,507	74,377	74,691	75,010	75,334
Subscriptions	150	150	150	150	150
Travel	1,000	1,000	1,000	1,000	1,000
Professional Development	9,000	9,000	9,000	9,000	9,000
Memberships	2,000	2,000	2,000	2,000	2,000
Tax adjustments	1,000	1,000	1,000	1,000	1,000
Banking	9,200	9,200	9,200	9,200	9,200
Property Tax Interest Expense (prepayment)	4,000	4,000	4,000	4,000	4,000
Tax forms and supplies	8,200	8,200	8,200	8,200	8,200
Property Tax Stabilization contingency	10,000	10,000	10,000	10,000	10,000
	421,351	419,423	422,529	425,682	428,882

General Government Services

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

General Government Services	2016	2017	2018	2019	2020
Audit	34,000	34,000	34,000	34,000	34,000
Insurance premium	110,943	113,162	115,425	117,734	120,088
Insurance contingency	10,000	10,000	10,000	10,000	10,000
Insurance claims	10,000	10,000	10,000	10,000	10,000
Communities in Bloom	3,121	3,121	3,121	3,121	3,121
Primary Health Care Services Working Group	5,000	5,000	5,000	5,000	5,000
Elections	1,800	1,800	25,000	1,800	1,800
Public and government relations	5,500	5,500	5,500	5,500	5,500
Contingency (staffing coverage)	3,121	3,121	3,121	3,121	3,121
Boat Launch Parking Lease	10,500	18,000	18,000	18,000	18,000
Boat Launch Trail	17,248	-	-	-	-
Boat Launch Expense	24,282	24,282	24,282	24,282	24,282
Downtown Parking Lease	14,000	24,000	24,000	24,000	24,000
Canada Day Fireworks	2,653	2,653	2,653	2,653	2,653
	357,668	360,639	388,142	369,332	373,809
Grants					
Service Agreements					
Sooke Region Community Health Initiative	17,500	17,500	17,500	17,500	17,500
Sooke Region Community Health Network MOU	40,000	20,000	-	-	-
Sooke Community Association	28,000	28,000	28,000	28,000	28,000
Chamber of Commerce	28,150	28,150	28,150	28,150	28,150
Sooke Region Tourism Association	23,000	23,000	23,000	23,000	23,000
Visitor Information Centre	20,808	20,808	20,808	20,808	20,808
Annual Grants	72,788	72,788	72,788	72,788	72,788
Bi-annual Community Grants	50,000	50,000	50,000	50,000	50,000
	280,246	260,246	240,246	240,246	240,246
Plans					
Strategic Plan	-	-	-	15,000	-
OCP	5,000	-	20,000	-	20,000
Long-term Plans	20,000	20,000	20,000	20,000	20,000
	25,000	20,000	40,000	35,000	40,000
Subtotal before amortization	2,627,528	2,435,939	2,350,855	2,329,856	2,363,020
Amortization - General Government	143,832	145,270	147,449	150,398	151,902
Total General Government	\$ 2,771,360	\$ 2,581,210	\$ 2,498,304	\$ 2,480,255	\$ 2,514,923

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

Protective Services	2016	2017	2018	2019	2020
Policing					
Contract with RCMP	1,702,497	1,850,039	1,850,039	1,850,039	1,850,039
Integrated Mobile Crisis Response Team	5,792	5,792	5,792	5,792	5,792
Integrated Domestic Violence Unit	8,597	8,597	8,597	8,597	8,597
Mobile Youth Services Team	3,300	3,300	3,300	3,300	3,300
Crime Stoppers Funding	3,135	3,135	3,135	3,135	3,135
CR Action Team	1,307	1,307	1,307	1,307	1,307
Source Information	2,122	2,122	2,122	2,122	2,122
Community Liaison Officer	4,330	4,330	4,330	4,330	4,330
	1,731,081	1,878,623	1,878,623	1,878,623	1,878,623
Emergency Program					
Supplies	10,000	10,000	10,000	10,000	10,000
Office supplies	1,000	1,000	1,000	1,000	1,000
EOC radio operations	2,000	2,000	2,000	2,000	2,000
Emergency Program Vehicle	1,530	1,530	1,530	1,530	1,530
Communications	1,440	1,440	1,440	1,440	1,440
Professional Development	4,080	4,080	4,080	4,080	4,080
ESS - Training	1,600	1,600	1,600	1,600	1,600
Emergency planning - outside services (ESS Director)	2,100	2,100	2,100	2,100	2,100
	23,750	23,750	23,750	23,750	23,750
Fire Department					
Administration					
Salaries	567,595	602,719	584,922	605,361	618,952
Benefits	141,199	133,899	136,223	138,693	140,347
Shifts	20,000	47,500	50,000	52,500	55,000
Operating supplies	3,500	3,500	3,500	3,500	3,500
Office supplies	2,500	2,500	2,500	2,500	2,500
Office equipment leases	800	800	800	800	800
Professional Development	27,000	46,000	47,000	48,000	49,000
OH&S training	1,500	1,500	1,500	1,500	1,500
Memberships	1,188	1,188	1,188	1,188	1,188
Subscriptions	2,122	2,122	2,122	2,122	2,122
Hospitality - operating supplies	3,800	4,000	4,000	4,000	4,000
Insurance premiums	22,950	22,950	22,950	22,950	22,950

Protective Services	2016	2017	2018	2019	2020
Annual dinner	12,000	12,000	12,000	12,000	12,000
	806,155	880,678	868,705	895,115	913,859
Volunteer Firefighters					
Duty officer remuneration	33,310	33,310	33,310	33,310	33,310
First response duty remuneration	27,779	27,779	27,779	27,779	27,779
Relief worker wages/remuneration	65,918	75,636	77,773	79,728	81,703
Honorarium	25,000	30,000	35,000	40,000	45,000
Allowance - contract payment	37,779	37,779	37,779	37,779	37,779
WCB Benefits	450	450	450	450	450
Medical testing	2,900	2,900	2,900	2,900	2,900
Recruitment	2,000	2,500	3,000	3,000	3,000
Uniforms and operating supplies	14,014	14,014	14,014	14,014	14,014
	209,150	224,368	232,005	238,960	245,935
Telecommunications					
CREST	47,142	48,320	64,917	66,155	67,424
Telephone and Data services	11,241	11,241	11,241	11,241	11,241
Repairs/maintenance/replacement	2,645	2,645	2,645	2,645	2,645
	61,028	62,206	78,803	80,041	81,310
Community Education					
Operating supplies	3,843	3,843	3,843	3,843	3,843
	3,843	3,843	3,843	3,843	3,843
Inspections					
Operating supplies	1,119	1,119	1,119	1,119	1,119
	1,119	1,119	1,119	1,119	1,119
Training					
Operating supplies	1,855	1,855	1,855	1,855	1,855
Audio visual repair and replacement	1,123	1,123	1,123	1,123	1,123
	2,978	2,978	2,978	2,978	2,978
Vehicle maintenance					
Wages	11,978	11,978	11,978	11,978	11,978
Benefits	1,463	1,463	1,463	1,463	1,463
Fuel	14,705	14,705	14,705	14,705	14,705
Repairs and replacement	18,000	18,000	20,000	20,000	22,000
Other outside services	20,000	24,000	26,000	28,000	30,000
	66,146	70,146	74,146	76,146	80,146
Equipment maintenance					
Operation and Maintenance	30,000	30,000	30,000	30,000	30,000
SCBA maintenance	10,000	10,000	10,000	10,000	10,000

Protective Services	2016	2017	2018	2019	2020
Tire replacement	2,500	2,500	2,500	2,500	2,500
Other outside services	4,000	4,000	4,000	4,000	4,000
	46,500	46,500	46,500	46,500	46,500
Other					
Turnout gear operating supplies	9,156	9,156	9,156	9,156	9,156
Medical supplies	8,378	8,378	8,378	8,378	8,378
East Sooke Fire Contract	40,784	40,784	40,784	40,784	40,784
	58,318	58,318	58,318	58,318	58,318
Total Fire Department	1,255,237	1,350,156	1,366,417	1,403,020	1,434,008
Subtotal before amortization	3,010,068	3,252,529	3,268,790	3,305,392	3,336,381
Amortization - Protective Services	248,731	251,219	254,987	260,087	262,687
Total Protective Services	3,258,799	3,503,747	3,523,777	3,565,479	3,599,068

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

Development Services	2016	2017	2018	2019	2020
Engineering Operations					
Salaries	441,114	382,573	386,600	390,687	394,837
Benefits	83,204	80,415	80,866	81,311	81,763
Specialty office supplies	1,061	1,061	1,061	1,061	1,061
Travel	1,061	1,061	1,061	1,061	1,061
Professional Development	10,000	10,000	10,000	10,000	10,000
Memberships	1,403	1,403	1,403	1,403	1,403
Consulting	10,000	10,000	10,000	10,000	10,000
	547,843	486,512	490,991	495,524	500,124
Contract Services					
Highway Maintenance Contract	244,084	244,084	244,084	244,084	244,084
Traffic Control Devices	5,000	5,000	5,000	5,000	5,000
Rainwater Infrastructure Maintenance	50,000	50,000	50,000	50,000	50,000
DCC Bylaw Review - Roads	10,000	-	-	10,000	-
Boat Launch repair - capital	-	-	-	-	-
Public Works Yard Maintenance	2,000	2,000	2,000	2,000	2,000
	311,084	301,084	301,084	311,084	301,084
Street lighting and Traffic control					
Street lighting electricity - BC Hydro	70,000	70,000	70,000	70,000	70,000
Street lighting electricity - District	20,000	20,000	20,000	20,000	20,000
Street lighting contracted maintenance - District	8,500	8,500	8,500	8,500	8,500
Traffic lights electricity	3,000	3,000	3,000	3,000	3,000
Crossing guards	14,000	14,000	14,000	14,000	14,000
	115,500	115,500	115,500	115,500	115,500
Planning Operations					
Salaries	192,105	239,228	241,944	244,701	247,499
Benefits	51,652	52,174	52,533	52,884	53,239
Specialty office supplies	1,400	1,400	1,400	1,400	1,400
Travel	500	500	500	500	500
Professional Development	7,500	7,500	7,500	7,500	7,500
Memberships	1,100	1,100	1,100	1,100	1,100
	254,256	301,902	304,977	308,084	311,238

Development Services	2016	2017	2018	2019	2020
Geographic Services					
Salaries	141,714	143,847	146,011	148,209	150,439
Benefits	37,403	37,643	37,884	38,116	38,352
Specialty Office Supplies	800	800	800	800	800
Travel	1,000	1,000	1,000	1,000	1,000
Professional Development	2,500	2,500	2,500	2,500	2,500
Asset Management Training	5,000	-	-	-	-
Data acquisition and consulting	2,000	9,000	5,000	9,000	2,000
	190,416	194,789	193,195	199,625	195,091
Economic Development					
Conference Hosting	5,000	5,000	0	0	0
	5,000	5,000	0	0	0
Building Inspection					
Salaries	182,365	185,109	187,895	190,723	193,593
Benefits	52,496	52,861	53,231	53,604	53,952
Specialty office supplies	1,500	1,500	1,500	1,500	1,500
Professional Development	5,000	5,000	5,000	5,000	5,000
Travel	500	500	500	500	500
Memberships	1,081	1,081	1,081	1,081	1,081
Vehicle maintenance	500	500	500	500	500
Consulting	5,000	5,000	5,000	5,000	5,000
Vehicle insurance	816	816	816	816	816
	249,258	252,367	255,523	258,724	261,942
Community Spaces					
Parks Dept. salaries and benefits	-	242,097	242,097	242,097	242,097
Parks Dept. operating costs	13,635	91,007	89,444	96,010	102,707
Public Space maintenance	229,602	-	-	-	-
Hazardous vegetation control	18,000	18,000	18,000	18,000	18,000
Community Clean Up	58,750	-	-	-	-
Seasonal Adornment	40,000	5,000	5,000	5,000	5,000
Harbourway Walkway License	500	500	500	500	500
	360,487	356,604	355,041	361,607	368,304
Subtotal before amortization	2,033,845	2,013,759	2,016,312	2,050,148	2,053,284
Amortization					

Development Services	2016	2017	2018	2019	2020
Amortization - Recreation and Culture	131,838	133,156	135,154	137,857	139,235
Amortization - Engineering Services	1,431,193	1,445,505	1,467,187	1,496,531	1,511,496
Amortization - Storm Sewer	105,909	106,968	108,572	110,744	111,851
Total Amortization	1,668,939	1,685,629	1,710,913	1,745,131	1,762,583
Total Development Services	3,702,784	3,699,387	3,727,225	3,795,279	3,815,867

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

Sewer Fund	2016	2017	2018	2019	2020
# Parcel tax Rolls	3,013	3,013	3,013	3,013	3,013
# Sewer Generation Charges	640	640	640	640	640
Total	3,653	3,653	3,653	3,653	3,653
Parcel Tax	515	515	515	515	515
Parcel Tax (Repayment to General Operating)	37	18			
Revenues					
Operating					
Parcel Tax	1,526,351	1,551,695	1,551,695	1,551,695	1,551,695
Sewer Generation Charge	359,084	359,084	359,084	359,084	359,084
Revenue from increase in Parcel tax	135,169	67,480	-	-	-
DCC - Wastewater	34,538	115,000	115,000	115,000	115,000
Transfer from AARF Reserve Account	-	-	-	-	-
Transfer from Future Sewer Expenditures	150,000	-	-	-	-
Transfer from DCC Wastewater Reserve	295,519	295,519	295,519	250,519	250,519
	2,500,661	2,388,778	2,321,298	2,276,298	2,276,298
Amortization offset	476,147	480,909	488,122	497,885	502,864
Total Revenues	2,976,808	2,869,687	2,809,420	2,774,183	2,779,162
Expenditures					
Operating					
Salaries and benefits	85,540	547,143	547,143	547,143	547,143
Operating costs	130,908	490,575	490,575	490,575	490,575
EPCOR, for operations as per agreement	880,215	-	-	-	-
Insurance and other	24,000	24,000	24,000	24,000	24,000
DCC Bylaw - Sanitary	-	10,000	-	25,000	25,000
Plans and non-capital improvements	98,666	7,500	15,000	12,500	12,500
AARF Reserve Account Contribution	-	-	-	-	-
Rehabilitation, repairs and maintenance	100,000	46,000	60,000	60,000	60,000
Ministry of Finance - Discharge fee	1,200	1,200	1,200	1,200	1,200
Repayment of prior years deficits	135,169	67,480	-	-	-
Transfer in to DCC Wastewater Reserve	34,538	115,000	115,000	115,000	115,000
	1,490,236	1,308,898	1,252,918	1,275,418	1,275,418
Amortization	476,147	480,909	488,122	497,885	502,864
Total Operating Expenditures	1,966,383	1,789,807	1,741,040	1,773,303	1,778,282
Sewer Debt					
MFA Long Term debt - principal repayment	295,519	295,519	295,519	295,519	295,519
MFA Long Term debt - interest repayment	389,840	389,840	389,840	389,840	389,840
Total Sewer Debt	685,359	685,359	685,359	685,359	685,359
Capital					
Non DCC Capital Projects	150,000	205,000	88,000	85,000	60,000
Total Capital expenditures	150,000	205,000	88,000	85,000	60,000
Total expenditures	2,801,742	2,680,166	2,514,399	2,543,662	2,523,641
Sewer Fund Surplus (deficit)	175,066	189,521	295,021	230,521	255,521

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

Fiscal Services	2016	2017	2018	2019	2020
Debt servicing					
MFA lease (equipment and vehicles)	1,322			128,850	126,937
MFA loan (property purchase)	160,096	303,866	298,896	293,926	288,956
MFA Fire Hall Debt (bylaw #91)	86,100	86,100	-	-	-
Annual payment - Fire bylaw #242 (Ladder Truck) - principal	20,723	20,723	20,723	20,723	20,723
Annual payment - Fire bylaw #242 (Ladder Truck) - interest	27,892	27,892	27,892	27,892	27,892
	296,133	438,581	347,511	471,391	464,508
Transfers to own reserve funds					
Fire Equipment Reserve Fund	100,000	100,000	100,000	100,000	100,000
SPA Reserve	9,000	9,900	10,107	10,320	10,540
Capital Works Reserve (GST)	60,000	60,000	60,000	60,000	60,000
Capital Improvement Financing Reserve	12,000	12,000	12,000	12,000	12,000
Future Policing Costs	44,746	45,641	46,554	47,485	48,435
Building Maintenance Fund	-	-	86,100	86,100	86,100
Capital Asset Replacement Reserve (Minimum per Bylaw)	12,439	12,439	12,439	12,439	12,439
Transfer to Capital Asset Replacement Reserve - Non-market change revenue	118,127	100,000	100,000	100,000	100,000
Capital Asset Replacement Reserve (Recommended additional)	100,000	160,000	175,000	200,000	300,000
	456,313	499,981	602,201	628,345	729,514
Proceeds received that must be transferred to reserves					
Carbon Tax Rebate	1,750	1,750	1,750	1,750	1,750
Casino revenues	244,641	244,641	244,641	244,641	244,641
Road DCCs	52,000	303,188	318,347	334,264	350,977
Gas Tax revenues to Gas Tax Reserve	517,000	517,000	517,000	517,000	517,000
General revenues to Revenue Smoothing Reserve	13,500	5,000	13,500	13,500	13,500
	828,891	1,071,579	1,095,238	1,111,155	1,127,868

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

Capital	2016	2017	2018	2019	2020
Revenues					
Transfers from Reserves					
Fire Equipment Reserve	93,400	89,000	90,000	75,000	136,000
Casino Reserve Fund	111,500	350,000	319,405	200,000	100,000
SPA Reserve	17,500	10,000	10,000	10,000	10,000
Capital Works Reserve (GST)	50,000	50,000	-	118,109	13,395
DCC Road Reserve	428,058	259,695	1,223,047	971,069	826,067
Community Works Reserve (Gas Tax)	256,763	755,867	238,467	438,467	38,467
Land Sale Reserve	1,071	1,123	-	-	-
Playing Field Reserve	-	400,000	-	-	-
Asset Replacement Reserve	316,097	375,000	395,000	-	-
Building Maintenance Reserve	-	-	55,000	50,000	45,000
Capital Improvement Financing Reserve	-	5,000	5,000	-	-
	1,274,390	2,295,685	2,335,919	1,862,645	1,168,929
Other					
Government Grants	433,500	-	-	-	-
Developer Contributions	240,000	-	-	-	-
Proceeds from borrowing	1,420,000	-	-	600,000	-
Transfer from Surplus	224,695	-	-	-	-
Taxation - Transfer from General Operating	558,654	454,300	828,100	951,800	1,092,300
	2,876,849	454,300	828,100	1,551,800	1,092,300
Total Revenue	4,151,239	2,749,985	3,164,019	3,414,445	2,261,229
Expenditures					
Council (Sooke Program for the Arts)	17,500	10,000	10,000	10,000	10,000
General Government	40,600	20,300	24,100	17,800	18,300
Public Works Yard	2,000	10,000	-	-	-
Buildings	46,500	167,000	55,000	60,000	45,000
Fire Department	93,400	89,000	365,000	675,000	136,000
Engineering	3,739,165	2,253,685	2,559,919	2,551,646	1,951,929
Public Space Enhancement Program	162,074	150,000	100,000	100,000	100,000
Seniors/Youth Centre	50,000	50,000	50,000	-	-
Total expenditures	4,151,239	2,749,985	3,164,019	3,414,446	2,261,229

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

Department	Project Name	2016	Funding Sources																	
			Gen Ops Surplus	Taxes	Proceeds from borrowing	FER	Parks Res	Casino	GST	Road DCC	Gas Tax	Capital Asset Replacement	Capital Improvement Financing	Land Sale	Playing Field Reserve	SPA Reserve	Developer Contributions	Other Grants		
Council	Arts Advisory Panel	17,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	17,500	-	-
		17,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	17,500	-
General Government	IT Infrastructure	23,600	3,430	20,170	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Computer Equipment Replacement Plan	10,000	10,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Mobile Inspections	7,000	4,500	2,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Operating Software	40,600	17,930	22,670	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Public Works Yard	Shed roof	2,000	-	-	-	-	-	-	-	-	-	2,000	-	-	-	-	-	-	-	-
		2,000	-	-	-	-	-	-	-	-	-	2,000	-	-	-	-	-	-	-	-
Building	Sprinklers	8,000	8,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Workstation reconfiguration	7,500	7,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Office repairs	15,000	15,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Bathrooms	6,000	6,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Roof de-massing	10,000	10,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		46,500	46,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fire Department	Protective Clothing Replacement	23,000	-	-	-	23,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	SCBA Cylinder Replacement Program	9,600	-	-	-	9,600	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	SCBA Units	49,000	-	-	-	49,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Saw Replacement	5,000	-	-	-	5,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Rescue chainsaws	2,000	-	-	-	2,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Ventilation fans	4,800	-	-	-	4,800	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	93,400	-	-	-	93,400	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Engineering	Town Centre - Land acquisition (annually until 20	107,130	-	-	-	-	-	-	-	106,058	-	-	-	1,071	-	-	-	-	-	-
	Roundabout project	814,097	-	40,000	-	-	-	-	-	-	-	214,097	-	-	-	-	-	-	240,000	320,000
	Road and Sidewalk Improvement Program	246,700	-	196,700	-	-	-	11,500	-	-	-	-	-	-	-	-	-	-	-	38,500
	Sidewalk Improvements	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Turf Field Project	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Sooke River Rd Bike Trail	153,763	-	-	-	-	-	-	-	-	78,763	-	-	-	-	-	-	-	-	75,000
	Property Purchase	1,420,000	-	-	1,420,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Boat Launch Fish Cleaning Station	2,800	2,800	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Sunriver Staircase	20,000	20,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Gillespie Road culvert	50,000	-	-	-	-	-	-	-	-	50,000	-	-	-	-	-	-	-	-	-
	Church Road alignment	25,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Goodmere Road	300,000	-	-	-	-	-	-	-	297,000	3,000	-	-	-	-	-	-	-	-	-
	Sidewalk impr. Otter Point Rd to Hope Center	250,000	-	125,000	-	-	-	-	-	-	125,000	-	-	-	-	-	-	-	-	-
	Rainwater Management Program	245,000	20,000	125,000	-	-	-	-	-	-	-	100,000	-	-	-	-	-	-	-	-
	Street Light Installation Program	38,707	8,423	30,284	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Boat Launch Ramp	29,000	22,000	7,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Parks Dept works yard (building renovations)	16,968	16,968	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Transit Stops enhancements	20,000	8,000	12,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		3,739,165	98,191	535,984	1,420,000	-	-	11,500	-	428,058	256,763	314,097	-	1,071	-	-	-	240,000	433,500	-
	Community Development	Public Space Enhancement Program	162,074	62,074	-	-	-	-	50,000	50,000	-	-	-	-	-	-	-	-	-	-
Seniors/Youth Centre (Housing Reserve)		50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		212,074	62,074	-	-	-	-	100,000	50,000	-	-	-	-	-	-	-	-	-	-	-
Total		4,151,239	224,695	558,654	1,420,000	93,400	-	111,500	50,000	428,058	256,763	316,097	-	1,071	-	17,500	240,000	433,500	-	

Amended Road and Sidewalk Improvements for 2016 include: Gollidge, Phillips, Otter Pt, Grant, West Coast

Gollidge Ave	21,850
Grant Rd	95,500
Phillips Rd	19,805
Otter Pt. Rd	16,145
West Coast Rd	73,000
Misc.	19,370
	<u>246,700</u>

Grants from ICDC of \$38,500 are related to these costs.

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

Department	Project Name	2017	Funding Sources											
			Gen Ops Surplus	Taxes	FER	Playing Field Reserve	Casino	GST	Road DCC	Gas Tax	Capital Asset Replacement	Capital Improvement Financing	Land Sale	SPA Reserve
Council	Arts Advisory Panel	10,000	-	-	-	-	-	-	-	-	-	-	-	10,000
		10,000	-	-	-	-	-	-	-	-	-	-	-	10,000
General Government	Computer Equipment Replacement Plan Operating Software	17,800	-	17,800	-	-	-	-	-	-	-	-	-	-
		2,500	-	2,500	-	-	-	-	-	-	-	-	-	-
Public Works Yard	Roof replacement	10,000	-	10,000	-	-	-	-	-	-	-	-	-	-
		10,000	-	10,000	-	-	-	-	-	-	-	-	-	-
Buildings	HVAC Plumbing and Sprinklers	50,000	-	-	-	-	-	-	-	50,000	-	-	-	-
		117,000	-	-	-	-	-	-	-	117,000	-	-	-	-
		167,000	-	-	-	-	-	-	-	167,000	-	-	-	-
Fire Department	Protective Clothing Replacement Critical Equipment Replacement	24,000	-	-	24,000	-	-	-	-	-	-	-	-	-
		65,000	-	-	65,000	-	-	-	-	-	-	-	-	-
		89,000	-	-	89,000	-	-	-	-	-	-	-	-	-
Engineering	Town Centre - Land acquisition (annually until 2018)	112,318	-	-	-	-	-	111,195	-	-	-	-	1,123	-
	Road and Sidewalk Improvement Program	250,000	-	50,000	-	-	-	-	-	-	200,000	-	-	-
	Goodmere Road	150,000	-	-	-	-	-	148,500	-	-	-	-	-	-
	Murray/Home Rd Rainwater Management System	300,000	-	100,000	-	-	-	-	1,500	-	-	-	-	-
	Sidewalk/Trail Nordin to Hope Centre	300,000	-	100,000	-	-	100,000	-	100,000	-	-	-	-	-
	Rainwater Management Program	300,000	-	100,000	-	-	100,000	-	150,000	-	-	-	-	-
	Turf field project	700,000	-	-	-	400,000	-	-	100,000	-	-	-	-	-
	Sidewalk Improvement	50,000	-	-	-	-	50,000	-	300,000	-	-	-	-	-
	Street Light Installation Program	12,000	-	12,000	-	-	-	-	-	-	-	-	-	-
	Parks Dept.(building repairs)	8,000	-	-	-	-	-	-	-	8,000	-	-	-	-
	Parks Dept. Equipment	54,367	-	-	-	-	-	-	-	54,367	-	-	-	-
	Downtown Art Bench	5,000	-	-	-	-	-	-	-	-	5,000	-	-	-
	Transit Stops enhancements	12,000	-	12,000	-	-	-	-	-	-	-	-	-	-
		2,253,685	-	374,000	-	400,000	300,000	-	259,695	705,667	208,000	5,000	1,123	-
Community Development	Public Space Enhancement Program Seniors/Youth Centre	150,000	-	50,000	-	-	-	50,000	-	50,000	-	-	-	-
		50,000	-	-	-	-	50,000	-	-	50,000	-	-	-	-
		200,000	-	50,000	-	-	-	50,000	-	50,000	-	-	-	-
Total		2,749,985	-	454,300	89,000	400,000	350,000	50,000	259,695	755,667	375,000	5,000	1,123	10,000

District of Sooke
Amended Financial Plan 2016 - 2020
2018 Capital Plan

Department	Project Name	2018	Funding Sources												
			Gen Ops Surplus	Taxes	FER	Parks Re	Casino	GST	Road DCC	Gas Tax	Capital Assd Replacemen	Capital Improvement Financing	Land Sale	SPA Reserve	Building Maintenance
Council	Arts Advisory Panel	10,000	-	-	-						-			10,000	
		10,000	-	-	-	-	-	-	-	-	-	-	-	10,000	-
General Government	Computer Equipment Replacement Plan Operating Software	24,100		24,100	-						-				
		24,100	-	24,100	-	-	-	-	-	-	-	-	-	-	-
Public Works Yard		-		-	-						-				
		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Building and Bylaw	HVAC Addition to Fire Department Training Tower	40,000		-											40,000
		15,000		-											15,000
		55,000	-	-	-	-	-	-	-	-	-	-	-	-	55,000
Fire Department	Protective Clothing Replacement Critical Equipment Replacement Tanker Truck	25,000			25,000										
		65,000		-	65,000										
		275,000		-	-						275,000				
		365,000	-	-	90,000	-	-	-	-	-	275,000	-	-	-	-
Engineering	Church Road Collector Widening Road and Sidewalk Improvement Program Rainwater Management Program Street Light Installation Program Parks Dept. Equipment Downtown Art Bench Transit Stops enhancements	1,942,452		250,000			269,405		1,223,047	200,000					
		250,000		130,000				-			120,000				
		300,000		300,000											
		12,000		12,000											
		38,467		-						38,467					
		5,000		-								5,000			
		12,000		12,000											
		2,559,919	-	704,000	-	-	269,405	-	1,223,047	238,467	120,000	5,000	-	-	-
Community Development	Public Space Enhancement Program Seniors/Youth Centre	100,000		100,000											
		50,000				50,000									
		150,000	-	100,000	-	-	50,000	-	-	-	-	-	-	-	-
Total		3,164,019	-	828,100	90,000	-	319,405	-	1,223,047	238,467	395,000	5,000	-	10,000	55,000

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

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

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

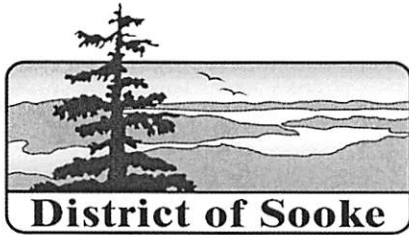
Department	Project Name	2020	Funding Sources												
			Gen Ops Surplus	Taxes	FER	Parks Re	Casino	GST	Road DCC	Gas Tax	Capital Asset Replacemen	Capital Improvement Financing	Land Sale	SPA Reserve	Building Maintenance
Council	Arts Advisory Panel	10,000	-	-	-						-			10,000	
		10,000	-	-	-	-	-	-	-	-	-	-	-	10,000	-
Finance	Computer Equipment Replacement Plan	18,300		18,300	-										
		18,300	-	18,300	-	-	-	-	-	-	-	-	-	-	-
Buildings	Carpets / Flooring	20,000		-											20,000
	FH 2 Door / Septic	10,000													10,000
	Furniture replacement	15,000													15,000
		45,000	-	-	-	-	-	-	-	-	-	-	-	-	45,000
Fire Department	Protective Clothing Replacement	27,000			27,000										
	Critical Equipment Replacement	49,000			49,000										
	Replacement of Car 1	60,000			60,000										
		-			-										
		136,000	-	-	136,000	-	-	-	-	-	-	-	-	-	-
Engineering	Brownsey widening	1,339,462		400,000			100,000	13,395	826,067						
	Road and Sidewalk Improvement Prog	250,000		250,000											
	Rainwater Infrastructure	300,000		300,000											
	Parks Dept. Equipment	38,467								38,467					
	Streetlight Installation Program	12,000		12,000											
	Transit Stop Enhancements	12,000		12,000											
		1,951,929	-	974,000	-	-	100,000	13,395	826,067	38,467	-	-	-	-	-
Community Development	Public Space Enhancement Program	100,000		100,000											
		-		-											
		100,000	-	100,000	-	-	-	-	-	-	-	-	-	-	-
Total		2,261,229	-	1,092,300	136,000	-	100,000	13,395	826,067	38,467	-	-	-	10,000	45,000

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

Revenues	2016	2017	2018	2019	2020
Net Taxes available for municipal purposes					
Utility tax 1%	147,751	159,587	159,587	159,587	159,587
Grants in lieu of taxes	35,000	35,000	35,000	35,000	35,000
East Sooke Fire Protection - Local Service Tax	40,784	40,784	40,784	40,784	40,784
School tax administration fee	6,971	6,971	6,971	6,971	6,971
School District	4,684,038	4,684,038	4,684,038	4,684,038	4,684,038
Regional Hospital District	664,220	664,220	664,220	664,220	664,220
Capital Regional District	2,886,594	2,886,594	2,886,594	2,886,594	2,886,594
BC Assessment Authority	136,660	136,660	136,660	136,660	136,660
Municipal Finance Authority	443	443	443	443	443
BC Transit	639,016	639,016	639,016	639,016	639,016
Vancouver Island Regional Library	562,224	597,255	597,255	609,200	609,200
School District	(4,684,038)	(4,684,038)	(4,684,038)	(4,684,038)	(4,684,038)
Regional Hospital District	(664,220)	(664,220)	(664,220)	(664,220)	(664,220)
Capital Regional District	(2,886,594)	(2,886,594)	(2,886,594)	(2,886,594)	(2,886,594)
BC Assessment Authority	(136,660)	(136,660)	(136,660)	(136,660)	(136,660)
Municipal Finance Authority	(443)	(443)	(443)	(443)	(443)
BC Transit	(639,016)	(639,016)	(639,016)	(639,016)	(639,016)
Vancouver Island Regional Library	(562,224)	(597,255)	(597,255)	(609,200)	(609,200)
	230,506	242,342	242,342	242,342	242,342
Sales and user fees					
Zoning and planning books	229	229	229	229	229
Financial and tax info services	13,784	13,784	13,784	13,784	13,784
NSF charges	318	318	318	318	318
Boat Launch Fees	24,282	24,282	24,282	24,282	24,282
Criminal Record Checks	15,000	15,000	15,000	15,000	15,000
Miscellaneous	69,983	1,061	1,061	1,061	1,061
Cost recovery - Administration	2,823	2,823	2,823	2,823	2,823
Cost recovery - Fire	6,000	6,000	6,000	6,000	6,000
Cost recovery - RCMP	12,000	12,000	12,000	12,000	12,000
Cost recovery - Engineering	3,247	3,247	3,247	3,247	3,247

Revenues	2016	2017	2018	2019	2020
Cost recovery - Planning	235	235	235	235	235
Cost recovery - Rec & Culture	5,000	5,000	5,000	5,000	5,000
First Nations	13,249	13,249	13,249	13,249	13,249
Oil tank inspections	1,172	1,172	1,172	1,172	1,172
School Site Acquisition Charge	2,319	2,319	2,319	2,319	2,319
	169,641	100,719	100,719	100,719	100,719
Grants and contributions					
Small Community Protection grant	350,000	350,000	350,000	350,000	350,000
Traffic Fine revenue sharing	90,000	90,000	90,000	90,000	90,000
Asset Management Training Grant	5,000	-	-	-	-
Provincial Climate Action Rebate Incentive	1,750	1,750	1,750	1,750	1,750
Street lighting cost sharing	1,877	1,877	1,877	1,877	1,877
Gas Tax Community Works grant	517,000	517,000	517,000	517,000	517,000
Developer contributions	240,000	-	-	-	-
Conditional Grants - Non-capital projects	40,000	20,000	-	-	-
Conditional Grants - Capital projects	433,500	-	-	-	-
	1,679,127	980,627	960,627	960,627	960,627
Investment income					
Interest	60,000	60,000	60,000	60,000	60,000
Total Investment income	60,000	60,000	60,000	60,000	60,000
Penalties and fines					
Interest	60,000	60,000	60,000	60,000	60,000
Penalties	145,000	145,000	145,000	145,000	145,000
	205,000	205,000	205,000	205,000	205,000
Licenses and permits					
Business licenses	52,000	52,000	52,000	52,000	52,000
Liquor Licence Application fee	318	318	318	318	318
ALR Application fees	520	520	520	520	520
Subdivision fees	50,000	50,000	50,000	50,000	50,000
Soil Deposition Fee	318	318	318	318	318
Rezoning fees	35,000	35,000	35,000	35,000	35,000
Delivery vehicle licenses	3,107	3,107	3,107	3,107	3,107

Revenues	2016	2017	2018	2019	2020
Building Permit Fees	330,000	336,900	344,007	351,327	358,867
Sign permit fees	345	345	345	345	345
Demolition permits	460	460	460	460	460
Title charge removal fee	106	106	106	106	106
Title search	1,436	1,436	1,436	1,436	1,436
Burning Permits	531	531	531	531	531
Plumbing Permit Fees	25,500	25,500	25,500	25,500	25,500
Development permits	25,000	25,000	25,000	25,000	25,000
Development variance permits	5,202	5,202	5,202	5,202	5,202
Board of Variance fees	1,561	1,561	1,561	1,561	1,561
	531,404	538,304	545,411	552,731	560,271
Lease and Rental					
Lease - Kaltasin	28,812	28,812	28,812	28,812	28,812
Lease - City Hall	23,528	23,528	23,528	23,528	23,528
	52,340	52,340	52,340	52,340	52,340
Developer Cost Charges					
DCC - Roads	288,750	303,188	318,347	334,264	350,977
	288,750	303,188	318,347	334,264	350,977
Casino revenue sharing					
Casino revenue	244,641	244,641	244,641	244,641	244,641
	244,641	244,641	244,641	244,641	244,641
Total	3,461,409	2,727,160	2,729,426	2,752,664	2,776,917



File No. 3900-01

REQUEST FOR DECISION
REGULAR COUNCIL
Meeting Date: November 14, 2016

To: Teresa Sullivan, Chief Administrative Officer
From: Patti Rear, Deputy Corporate Officer
Re: **Bylaw No. 652, Zoning Amendment Bylaw (600-34) – 6557 Clairview Road.**

RECOMMENDATION:

THAT COUNCIL adopt Bylaw No. 652, *Zoning Amendment Bylaw (600-34)*.


This Bylaw is to change the zoning of the property located at 6557 Clairview Road, from Large Lot Residential Zone (R1) to Low Density Multi-Family 1 Zone (RM1).

Council received public submissions at the October 11, 2016 Public Hearing for Bylaw No. 652 (600-34) and subsequently gave third reading to the bylaw. The Ministry of Transportation and Infrastructure approved the bylaw at third reading on October 26, 2016. The covenant required for this rezoning was registered with the Land Titles Office on October 24, 2016.

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

Attached Documents:

1. October 11th, 2016 Regular Council Minutes.
2. Bylaw No. 652 (600-34).



Patti Rear
Deputy Corporate Officer

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

PUBLIC HEARINGS AND RELATED BYLAWS

PH-1 Bylaw No. 652, Zoning Amendment Bylaw (600-34) - 6557 Clairview Road

Mayor Tait called the Public Hearing for Bylaw No. 652 to order at 7:14 p.m.

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

The Development Services department gave a PowerPoint presentation and summary of the proposed rezoning application for Clairview Road and addressed the content contained in the Public Hearing Package #2.

Councillor Reay enquired about:

1. The possibility of the hammerhead on the road butting up against the walkway. Ms. Johnson assured that the walkway would not be blocked in the design.
2. Erosion between walkway of the property in question and adjacent property caused from storm-water run-off. Mr. Howat explained that a requirement of the re-zoning included obtaining an engineer's report for a storm-water plan.

Public Submissions:

Mayor Tait called a first time for public submissions to the Public Hearing for Bylaw No. 652.

- John Nicolson, lives next to the adjacent property and only commented that Council consider what he had wrote in his letter, which is part of the Public Hearing Package #2.
- Ellen Lewers, inquired about:
 - Whether suites would be allowed in the four-plex proposed; they would not be allowed.
 - That the number of total parking spots be set to six. She expressed concern about zoning allowing for 1.5 parking spaces per dwellings unit.
 - Storm water run-off. It was clarified that this would be managed through the engineering plans.

Mayor Tait called for a second time for public submissions to the Public Hearing for Bylaw No. 652.

- John Nicolson, also feels that 1.5 parking spaces per dwellings unit is not adequate. He questioned the proposed zoning for the existing property seeking clarification on the amount of parking; It was explained that the proposed unit is a four-plex, not two duplexes. Therefore, requirements for parking under this zoning is set for 1.5 spaces/dwelling unit.

Mayor called a third time for public submissions to the Public Hearing for Bylaw No. 652.

- Ellen Lewers, inquired about existing zoning for any four-plexes. The four-plex is considered a townhouse under the zoning bylaw. Therefore, requirements for parking under this zoning is set for 1.5 spaces/dwelling unit.

Mayor Tait called a final time for submissions to the Public Hearing for Bylaw No. 652 and hearing none, closed the public hearing at 7:36 pm.

Council consideration of third reading of Bylaw No. 652

Councillors Parkinson and Logins support the development including the parking as outlined in the Zoning Bylaw, but did admit it might be something to re-consider in the future, as development becomes in the core of Sooke becomes more condensed.

MOVED K. Reay – B. Berger

THAT Council grant Third Reading to Bylaw No. 652, Zoning Amendment Bylaw (600-34) to rezone the property located at 6557 Clairview Road from 'Large Lot Residential Zone' (R1) to Low Density Multi-Family 1 Zone' (RM1).

CARRIED

In favour:

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

Absent:

Councillor Kasper.



**DISTRICT OF SOOKE
ZONING AMENDMENT
BYLAW No. 652**

A bylaw to amend Bylaw No. 600, *Sooke Zoning Bylaw, 2013* for the purpose of amending the zoning on the property located at 6557 Clairview from Large Lot Residential Zone (R1) to Low Density Multi-Family 1 Zone (RM1).

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

1. This Bylaw is cited as *Zoning Amendment Bylaw No. 652 (600-34)*.
2. The parcel of land legally described as Lot 1, Section 72, Sooke District, Plan VIP67570 as shown boldly outlined and hatched on Schedule A, which is affixed to and forms part of this Bylaw, is hereby rezoned from Large Lot Residential Zone (R1) to Low Density Multi-Family Residential Zone (RM1).
3. Bylaw No. 600, *Sooke Zoning Bylaw, 2013* as amended, and Schedule A attached thereto, are amended accordingly.

READ a FIRST time the 12th day of September, 2016.

READ a SECOND time the 12th day of September, 2016.

PUBLIC HEARING held the 11th day of October, 2016.

READ a THIRD time the 11th day of October, 2016.

APPROVED under the Transportation Act the 26th day of October, 2016 by Ministry of Transportation and Infrastructure.

Covenant CA5596896 registered by Land Titles Office the 24th day of October, 2016.

ADOPTED the 14th day of November, 2016.

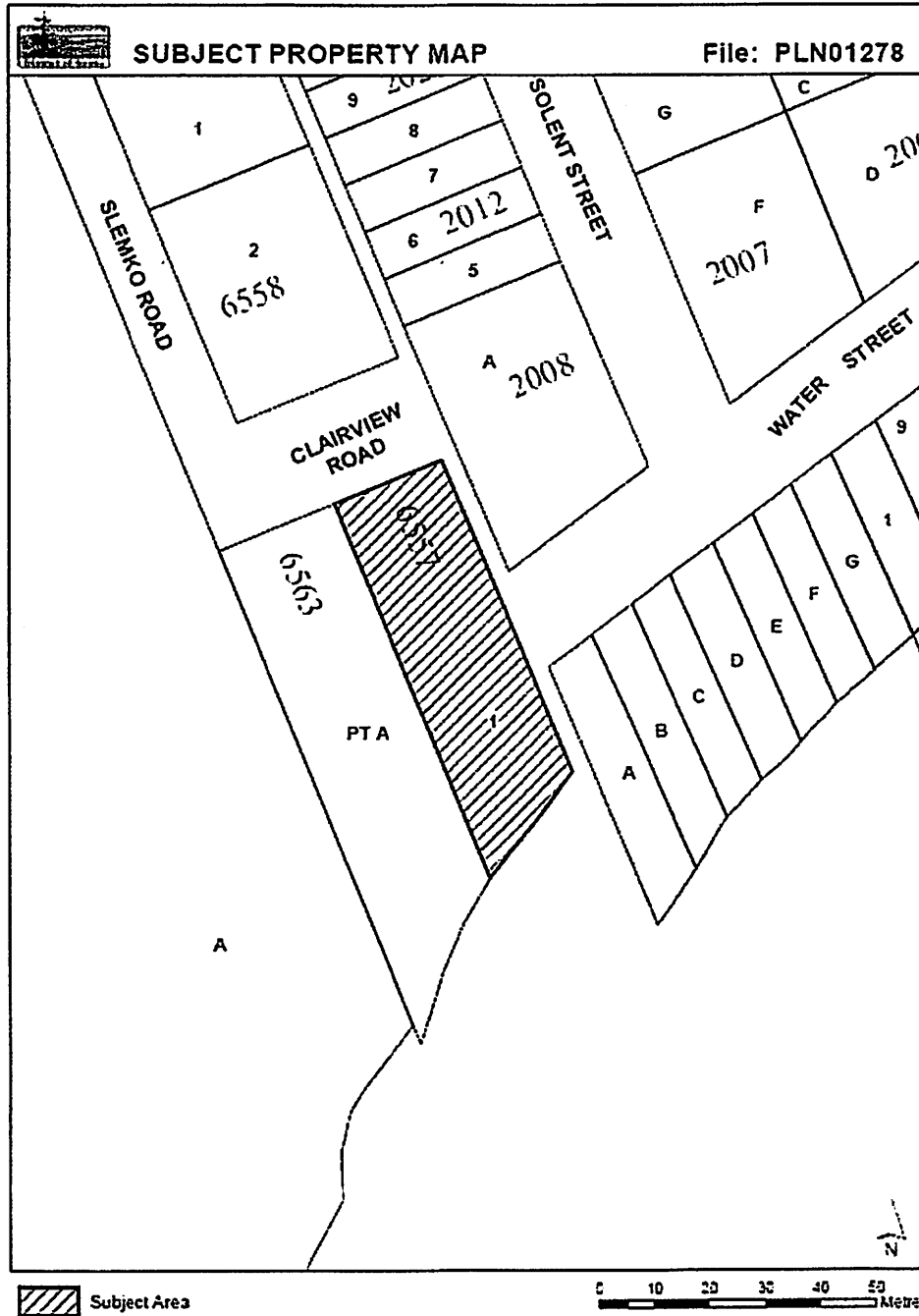
Certified Correct:

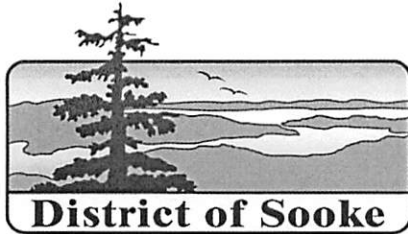
**Maja Tait
Mayor**

84 of 234

**Gabryel Joseph
Corporate Officer**

SCHEDULE A





REQUEST FOR DECISION

REGULAR COUNCIL
Meeting Date: November 14th 2016

To: Teresa Sullivan, Chief Administrative Officer
From: R.H. Cameron, Interim Fire Chief
Re: **Declaration of Fire Department Structural Fire Service Training Level**

RECOMMENDATION:

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

Executive Summary:

In 2009, the Fire Services liaison group released a report titled, “Public Safety in BC: Transforming the Fire Service”. This report outlined fourteen (14) recommendations for improving the delivery of Fire Services in British Columbia.

In September of 2014, the Fire Commissioner’s Office of B.C. released a publication called, “British Columbia Fire Service Minimum Training Standards: Structural Firefighters Competency and Training Playbook” (The Playbook). The Playbook establishes three service levels and the minimum training standard required for firefighters, pursuant to the authority of the Fire Services Act of BC. If the District fails to declare and adopt one (1) of the training levels of service as a standard, it could result in potentially increased legal liabilities.

Background:

The Playbook is designed to ensure that appropriate minimum levels of training to the standard chosen are established in each jurisdiction to ensure that firefighters are safe and effective when they are on the fire ground. These training standards were developed while keeping in mind the need to have training be realistic, affordable, and attainable for a wide range of departments and communities with many different means.

The playbook establishes a process under which training requirements are explicitly linked to the level of service being provided. As a fire department develops within its community, the level of training that is required also increases with the associated risk. Therefore, the selected service delivery level needs to be reflected in the policies set by the authority having jurisdiction (the district) to guide its fire department and its training program. Once the level of service is established, then appropriate and sustaining funding for training must be provided to that level.

There are three levels of service defined in the new playbook training standards they are:

Exterior operations- whereby a fire department does not undertake interior fire suppression or rescue operations within a structure or object that contains fire, smoke or other products of combustion.

Interior Operations- whereby a fire department, in appropriate circumstances, will enter a fire-involved structure or object that does contain fire, smoke or products of combustion. This level of service is generally limited to smaller structures such as single family dwellings. Entry to larger structures must be fully and specifically pre-planned in advance and entry is only permitted if firefighters are acutely aware and familiar with the structure and hazard they may encounter.

Full Service- a full service department is trained in all aspects of a complex structure and building systems within and is fully trained and resourced to provide a full spectrum of fire suppression and rescue operations or hazards unique to larger complex structures: These would include large commercial, Arena, hotel or multi-dwelling, multi-story structures.

Discussion:

The District of Sooke is a community that is growing and transforming into a vibrant west coast community. Community planning densities and an open-for-business attitude strongly positions Sooke to accept growth and managed development. With this planned growth, the District will see more complex structures and densities. Currently Sooke has structures ranging from single-family homes to commercial and some higher density housing and hotel units. As such, these structures currently pose a complex challenge for structural firefighting and a sophistication that requires a higher level of training than perhaps was once envisioned and a training level that is now required to be identified under the playbook guidelines.

Currently the Sooke Fire Department has started to align its firefighter and officer training programs within the general terms of the playbook; specifically, the full-service option, and has done so since early 2015 after the release of the playbook and review in 2014. This training alignment was forward thinking and now allow the department to fully assess the financial needs of the training program. Procedures and training processes for the playbook are now established and the uptake by volunteer department members has been enthusiastic and positive.

The driving legislation of the new playbook requires that the District “declare a training standard level” to be in compliance with British Columbia Fire Services Act.

Given the current inventory and number of complex structures in the district, the District has the following options:

1. Adopt less than the full-service option - This option would dramatically affect the training requirements for department members, especially volunteers, as each department member would have to be trained to each individual building in the District. Costs and time requirements of this option are not practical as a pre-fire building plan for each building in the District would have to be developed. Given the time and cost requirements, this option is not recommended.
2. Adopt the full-service option - This option is the most cost effective, as it utilizes a similar approach by department members, regardless of the building being serviced. This option also provides for the highest level of safety for fire department members as it ensures that all members approach each building with the same manner, every time there is a fire. Most department members are currently trained to this level of service. Given all considerations, this option is recommended.

In analysing other departments and districts of a similar size, the Sooke Fire Department is in the same position as most others in that training to the full-service training standard option is the most effective and reasonable means and affords the district with the best level of trained firefighters for the community risk and ultimately the safety of its firefighters.

Financial:

Training to the full-service model has added costs to many department’s budgets, primarily due to the higher course and examination costs for the Fire Officer level programs. However, keeping in mind that these training costs have been increasing substantially every year for even many of the base firefighting courses, as delivery agencies such as the Justice Institute are no longer subsidized by senior levels of government and now prescribe to a complete course content and recovery model.

The positive aspect of this situation is that in the 2016 budget year funding for additional training courses was factored into the overall municipal budget, however, these funds were put into abeyance in a Council contingency account to address this required training issue. The amount placed in abeyance for training was \$18,000.

With the adoption of the current full-service training standard to meet the level of fire protection required, it is prudent that this funding be reintroduced to the operating training budget to address the immediate need to further developing volunteer firefighters and officers to meet the full-service training standard. The funding would be used to further develop and mentor our Fire Officers through the Fire Officer programs 1 through 4 and required skill sets. In addition, this funding would assist with the specific training of current and new recruits to ensure that they meet the minimum training required to meet the specific obligations as defined in the playbook standard.

Legal Impacts:

The District of Sooke must adopt a playbook level of training. Failure to do so would place it contrary to provincial legislation and open the District to potential future liabilities.

Strategic Relevance:

Continue to enhance the safety and livability of the community
Excellence in Management and governance



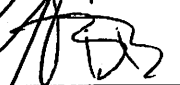
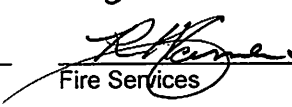
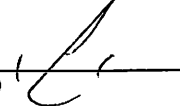
Attached Documents:

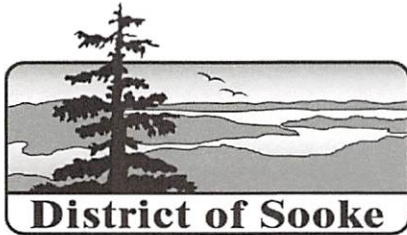
1. Playbook Compliance checklist internal FD
2. Full Service Minimum Operational requirements document

Respectfully submitted,



R.H. Cameron
Interim Fire Chief

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



File No. PLN01283

REQUEST FOR DECISION

Regular Council

Meeting Date: November 14, 2016

To: Teresa Sullivan, Chief Administrative Officer

From: Development Services Department

Re: **7126 Grant Road West – Development Variance Permit**

RECOMMENDATION:

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

1. Executive Summary:

The applicant has requested a variance from 3m to 1.2m from the easterly side lot line for a proposed addition to the single family dwelling. The owner plans to turn the addition into a suite.

Section 104.7 of Sooke Bylaw No. 600, *Zoning Bylaw, 2013* requires a principal building or structure to be located 3m from a side lot line.

2. Background:

The subject property is zoned Rural Residential (RU4) and the lands surrounding the subject property are predominately zoned RU4.

The owner would like to construct a secondary suite by adding an addition to the existing single family dwelling. The addition cannot meet the required 3 meter setback from the side lot line.

There is a single family dwelling next door at 7124 Grant Road that is 1.8 meters from the same property line.

3. Analysis:

Bylaw No. 600, *Sooke Zoning Bylaw, 2013* permits a secondary suite within an RU4 zone. The building department advised that the proposed reduced setback will be affected by the half limiting distance specifications in the BC Building Code to address fire separation between the proposed addition to the house at 7126 Grant Road and the existing house next



door at 7124 Grant Road. The owner and the applicant are aware of these Building Code requirements.

4. Legal Impacts:

Property owners and occupants within a 100m radius of the site have been notified by mail of the development variance permit application at least 10 days prior to the date of the Council meeting.

Attached Documents:

1. Subject property Map
2. Application Summary Table and Referral Agency Comments
3. DRAFT Development Variance Permit



Tara Johnson, MCIP, RPP
Planner II

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



SUBJECT PROPERTY MAP

File: PLN01283



 Subject Area



Application Summary

Address	7126 Grant Road West
Legal	Lot 5, Section 20, Sooke District, Plan 2653, Except Parts in Plans 16540 and 24927
Existing Zoning	Rural Residential (RU4)
Existing OCP	Community Residential
Parcel Size	+/- 0.44 acres = 1780.60m ²
Services	Water: CRD Water Sewer: On-site Drainage: On-site
Adjacent Land Uses	North: Rural Residential South: Grant Road West East: Rural Residential West: Rural Residential

Summary of Referral Agency Comments [originals are in the file]

EXTERNAL REFERRALS	
Agency	Comments/Concerns
Building	Advised that the half limiting distance specifications in the BC Building Code will be applicable at time of Building Permit for the proposed addition on the subject property as a result of the reduced setback and the current location of the existing dwelling next door at 7124 Grant Road.
Fire	No response noted.
Engineering	No concerns.
Environmental	No concerns



2205 Otter Point Road, Sooke, British Columbia, Canada V9Z 1J2
Phone (250) 642-1634 • Fax: (250) 642-0541

DEVELOPMENT VARIANCE PERMIT PLN01283

DATE: November 14, 2016
TO: Kelly-Rayne Norton
SUBJECT PROPERTY: 7126 Grant Road West

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

(Parcel Identifier: 006-118-496)
Lot 5, Section 20, Sooke District, Plan 2653, Except Parts in Plans 16540 and 24927)

3. Section 104.7 of Bylaw No. 600, *Sooke Zoning Bylaw, 2013* is varied to to allow for a reduced easterly side lot line setback from 3 meters to 1.2 meters for an addition to the single-family dwelling in accordance with:

Schedule A: Site Plan

4. The development shall be carried out to the following time schedule: N/A
5. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit, and any plans and specifications attached to this Permit which shall form a part hereof.
6. If the Permittee does not commence the Development Variance permitted by this Permit within n/a of the date of this Permit, the Permit shall lapse.
7. This Permit is NOT a Building Permit.

Motion carried by Council the ___ day of _____, 2016

ISSUED this day of _____, 2016.

Rob Howat
Director of Development Services

Schedule 104 - Rural Residential (RU4)

104.7 Minimum Setbacks for Lots Over 1000 m² in Area:

Use	Front Lot Setback	Flanking Lot Line	Side Lot Line	Rear Lot Line	Lane Lot Line
Principal Building or Structure	7.5 m	4.5 m	3 m	4.5 m	4.5 m
Accessory Building or Structure	7.5 m	4.5 m	3 m	4.5 m	0 m
Farm Building or Structure	10 m	10 m	10 m	10 m	0 m

Minimum Setbacks for Lots 1000 m² or Less in Area:

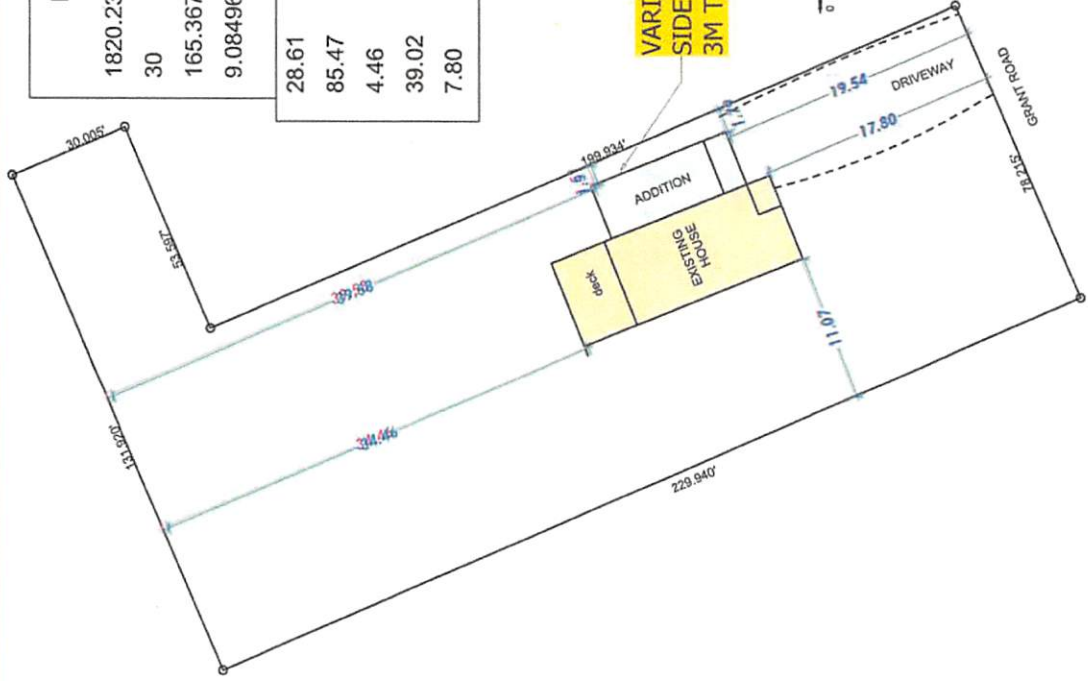
Use	Front Lot Setback	Flanking Lot Line	Side Lot Line	Rear Lot Line	Lane Lot Line
Principal Building or Structure	4.5 m base portion 6 m garage/porch portion	3 m	1.2 m	4 m	4 m
Accessory Building or Structure	7.5 m	4.5 m	1.2 m	1.2 m	0 m
Farm Building or Structure	10 m	10 m	10 m	10 m	0 m



LOT CALCULATIONS	
1820.23	Lot Area sq.M.
30	Lot Coverage Allowed
165.367	Area of Footprint
9.08496	% Lot coverage

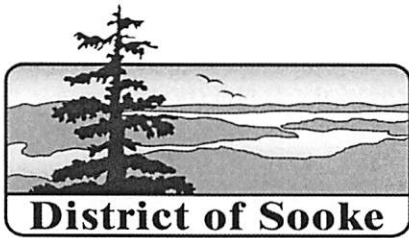
28.61	Original Deck Area sq.m.
85.47	Original House Area sq m.
4.46	Original front Porch Area sq m.
39.02	New Addition Area sq m.
7.80	New Front Porch Area sq m.

VARIANCE REQUEST
SIDE YARD SETBACK FROM
3M TO 1.2M



0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24

ALL MEASUREMENTS IN METRIC



File No. 2240-20

REQUEST FOR DECISION
REGULAR COUNCIL
Meeting Date: November 14, 2016

To: Council
From: Teresa Sullivan, Chief Administrative Officer
Re: Extension of Contract for Interim Fire Chief Position

RECOMMENDATION:

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

Executive Summary:

The current contract with Mr. Cameron expired on October 28, 2016.

Interviews for candidates for a new Fire Chief will conclude shortly. However, given the time of year, the candidate chosen may not be able to start until the new year.

Legal Impacts:

Since the position is vital to the operations of the Fire Department, as outlined in the *District of Sooke Fire Protection Services Bylaw No. 292, 2007*, the contract with Mr. Cameron will require extension, until the new Fire Chief can begin employment.

Strategic Relevance:

Excellence in Management and Governance

Financial Impacts:

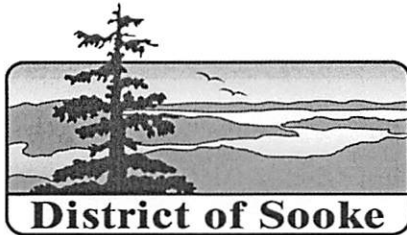
Payment to Mr. Cameron is on an hourly rate.

Respectfully submitted,



Teresa Sullivan
Chief Administrative Officer

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



File No. 0540-20

REQUEST FOR DECISION
REGULAR COUNCIL
Meeting Date: November 14, 2016

To: Teresa Sullivan, Chief Administrative Officer
From: Corporate Services Department
Re: Community Grant Funding

RECOMMENDATION:

THAT COUNCIL:

1. Award a Category B Grant in the amount of \$7,000 to the Sooke Christmas Bureau for 2016 Christmas Food Hampers.
2. Introduce an annual seasonal line item to the *2017 – 2021 Five Year Financial Plan* for Sooke Christmas Bureau food hampers, to a maximum of \$15,000.
3. Award a Category B Grant in the amount of \$4,100 to the Sooke Food Bank for phones, storage totes, signs and signs.
4. Award a Category B Grant in the amount of \$3,600 to the Team Sooke/Juan de Fuca: Refugee Sponsorship Committee for the provision of bus passes.

Background:

Six applications for Community Grant funding were received by the September 30, 2016, deadline and presented to the Community Grants Review Committee for consideration at their November 7, 2016, meeting.

At the November 7, 2016, Community Grant Review Committee meeting, it was determined that the Committee would not review arts-related grant applications due to an outstanding Council resolution from July 11, 2016, that reads:

THAT staff provide a report clarifying the current process for Category A & B grants, including recommendations for process improvements;
AND THAT all future arts related Community Grant applications be referred to the SPA Committee.

Three Community Grant applications have been identified as arts related and have been referred to Regular Council for consideration, as policy and budget considerations for referral to the Sooke Program of the Arts (SPA) Committee have not yet been determined. The arts-related applications come from the following organizations and are attached to this report.

<u>Organization</u>	<u>Purpose</u>	<u>Amount</u>
Sooke Community Choir	Piano Protection and Accessories	\$ 2,050
Sooke Harbour Players	Props, Costumes, Set Design etc.	\$ 6,250
Sooke River Bluegrass Festival	2017 Festival Costs (Category A/B)	\$ 5,000
	Arts-Related Requests Total (\$)	\$ 13,300

Community Grant Review Committee Recommendations:

At the November 7, 2016 meeting, the Community Grant Review Committee made the following recommendations to Council:

1. THAT Council award a Category B Grant in the amount of \$7,000 to the Sooke Christmas Bureau for 2016 Christmas Food Hampers.
2. THAT Council introduce an annual seasonal line item to the *2017 – 2021 Five Year Financial Plan* for Sooke Christmas Bureau food hampers, to a maximum of \$15,000.
3. THAT Council award a Category B Grant in the amount of \$4,100 to the Sooke Food Bank for phones, storage totes, signs and signs.
4. THAT Council award a Category B Grant in the amount of \$3,600 to the Team Sooke/Juan de Fuca: Refugee Sponsorship Committee for the provision of bus passes.

Financial Analysis / Impact:

2016	Total Category B Grant Budget	\$50,000.00
April 2016	Grants funding awarded	\$31,035.13
Nov 2016	<u>Committee Recommended Funding:</u>	
	• Sooke Christmas Bureau	\$7,000.00
	• Sooke Food Bank	\$4,100.00
	• Team Sooke/Juan de Fuca Refugee Sponsorship	\$3,600.00
	Total	\$14,700.00
		\$14,700.00
	Category B Grant Budget Balance	\$ 4,264.87
	Arts-Related Community Grant Applications	\$13,300.00
	Deficit	\$(9,035.13)
	Funding Options	
	Category A Grant Budget Balance	\$ 7,028.00
	Council Contingency Balance	\$ 11,933.00

Additional Funding and Considerations:

As indicated in the Funding Analysis table, all requested arts-related grant applications cannot be approved with the remaining Category B Grant Budget balance. There is currently a deficit of \$9,035.13. There is currently \$7,028.00 remaining in the Category A Grant Budget balance, however, these funds can not be used to fund Category B grant applications.

The Sooke Outdoor Arts Program (SOAP) Reserve Fund is allocated for public art projects, and none of the current arts-related community grant applications qualify for funding from this source.

Council has the following funding options for the arts-related grant applications:

1. Fund the current arts-related applications to the level possible with the remaining funds in the Category B Grant Budget (\$4,264.87), or
2. Fund the current arts-related applications above the current Category B Grant Budget using Council Contingency, or
3. Transfer the remaining Category A Grant Budget balance to Council Contingency, and fund the current arts-related applications above the current Category B Grant Budget using Council Contingency.

Attached Documents:

1. Community Grant Applications from:
 - o Sooke Community Choir
 - o Sooke Harbour Players
 - o Sooke River Bluegrass Festival

Respectfully submitted,



Gabryel Joseph
Director of Corporate Services

APPENDIX II - Policy No. 5.1

DISTRICT OF SOOKE - COMMUNITY GRANT PROGRAM

APPLICATION

If insufficient space to complete sections of this application, supplemental pages will be accepted if they are photocopy ready.

Name of Organization: SOOKE COMMUNITY CHOIR SOCIETY

Address of Organization: PO BOX 603
SOOKE BC
V9Z 1B6

Phone:  Fax: 

E-mail: 

Contact Person: Phoebe Dunbar or Sally Titchkosky

Category	Grant eligibility area:
<input type="checkbox"/> A - Annual Grant	<input type="checkbox"/> Sports and recreation
<input checked="" type="checkbox"/> B - Bi-Annual Grant	<input checked="" type="checkbox"/> Fine Arts and culture
<input type="checkbox"/> C - Service Agreement	<input type="checkbox"/> Heritage
	<input type="checkbox"/> Public safety and community welfare
	<input type="checkbox"/> Community beautification
	<input type="checkbox"/> Environmental

Amount Requested: \$ 2050- Total Budget: \$ 2900
 (attach completed Budget Form)

Have you applied before? Yes When? Sept 2015 Grant Received? \$ 2371.60

Have you submitted a final report for previous grant? Yes - FEB 2016

Incorporation number and date of incorporation if applicable: S-0029744 1992
 (Applicants must be not-for-profit organizations or be otherwise publicly accountable)

APPENDIX II - Policy No. 5.1

DISTRICT OF SOOKE - COMMUNITY GRANT PROGRAM

APPLICATION


If insufficient space to complete sections of this application, supplemental pages will be accepted if they are photocopy ready.

Name of Organization: SOOKE HARBOUR PLAYERS

Address of Organization: PO BOX 735

SOOKE, BC

V192 1H7

Phone:  N/A

E-mail:  SOOKEHARBOURPLAYERSINFO@GMAIL.COM

Contact Person: ANDREW DONNELLY

Category	Grant eligibility area:
<input type="checkbox"/> A - Annual Grant	<input type="checkbox"/> Sports and recreation
<input checked="" type="checkbox"/> B - Bi-Annual Grant	<input checked="" type="checkbox"/> Fine Arts and culture
<input type="checkbox"/> C - Service Agreement	<input type="checkbox"/> Heritage
	<input type="checkbox"/> Public safety and community welfare
	<input type="checkbox"/> Community beautification
	<input type="checkbox"/> Environmental

Amount Requested: \$6,250⁰⁰/yr

Total Budget: \$28,001.14
(attach completed Budget Form)

Have you applied before? yes When? 2015(?) Grant Received? no

Have you submitted a final report for previous grant? N/A

Incorporation number and date of incorporation if applicable: 892509449 RR0001, 1995
(Applicants must be not-for-profit organizations or be otherwise publicly accountable)

APPENDIX II - Policy No. 5.1

DISTRICT OF SOOKE - COMMUNITY GRANT PROGRAM

APPLICATION

If insufficient space to complete sections of this application, supplemental pages will be accepted if they are photocopy ready.

Name of Organization: Sooke River Bluegrass Festival Society

Address of Organization: [Redacted]
Victoria, BC
V8V 4L5

Phone: [Redacted] Fax: _____

E-mail: [Redacted]

Contact Person: Lawrence Stotland

Category	Grant eligibility area:
<input checked="" type="checkbox"/> A - Annual Grant	<input type="checkbox"/> Sports and recreation
<input type="checkbox"/> B - Bi-Annual Grant	<input checked="" type="checkbox"/> Fine Arts and culture
<input type="checkbox"/> C - Service Agreement	<input type="checkbox"/> Heritage
	<input type="checkbox"/> Public safety and community welfare
	<input type="checkbox"/> Community beautification
	<input type="checkbox"/> Environmental

Amount Requested: 5,000 Total Budget: 46,130
(attach completed Budget Form)

Have you applied before? Yes When? 2016 Grant Received? Yes

Have you submitted a final report for previous grant? Yes

Incorporation number and date of incorporation if applicable: S-0064653
(Applicants must be not-for-profit organizations or be otherwise publicly accountable)

Sept 23, 2015



2205 Otter Point Road, Sooke, British Columbia, Canada V9Z 1J2

Phone: (250) 642-1634
email: info@sooke.ca

Fax: (250) 642-0541
website: www.sooke.ca

SOOKE PROGRAM FOR THE ARTS (SPA) COMMITTEE RECOMMENDATIONS TO COUNCIL

From the Meeting of October 26, 2016

1. Communities in Bloom

The Sooke Program of the Arts Committee (SPA) recommends that the District participate in the 2017 Communities in Bloom, provided the District provide adequate funding (up to \$6,000) and staff support.

2. Recommendations for amendments to Sooke Arts Policy

See attached recommendations submitted by the SPA Committee

RECOMMENDATIONS FOR AMENDMENTS TO SOOKE ARTS POLICY

ISSUE: Several recommendations are proposed for consideration by the District of Sooke to update the existing municipal arts program policy.

RECOMMENDATIONS:

- 1. Amend the roles of council, the arts advisory committee and district staff. Rename and change the role of the Public Arts Advisory Committee (formerly the Sooke Program for the Arts Committee) to serve as an advisory body to council through staff. Designate a current staff person as being responsible for arts related matters.**

Rationale:

- A review of other BC and provincial municipalities indicates that the more common arrangement is for the municipal staff to administer the municipal arts policy and that an ongoing arts advisory body be available to assist that staff person.
- The current policy states that council would appoint temporary arts juries and administer the Arts Reserve Fund. This is not typically a function of council. This is typically a staff function.
- The role of council should be to approve the general municipal arts policy and oversee the appointment of the arts advisory committee.
- The Public Arts Advisory Committee's (PAAC) terms of reference should be revised to recognize its future role. A reference to the PAAC and its role should be included in the policy. The terms of reference for PAAC should be included as an addendum to the policy. It should be an ongoing committee that can supplement the work of district staff. There is no cost associated with the committee so it could be a cost effective adjunct. It would be similar to other municipal arts committees.
- District staff play an important role and that role needs to be expanded. It is recognized that there are cost limitations and implications associated with hiring an arts coordinator as larger municipalities might employ. However, the duties of an arts coordinator could be assigned to a staff member to take on along with their existing duties. That would include liaising with the arts committee and other district program areas that overlap with arts initiatives (ie, public works, parks and recreation).
- See attached "Roles and Responsibilities" and "Terms of Reference" for the Public Arts Advisory Committee.

2. Amend the definitions of “public art” to delete reference to the “performing arts”.

Rationale:

- Performing arts are typically not included in definitions of public art in municipal arts policies.
- Arts policies are not applicable to performing arts as they often contain sections such as handling donations, art competitions, care and maintenance etc.

3. Amend the current policy by adding a specific section on “Collection Management” , that would reference the need to maintain an inventory of artwork and the care and maintenance of artworks held in public trust.

Rationale:

- Arts policies typically include a separate section(s) on maintaining an inventory of artworks and the care and maintenance of the artworks. Artworks are a municipal asset which the District needs to be aware of and care for.
- The District of Sooke rather than the regional museum would be responsible for creating and maintaining the inventory.
- The inventory should include information on each artwork which will aid in the care and maintenance of them. This would include site, title, copyright details, artwork description, photo, artist information, media, materials, estimate of lifespan, dimensions, value, records related to it and cleaning/care and maintenance instructions and insurance coverage if any.
- The inventory shall be solely maintained by district staff and could be made available on the district website. It should be reviewed at a minimum every five years.
- When an artwork is acquired by the district it should be included on the inventory with instructions from the artist on the care, maintenance and repair of the artwork.
- An annual maintenance schedule and budget shall be set out by district staff.
- Priority shall be given to the artist to repair or restore their artwork.
- The District’s art collection may be eligible for eternal exhibition loans. However, it will not enter into long term loan agreements (incoming or outgoing).
- Copyright of the artwork would be determined based on legal advice.
- Artwork would remain accessible to the public at no cost.

4. Amend the current policy to include a section on the District's role in funding of the arts.

Rationale:

- Arts policies typically reference the municipality's role in funding the arts, often referencing a specific fund, such as the District's Arts Reserve Fund.
- Suggested wording:

"In 2004 the District of Sooke established, through Bylaw 172 (see Appendix), a Sooke Program for the Arts (SPA) Reserve Fund, "for the purpose of funding public art projects approved by Council". Each year general funds equivalent to 3% of building permit fees received in the previous year are credited to the reserve fund. Funds may be used for covering all aspects of commissions including project management, artists' fees, the preparation, installation and maintenance of projects. Funds may also be used to support arts organizations in Sooke.

It is expected that exceptional projects, those of a significant public nature and cost, would be eligible to receive additional funding from the District of Sooke. Maintenance and conservation costs of existing arts works in the possession of the district (indoor and outdoor artworks, not including art on private land) would be covered under general revenue. "

5. That the current policy be amended to include a specific section on donations and the process that the District should follow in managing such offers.

Rationale:

- Donations present challenges for municipalities and often warrant specific reference in municipal arts policies.
- The district should have the right to decline acceptance of donations based on consideration of factors such as whether it is actually art, physical condition, cost of maintenance, appropriateness, whether the donation binds the actions of the district, possible placement, whether it requires permanent display.
- Donations of art should be vetted through the Public Arts Advisory Committee for a recommendation to staff. The committee would evaluate on artistic merit, site suitability, significance of subject, regional importance, municipal liability and maintenance/conservation requirements. (New)
- If the value of the donation is thought to be over \$1000 an appraisal shall be done of it.
- Consideration should be given to issuing charitable receipts for donations appraised at over \$1000.

6. That the policy be amended to shift details on the acquisition of art such as procedures for art competitions, the deaccessioning and disposal of art and management of donations to addendums to the policy.

Rationale:

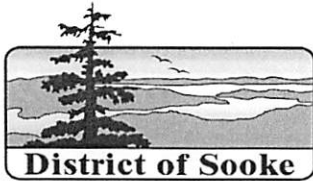
- The current policy contains considerable detail in the form of guidelines on the selection criteria for art competitions while no detail on the deaccessioning of artworks is included in the policy. This detail is typically included in procedures which are an addendum to policy.
- The policy should recognize that art can be acquired by open competition, invitational competition, commissioning, donation or part of an architectural design team. The PAAC would advise staff on the most appropriate approach, recommend people for any selection panel and have a member sit on such panels. A staff member would chair a selection panel.
- Following acquisition of the artwork, the artist or donor shall enter into a written agreement transferring ownership to the District. Standard collections management procedures would then be applied.
- Residency would not be a mandatory selection criteria, as is currently stated in District policy. However, it may be appropriate in certain circumstances such as an art competition to recognize local residents' artistic contribution. Municipal arts policies typically don't include residency as a factor in art selection as it is seen to limit artistic choice and unfairly limit participation. A situation would be an artist with experience in completing similar art projects, who was raised in Sooke, has family here, competes in Sooke Fine Arts shows etc. but being told they can't compete for a municipal art project because they live in Langford.

BACKGROUND:

- The initial Municipal Arts Program Policy was established in 2009 and amended in 2013.
- The role of the Sooke Program for the Arts Committee (SPA) has varied in the past. It was often established as a one year committee to deal with some specific project ideas (ie. Communities in Bloom, art mosaics, beautification of downtown) and then it would go dormant for a period of time after its term expired. In the interim no real attention would be given to the art portfolio.
- New terms of reference for a public arts committee were submitted to council in May, 2016 and referred to staff for consideration and response to council. To date,

no response has been provided. It is understood that staff were to review all existing committees and policies starting in the fall, 2016.

- The committee reviewed numerous municipal arts policies in bringing forward these recommendations. Communities included Victoria, Esquimalt, Saanich, Sidney, Richmond, Surrey, Gibsons, Nelson, Nanaimo, Prince George, Kelowna, Whistler, Vernon, Squamish and Ottawa. The Sooke Region Cultural Plan and Official Community Plan were also considered.
- Many municipalities have an ongoing arts advisory committee and designated staff to manage arts related community initiatives. Sooke has grown significantly over the years which warrants consideration of an ongoing arts advisory role and greater staff attention. This is similar to communities hiring an economic development staff person or developing a public works department or taking on the role of community associations. After a certain level of growth, a municipality can no longer contract out or ignore the function.
- There is no cost implication as the committee members are not compensated and no new staff would be hired.



2205 Otter Point Road, Sooke, British Columbia, Canada V9Z 1J2

Phone: (250) 642-1634

Fax: (250) 642-0541

email: info@sooke.ca

website: www.sooke.ca

PARKS AND TRAILS ADVISORY COMMITTEE RECOMMENDATIONS TO COUNCIL

Meeting of October 4, 2016

1. Off-leash dog park

THAT Council develop a public consultation plan to examine locations for an off-leash dog park.

2. Naming of Parks and Trails:

THAT Council develop a Policy that outlines a process to follow when naming parks and trails.



2205 Otter Point Road, Sooke, British Columbia, Canada V9Z 1J2

Phone: (250) 642-1634

Fax: (250) 642-0541

email: info@sooke.ca

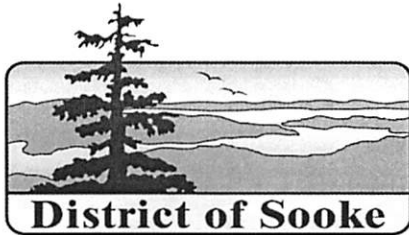
website: www.sooke.ca

PARKS AND TRAILS ADVISORY COMMITTEE RECOMMENDATIONS TO COUNCIL

Meeting of November 1, 2016

1. Horne Road to Goodmere Road

THAT Council direct staff to proceed with the construction of a trail connection between Horne Road and Goodmere Road, using volunteer labour and low-impact construction techniques, as outlined in the November 1, 2016 Parks and Trails Committee staff report.



REQUEST FOR DECISION
PARKS AND TRAILS COMMITTEE
Meeting Date: November 1, 2016

From: Development Services

Re: Trail Connection – Horne Road to Goodmere Road

RECOMMENDATION:

THAT the Parks and Trails Committee recommend:
THAT COUNCIL direct staff to proceed with the construction of a trail connection between Horne Road and Goodmere Road

Executive Summary

The Parks and Trails Advisory Committee has identified a trail connection between Goodmere Road and Horne Road as a key linkage and priority in the Town Centre.

On July 18, 2016 Council gave staff direction to investigate the linkage between Horne Road and Goodmere Road. Development Services has investigated the drainage and constraints of the right of way and determined an action plan for consideration.

Analysis

Examination of the legal plans and the site have determined that the volume of drainage directed through this sloping corridor is a key consideration within the narrow five (5) meter right-of-way. A conservative estimate of \$7500 for surveying to mark the right-of-way and install an 85-meter-long and two (2) meter wide pathway would require machinery to excavate and construct a pathway however this excavation could lead to problems with the drainage and unearth the drainage pipes within the right of way as their exact location is unknown. Given that redevelopment will occur on the adjacent properties it is important not to invest a significant amount of resources on a trail connection that may be impacted by development.

Alternately, given the community's desire for the trail and the risk on using machinery in the area, a volunteer group experienced in trail construction could be engaged to help construct this short trail. The shovels on the ground approach is low impact and cost effective and allows the community to come together reach a goal. Staff would provide organizational support and supplies for the construction of the pathway. A conservative estimate of \$3500 would allow for a survey and materials to develop trail that would still

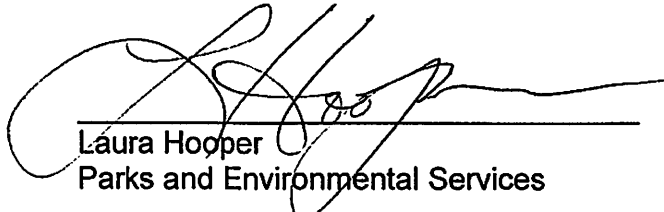
provide a safe connection but have less potential negative effects on the drainage system in the corridor.

Strategic Relevance

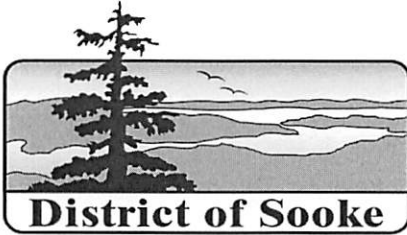
The addition of trail connections in the Town Centre is in accordance with the *2016 Strategic Plan* which prioritises making the town centre vibrant and accessible and enhancing connectivity.

Financial Impacts

The Public Space Enhancement Program will be used to fund this enhancement and this project is listed as a priority project. Parks and Environmental Services staff will inspect and maintain this trail and require an increase of staff time equivalent to an estimated 12 hours per year.



Laura Hooper
Parks and Environmental Services



File No. 5340-11

REQUEST FOR DECISION
Regular Council
Meeting Date: November 14, 2016

To: Teresa Sullivan, Chief Administrative Officer
From: Development Services Department
Re: **Sooke Core Sewer Specified Area Proposed Boundary Adjustment
for 1781 Minnie Road and 7057 West Coast Road**

RECOMMENDATION: None

For Council Discussion

Executive Summary:

The District of Sooke has received a Petition for Local Area Service and enlargement of the Sooke Core Sewer Specified Area (SSA) from the owner of 1781 Minnie Road and 7057 West Coast Road in conjunction with an application to amend the zoning on these properties.

On May 27th, 2013 Council considered the application for inclusion of the property. During Council deliberations, they discussed the appropriateness of considering the inclusion of properties not immediately adjacent to the existing SSA and including individual properties rather than considering the inclusion of a larger area, such as Whiffin Spit.

Council granted first, second and third reading to Bylaw No. 560, *Sooke Core Sewer Specified Area Amendment Bylaw (147-18)* on May 27th, 2013. The minutes from this meeting are attached to this report.

The rezoning application to Small Lot Residential (R3) was also given first and second reading on May 27th, 2013. A Public Hearing has not been held as the applications were placed on hold by the owner.

The owner has reopened the files and before proceeding further on the rezoning application, the applicant on behalf of the owner would like Council to consider including the properties into the SSA.

Background:

The owner would like to create an eleven (11) lot subdivision. The owner has applied to rezone the properties to Small Lot Residential (R3). A sewer serviceability review was prepared by Stantec on July 17, 2012.

Figure 1 shows the location of the proposed inclusion in relation to the existing Sewer Specified Area (in green) and it shows the location of the sewer lines (in red).

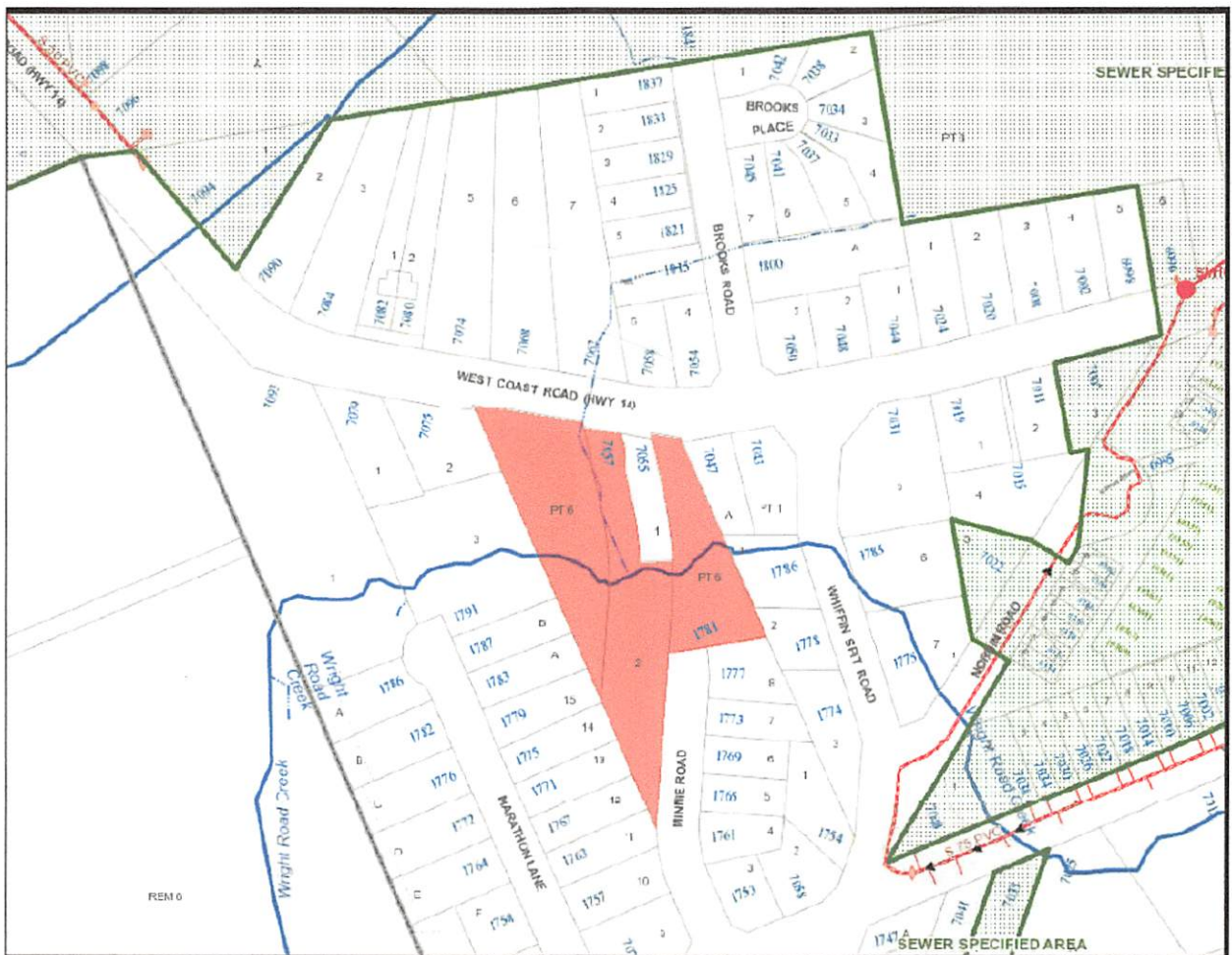


Figure 1: Existing Sewer Specified Area with Proposed Inclusion

Analysis:

The properties are located within the Community Growth Area (CGA) as identified by the Official Community Plan (OCP). Page 21 of the OCP states that the long term goal

within the CGA is to provide water and sewer services to all properties. Policy 11.5, *Sooke Core Area Local Service Area Boundary Policy*, permits Council to consider applications from individual property owners for inclusion into the SSA.

Should Council proceed with the bylaw process, the requirements of Policy 11.5, as well as Bylaw No. 281, *Sooke Core Sewer Specified Area Mandatory Connection Bylaw, 2006*, and Bylaw No. 150, *Sooke Core Sewer Specified Area Cost Recovery Bylaw, 2003*, will also be addressed.

The property has been included in the District's sewer model with our engineering provider reporting that there is capacity in existing infrastructure to accommodate the flows from the proposed connection.

Financial Impacts:

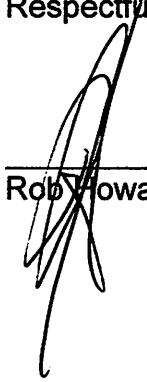
Should Council adopt a bylaw to include these properties into the Sewer Specified Area, a Capital Expansion Charge of \$2,800 per unit will be collected at the time of connection to the system as per the requirements of Bylaw No. 281. The properties will be added to the Sooke Core Sewer Specified Area Assessment Roll as per the requirements of Bylaw No. 150, and applicable Parcel Tax and Sewer Generation Charges will subsequently be collected.

Attached Documents:

1. 1781 Minnie Road and 7057 West Coast Road - Petition for Local Service Area
2. Letter from Applicant
3. May 27, 2013 Council meeting minutes
4. Property Location Map
5. Bylaw No. 560



Respectfully,



Rob Howat, Director of Development Services



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

To the Corporate Officer,

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

Property Civic Address: 1781 Minnie Rd. Sooke, B.C. V9Z 0S5

Property Legal Description: 7057 West Coast Rd. Sooke, BC. Lot 6, Section 4, Plan VIP 1282 Except 1189 & 129880 Lot 2, Section 4, Plan VIP 52401

Service and Boundaries of Local Service Area

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

Estimate of Cost of Service and Borrowing

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

Cost Recovery for Sewer System Service

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

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

Property Owner Name (please print): Bev Befus

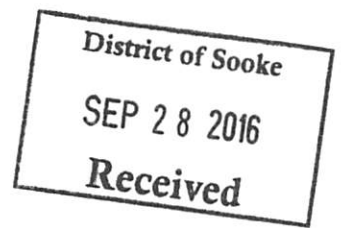
Signature: [Handwritten Signature]

Date: Dec. 3/12

Property Owner Name (please print): Sherri Befus

Signature: [Handwritten Signature]

Date: Dec. 3/12



Haldane Homes

0744112 BC Ltd.

3118C Otter Point Road Sooke, BC V9Z 0K8
250-880-0510 cell 250-642-7611 fax

To The District of Sooke Planning Department,

This application is to develop 11 lots and become part of the sewer specified area.

We would like the development to hook into the low pressure line at Wright Road and Whiffin Spit Road.

The alternate plan is to use the gravity system at West Coast Road.

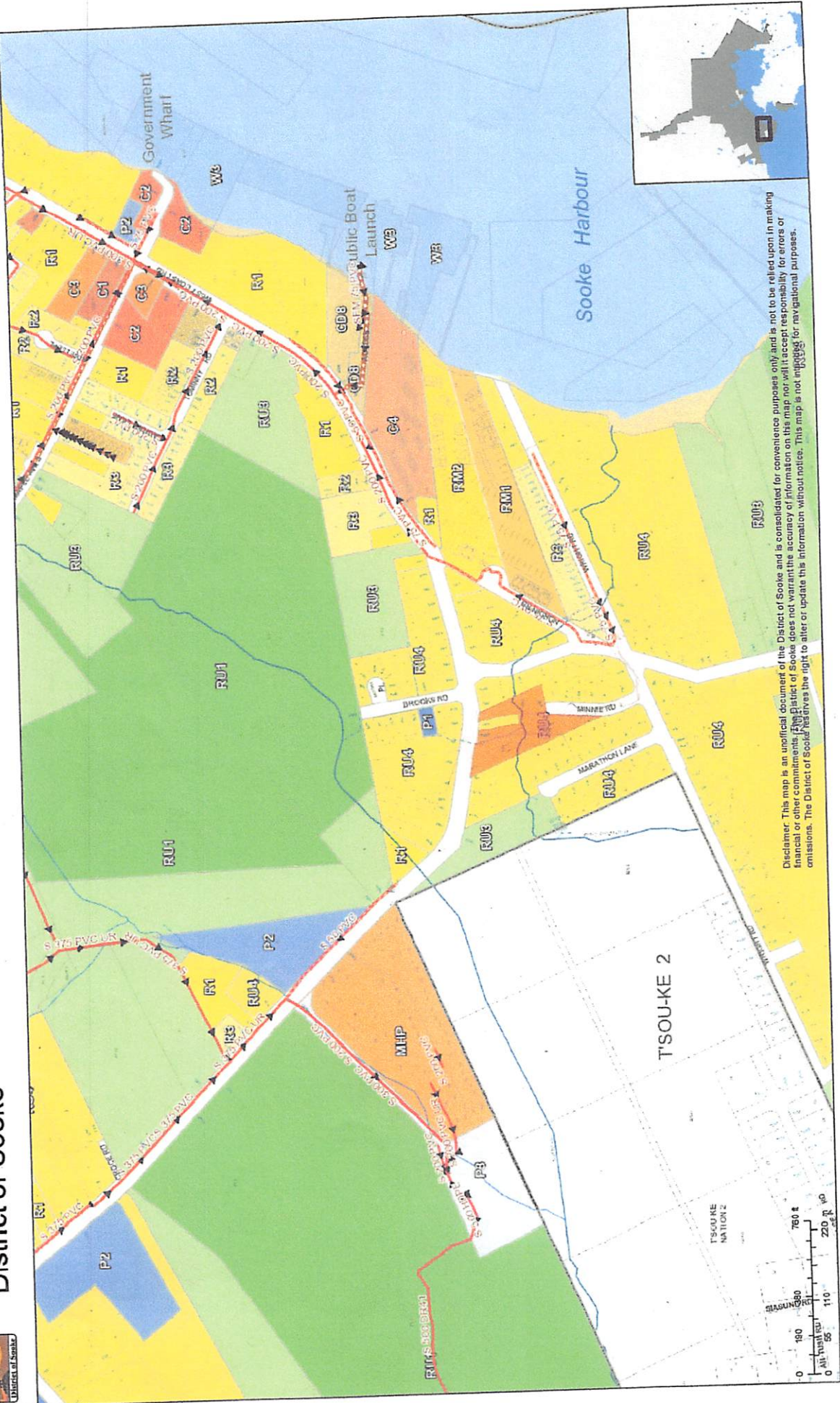
Should the sewer system be installed on Whiffin Spit Road and include the entire area we would have out system designed to gravity feed into the new one.

This application is looking for support from council before we retain an engineering design.

Yours truly,

Herb Haldane

District of Sooke



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

PROPOSED DEVELOPMENT PLAN OF LOT 6, PLAN 1282, EXCEPT PART IN PLAN 118 RW AND PLAN 29880, AND LT 2, PLAN VIP52401, BOTH OF SECTION 4, SOOKE DISTRICT.

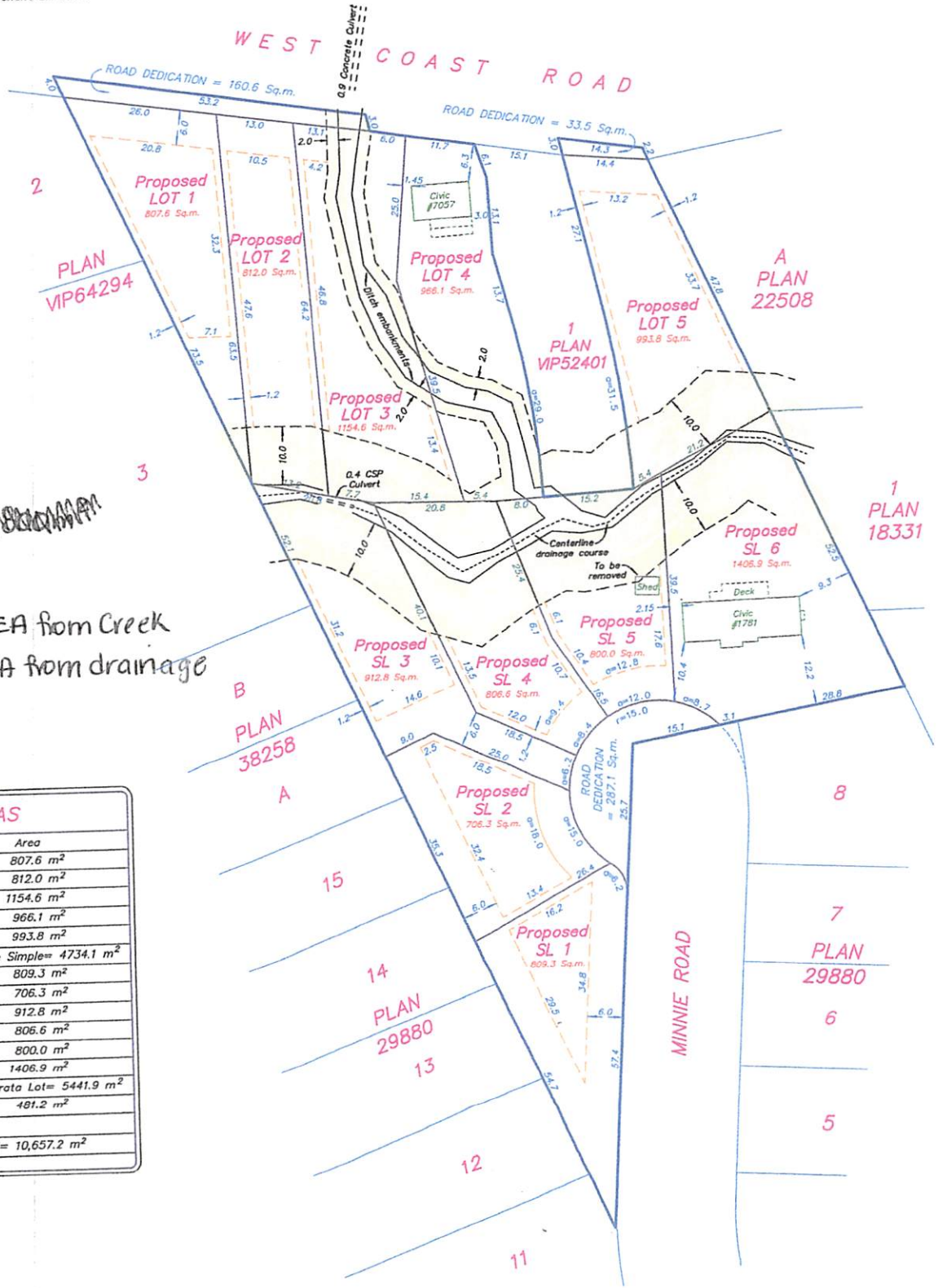
SCALE=1:500 All distances are in metres
 0 10 20 30 40 50

NOTE: Lot dimensions, areas, and offsets to boundaries shown may vary upon completion of a comprehensive legal survey.

Lot 6, Plan 1282 is subject to Restrictive Covenant 550146.
 Lot 2, Plan VIP52401 is subject to Covenant EE46885.

Field survey dated August 20, 2012.

SL Denotes Strata Lot



~~11 lots Total~~

11 lots Total

10m SPEA from Creek
 2m SPEA from drainage ditch

LOT AREAS	
Lot 1	807.6 m ²
Lot 2	812.0 m ²
Lot 3	1154.6 m ²
Lot 4	966.1 m ²
Lot 5	993.8 m ²
Total Fee Simple= 4734.1 m ²	
SL 1	809.3 m ²
SL 2	706.3 m ²
SL 3	912.8 m ²
SL 4	806.6 m ²
SL 5	800.0 m ²
SL 6	1406.9 m ²
Total Strata Lot= 5441.9 m ²	
Road Dedication	481.2 m ²
Total= 10,657.2 m ²	

File: W170-BEFUS-MN3C
 Date: September 13, 2013
 Island Land Surveying Ltd.
 1-15 Cadillac Avenue
 Victoria, B.C. V8Z 1T3
 TEL 250.475.1515 FAX 250.475.1516
 www.islandsurveying.ca



DISTRICT OF SOOKE

Minutes of the Regular Meeting of Council
held in the Council Chamber
at 2225 Otter Point Road, Sooke, BC
on May 27, 2013
6:00 p.m., Closed Portion, Meeting Room
7:00 p.m., Open Portion, Council Chamber

COUNCIL PRESENT

Mayor Wendal Milne
Councillor Bev Berger
Councillor Herb Haldane
Councillor Kevin Pearson
Councillor Rick Kasper
Councillor Kerrie Reay
Councillor Maja Tait

STAFF PRESENT (Open Portion)

Gordon Howie, Chief Administrative Officer
Michael Dillabaugh, Director of Finance
Bonnie Sprinkling, Corporate Officer
Gerard LeBlanc, Municipal Planner
Rick McLeod, Deputy Fire Chief/ESS Coordinator
Tina Hansen, Corporate Assistant

CALL TO ORDER

Mayor Milne called the meeting to order at 6:05 p.m.

MOTION TO CLOSE THE MEETING TO THE PUBLIC

MOVED to close the meeting to the public under section 90(1) of the *Community Charter* to discuss:

- 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- 90(1)(c) labour relations or other employee relations; and
- 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

CARRIED UNANIMOUSLY

CALL TO ORDER - OPEN PORTION

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

APPROVAL OF THE AGENDA

MOVED and seconded to approve the agenda as amended with the following item as new business/supplemental information:

- Item PI-1 Development Variance Permit – 6731 West Coast Road
 - Correspondence received May 24, 2013 from Hans Stope

CARRIED UNANIMOUSLY

roadway on the property frontage of Atherly Close and make provisions in the off-site design for the future installation of the streetlight infrastructure.

CARRIED UNANIMOUSLY

BYLAWS

- B-1** **Bylaw No. 560, Sooke Core Sewer Specified Area Amendment Bylaw (147-18) and Bylaw No. 558, Zoning Bylaw Amendment Bylaw (600-3) – 1781 Minnie Road and 7057 West Coast Road**

Councillor Reay declared a perception of conflict of interest with this agenda item and left the meeting at 7:43 p.m.

Mark Johnson, representative for the applicant advised that they have no objection to paying cash in lieu for park and also have no objection to working with their biologist to establish a trail through the SPEA if they can do it as it will be a benefit to the community.

Mayor Milne requested that Council move ahead to Agenda Item B-2 prior to consideration of Bylaw No. 558 and Bylaw No. 560 in order to provide staff time to clarify information as to contiguous sewers in the Official Community Plan.

Councillor Reay returned to the meeting at 8:39 p.m. in order to vote on Bylaw No. 569, *Zoning Amendment Bylaw (600-1)*.

- B-2** **Bylaw No. 569, Zoning Amendment Bylaw (600-1)**

MOVED and seconded that Bylaw No. 569, Zoning Amendment Bylaw (600-1) be adopted.

CARRIED UNANIMOUSLY

Councillor Reay left the meeting a second time at 8:43 p.m. while Council resumed discussions as to Bylaw No. 558 and Bylaw No. 560.

- B-1** **Bylaw No. 560, Sooke Core Sewer Specified Area Amendment Bylaw (147-18) and Bylaw No. 558, Zoning Bylaw Amendment Bylaw (600-3) – 1781 Minnie Road and 7057 West Coast Road**

MOVED and seconded that Bylaw No. 560, *Sooke Core Sewer Specified Area Amendment Bylaw (147-18)* be introduced and read a first time.

CARRIED

Councillor Haldane and Councillor Kasper opposed the motion

MOVED and seconded that Bylaw No. 560, *Sooke Core Sewer Specified Area Amendment Bylaw (147-18)* be read a second time.

CARRIED

Councillor Haldane and Councillor Kasper opposed the motion

MOVED and seconded that Bylaw No. 560, *Sooke Core Sewer Specified Area Amendment Bylaw (147-18)* be read a third time.

CARRIED

Councillor Haldane and Councillor Kasper opposed the motion

MOVED and seconded that Bylaw No. 558, *Zoning Amendment Bylaw (600-3)* be introduced and read a first time.

CARRIED

Councillor Haldane and Councillor Kasper opposed the motion

MOVED and seconded that Bylaw No. 558, *Zoning Amendment Bylaw (600-3)* be read a second time.

CARRIED

Councillor Haldane and Councillor Kasper opposed the motion

MOVED and seconded to direct staff to schedule a Public Hearing for Bylaw No. 558 in accordance with the requirements of the *Community Charter* and the *Local Government Act*.

CARRIED

Councillor Haldane and Councillor Kasper opposed the motion

MOVED and seconded that the adoption of Bylaw No. 558 be immediately prior to the adoption of Bylaw No. 560.

CARRIED

Councillor Haldane and Councillor Kasper opposed the motion

MOVED and seconded that prior to final adoption of Bylaw No. 558, the owner must enter into a Development Agreement by way of a section 219 covenant with the District of Sooke and that Council authorize the Mayor and the Chief Administrative Officer to execute the Development Agreement.

CARRIED

Councillor Haldane and Councillor Kasper opposed the motion

MOVED and seconded to postpone a decision on the Affordable Housing Contribution and Parkland Dedication requirements for 1781 Minnie Road and 7057 West Coast Road to following the Public Hearing.

CARRIED UNANIMOUSLY

Councillor Reay returned to the meeting at 8:53 p.m.

B-3 Bylaw No. 571, *Sooke Core Sewer Specified Area Amendment Bylaw (147-20)*

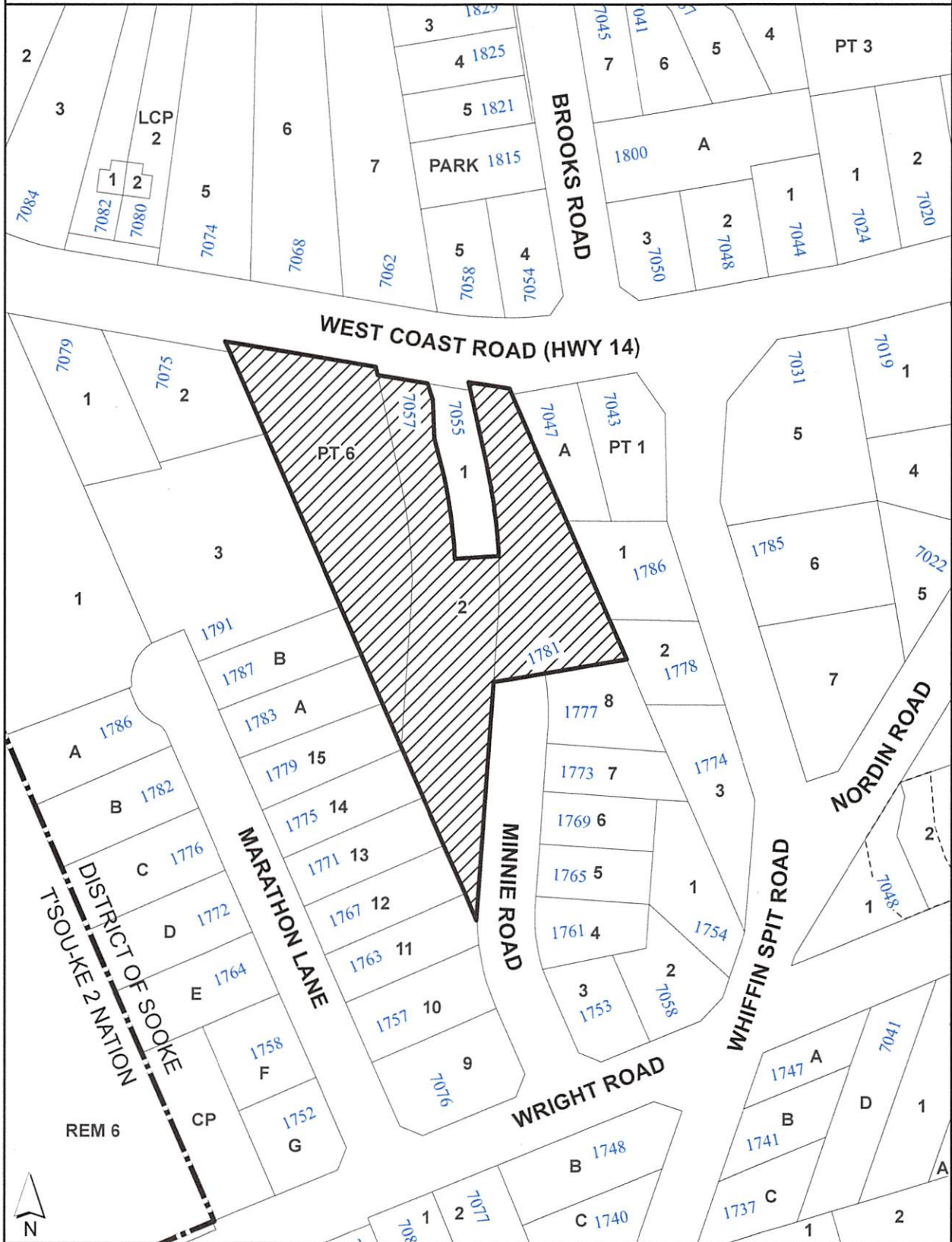
MOVED and seconded that Bylaw No. 571, *Sooke Core Sewer Specified Area Amendment Bylaw (147-20)* be introduced and read a first time.

CARRIED UNANIMOUSLY

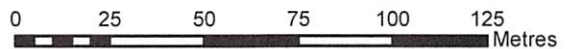


SUBJECT PROPERTY MAP

File: PLN00978



Subject Property





DISTRICT OF SOOKE

BYLAW No. 560

A bylaw to amend *Sooke Core Sewer Specified Area Bylaw, 2003* to enlarge the community sewer system service area to include parcels located at 1781 Minnie Road and 7057 West Coast Road.

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

1. This Bylaw is cited as *Sooke Core Sewer Specified Area Amendment Bylaw (147-18)*.
2. Bylaw No. 147, *Sooke Core Sewer Specified Area Bylaw, 2003* is amended in Schedule A by adding to the Sooke Core Sewer Specified Area the parcel shown outlined in black and hatched on Schedule A to this bylaw and legally described as:
 - (PID 005-887-895) *Lot 6, Section 4, Sooke District, Plan 1282, Except That Part in Plan 118 RW and Plan 29880* (also known as 1781 Minnie Road); and
 - (PID 017-349-966) *Lot 2, Section 4, Sooke District, Plan VIP52401* (also known as 7057 West Coast Road).

Petition certified sufficient and valid the 4th day of December, 2012.

Introduced and read a first time the 27th day of May, 2013.

Read a second time the 27th day of May, 2013.

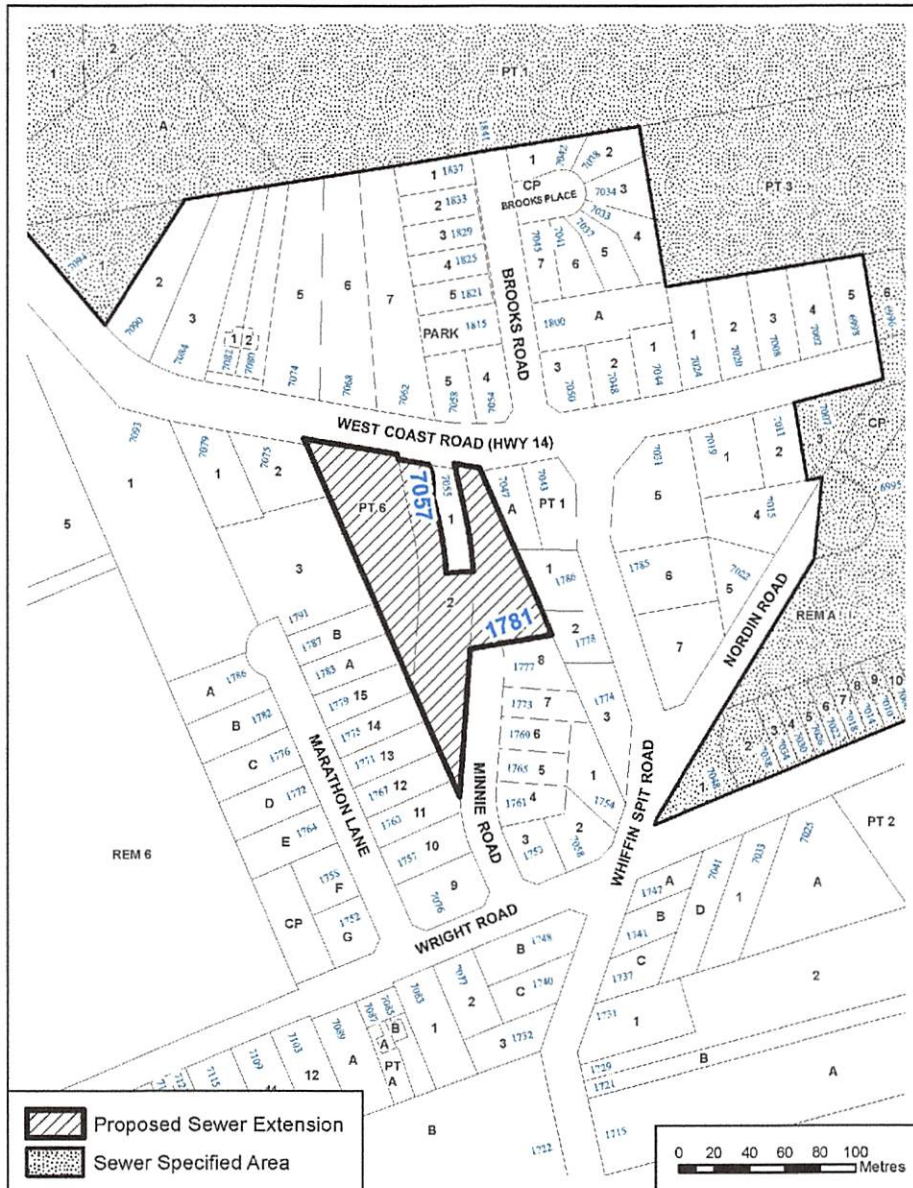
Read a third time the 27th day of May, 2013.

Adopted on the day of , 20 .

Mayor Milne
Mayor

Bonnie Sprinkling
Corporate Officer

SCHEDULE A





October 1, 2016

Dear Mayor Tait, Sooke Council and your CiB volunteers,

Congratulations on your community's 5-Blooms!

Enclosed are your Bloom Certificate and Evaluation Report prepared by our judges. You will find comments, observations and useful suggestions for your community's efforts along with the point system. Note: if there are no specific comments, the point system is an indication of possible room for improvement.

As you know, Volunteers are the backbone of this program and your community's team efforts are a testament to how well "People, Plants and Pride...Growing Together" works.

And as a representative of your community we thank you for your ongoing support of this valuable program that does so much for CommUnity Success!

Sincerely,

Darlene Kalawsky, BC CiB Chair

(250) 365-1653

darlene@kalawsky.com

Catherine Kennedy, Executive Director

(604) 576-6506

c.kennedy@telus.net

Options for next year: Continue to be evaluated to improve your score percentage, this is especially important for communities who want to compete in the National level. Or go into a non-evaluated category like the Friends or one of the membership levels. (information on back page of the 2017 registration form)

Enhancing Green Spaces
in Communities



Mise en valeur des espaces
verts au sein des collectivités

Dear Communities:

On behalf of the National Board of Directors, it is our pleasure to bring greetings to all communities of the 2016 British Columbia Communities in Bloom Edition.

We would like to thank all those involved in the continued success of the Communities in Bloom program. The commitment of local, provincial and national volunteers, the support of elected officials and staff of municipalities, the dedication of our volunteer judges, staff and organizations along with the contribution of our sponsors and partners are helping to make our communities cleaner, greener and more environmentally sound.

As we celebrate our achievements in 2016, let us prepare our communities to celebrate the 150th Anniversary of Confederation in 2017. We very humbly consider that participation in the Communities in Bloom program is the best means to celebrate our pride of country.

Thank you again for your participation and for making your communities better places to live in, to visit and to invest in.

Congratulations ...and Celebrate !

Salutations,

Bob Lewis,
National Chair

Raymond Carrière,
Founding President



People, Plants and Pride... Growing Together | Citoyens et espaces verts en harmonie... une société florissante

112, Terry Fox
Kirkland (Québec)
H9H 4M3

T 514 694-8871
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Web Site : www.communitiesinbloom.ca
Site Internet : www.collectivitesenfleurs.ca

cibcef
 communitiesinbloom



2017 PROVINCIAL EDITION

BRITISH COLUMBIA COMMUNITIES IN BLOOM

**FINAL DEADLINE:
MARCH 31, 2017**

MUNICIPALITY (PLEASE PRINT)		TOTAL POPULATION	MAYOR
NAME OF MUNICIPAL CONTACT		POSITION / TITLE	
ADDRESS		CITY	POSTAL CODE
PHONE		MUNICIPAL CONTACT EMAIL	
NAME OF COMMUNITY CONTACT OR LOCAL CiB CHAIR		WEBSITE ADDRESS FOR COMMUNITY	
PHONE		COMMUNITY CONTACT/CHAIR E-MAIL	
PARTICIPATION CATEGORIES		REGISTRATION FEE BASED ON POPULATION SIZE:	
<input type="checkbox"/> NOVICE Audit program to introduce CiB, workshop with a pair of Judges EVALUATED PARTICIPANTS ARE ONLY ELIGIBLE FOR CRITERIA AWARDS <input type="checkbox"/> PROVINCIAL EDITION (Evaluated with Bloom Rating Award) or <input type="checkbox"/> MENTOR _____ with <input type="checkbox"/> NEW COMMUNITY _____ (Both Evaluated with Bloom Rating Award, supply form and fee for each please)		<input type="checkbox"/> up to 1000 - \$475 <input type="checkbox"/> 10,001 to 20,000 - \$875 <input type="checkbox"/> 1001 to 2000 - \$575 <input type="checkbox"/> 20,001 to 50,000 - \$975 <input type="checkbox"/> 2001 to 5000 - \$625 <input type="checkbox"/> 50,001 to 100,000 \$1150 <input type="checkbox"/> 5001 to 10,000 - \$750 <input type="checkbox"/> 100,000+ - \$1450 <div style="text-align: right; color: yellow; border: 1px solid yellow; padding: 2px;">(Plus 5% GST)</div>	
NON-EVALUATED: <input type="checkbox"/> FRIENDS (½ Fee) includes a Showcase Project for newsletter			

PARTICIPANTS should plan to:

- Create a local 'in Bloom' action committee: citizens, business, service clubs and a municipal representative (Councillor, Public Works, Administrator, Parks/Recreation);
- Start with a simple budget to cover registration fee and to create community wide CiB awareness projects, i.e.: parades, tidy up days. Consider planning some fundraising events too;
- Prepare for **Judges Evaluation** to take place in mid to late July;
- Create a **Community Profile Book** (info provided) outlining the community's achievements in the specific evaluation criteria;
- Host a pair of judges during evaluation time (typically 3rd week in July): meals & accommodation, maximum 2 nights, separate rooms, same location (billeting is acceptable);
- Budget for sending a delegate or two, to the BC CiB Provincial Awards and Conference Event in the fall. This is an excellent opportunity to network with other participants and learn more about how to get the most from the CiB program.

COMMUNITY RECEIVES:

- Getting Started Package of Information;
- Help from regional representatives if required;
- Evaluation by a pair of trained BC CiB judges;
- Bloom Rating Certificate (2 to 5 blooms);
- 18+ page Evaluation Report with Comments & Suggestions presented at the Provincial Awards Ceremony in the fall;
- Information about National Competition in future years.

BENEFITS to Community:

- **Encourages Tidiness & Beautification**
- **Promotes Excellence in Environmental Initiatives**
- **Catalyst to Inventory Community's Assets**
- **Friendly Competition provides Focus & Deadline for Projects**
- **Cost Effective Measurement of Success**

Cheque payable to: BC Communities in Bloom		Mailing Address: Suite 102, 19289 Langley Bypass, Surrey, BC V3S 6K1	
AMOUNT ENCLOSED	\$ Population Fee + 5% GST = \$	GST # 8446 03670 RT0001	
PLEASE INVOICE US AT:	<input type="checkbox"/> Above Address		
CANCELLATION POLICY:	Before April 30 th a \$50.00 fee may be charged, after that, all registration fees are non-refundable.		
Request more information: <input type="checkbox"/> Membership <input type="checkbox"/> Sponsorship Catherine Kennedy (604) 576-6506 c.kennedy@telus.net			

Participation Options

REGISTRATION CATEGORIES	COST									
<p>1. NOVICE PROGRAM – First Year Audit</p> <p>Our Judge’s visit provides a face to face introduction to the CiB program criteria with your key stakeholders. No Judges Tour or Community Profile Book to organize, but be prepared to host the judges (meals with accommodation for 2-nights max.) and have 3 - 10 people ready to workshop.</p> <p>Judges will present a PowerPoint, show a sample Community Profile Book and review 3 criteria: i.e. Floral, Landscape and Tidiness. Judges will prepare some comments and suggestions. Reports are presented at the fall Awards.</p>	<p>Fee dependent upon population size - see Registration Form Front</p> <p>(Email a request for additional information)</p>									
<p>2. EVALUATED PROVINCIAL EDITION</p> <p>Starting an ‘In Bloom’ committee will help create a valuable collaboration amongst your citizens, service groups, municipal staff and business owners.</p> <p>Evaluating six criteria, the judge’s report creates a benchmark score for future improvements. Participants are awarded a Bloom Rating Certificate and receive a written report at the Provincial Awards & Conference in the fall.</p> <p>This category also includes Mentoring for an experienced CiB community to help a new participant. Separate form and fee for each. Mentor Community receives special recognition throughout the year.</p>	<p>Fee dependent upon population size – see Registration Form Front</p> <p>ONLY CATEGORY ELIGIBLE TO WIN A CRITERIA AWARD</p>									
NON-EVALUATED										
<p>3. FRIENDS*</p> <p>For communities that want recognition for ongoing CiB initiatives.</p> <p>*Added BONUS: this category is encouraged to provide a Showcase Project!</p>	<p>½ Fee dependent upon population size - see Registration Form</p>									
<p>4. PROVINCIAL MEMBERSHIP</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">a) Individual</td> <td style="width: 20%;">\$20</td> <td style="width: 30%;">Voting</td> </tr> <tr> <td>b) Showcase*</td> <td>\$100</td> <td>Non-Voting</td> </tr> <tr> <td>c) Community*</td> <td>\$500</td> <td>Non-Voting</td> </tr> </table> <ul style="list-style-type: none"> - Newsletters (10+ issues/year) - Invitation to AGM (voting privileges for individual membership only) - Invitation to fall Awards and Conference - Entry point for judging (upon approved application) 	a) Individual	\$20	Voting	b) Showcase*	\$100	Non-Voting	c) Community*	\$500	Non-Voting	<p>As per the 2017 Membership Form (see BC CiB website to download form and additional benefits)</p>
a) Individual	\$20	Voting								
b) Showcase*	\$100	Non-Voting								
c) Community*	\$500	Non-Voting								
<p>5. SHOWCASE PROJECT* (non-evaluated)</p> <p>Profile for a specific project or geographical segment within a community. Open to everyone in British Columbia, submissions also accepted from other levels of CiB. Provide 100 words & 3 photos.</p>	<p>Entries will be featured in our BC CiB newsletter.</p> <p>Fee: \$100</p>									
All Registered Participants will receive recognition on our Map, Press Releases, Website and Fall Awards										

Suite 102, 19289 Langley Bypass, Surrey, BC V3S 6K1 | (604) 576-6506 | www.bccib.ca

BC Communities in Bloom

2017 Membership

This is a great opportunity to recognize your contribution to this province and support our organization.

CATEGORIES & BENEFITS		Newsletter	Privileges	Invite to Awards	Bonus
1	\$ 20 INDIVIDUAL MEMBER	✓	Voting*	✓	Judges Entry Point
2	\$100 SHOWCASE MEMBER	✓	Non-Voting	✓	Showcase Project
3	\$500 COMMUNITY MEMBER	✓	Non-Voting	✓	Showcase Project

Membership Benefits

- Newsletters (10+ issues/year)
- Invitation to fall Awards and Conference
- Invitation to Annual General Meeting
*Individuals only have Voting privileges but may select Non-Voting if desired.
- Bonus:
 - Entry point for judging (upon approved application) or
 - Newsletter profile to showcase a project in your community (separate form)

POTENTIAL MEMBERS:

- Individuals, Communities or Businesses with an interest in furthering the objectives of the BC Communities in Bloom society.
- Groups or individuals from past, present and future local CiB committees
- Future BC CiB Board Members and Judges

LEGAL:

- Applicant must reside in BC to be a member or with permission from the BC CiB Board.
- Per the BC CiB Constitution and Bylaws our Board has the right of refusal.

Name of Individual:		<input type="checkbox"/> Voting <input type="checkbox"/> Nonvoting
Name of Community or Business:		<input type="checkbox"/> Is this a renewal?
City/Province/Postal Code:		
Phone		
*Email (required)		
#____ Membership Category \$ _____ Fee enclosed <input type="checkbox"/> Or please send an invoice <input type="checkbox"/>	Fee payable to: BC Communities in Bloom, #102 - 19289 Langley Bypass Surrey, BC V3S 6K1 Fax (604) 574-7773	
REQUEST FOR MORE INFO: <input type="checkbox"/> Judging <input type="checkbox"/> Board Member <input type="checkbox"/> Showcase Project <input type="checkbox"/> Newsletter Advertising <input type="checkbox"/> Conference Hosting <input type="checkbox"/> Sponsorship Program	FOR OFFICE USE ONLY: <input type="checkbox"/> Fee Paid or <input type="checkbox"/> Send Invoice Invoice or receipt number: _____ Membership number: _____ Voting or Non-Voting: _____	



www.bccib.ca

Membership shows your support for the British Columbia Communities in Bloom Society – Thank You!

October 21, 2016

File: 0360-20

Mayor Maja Tait and Sooke Council:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Sincerely,



Director Susan Brice
Chair, Capital Regional District Transportation Select Committee

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

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

REGIONAL TRANSPORTATION SERVICE FAQ

Why is the Transportation Service needed?

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

Who is asking for the transportation service?

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

What will change with a transportation service?

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

How will the service be funded?

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

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

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

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

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

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

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

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

Will the service replace local transportation functions?

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

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

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

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

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

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

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

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

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

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

Background Facts

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

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4093**

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

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

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

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

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

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

1. Service

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

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

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

2. Boundaries

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

3. Participating Areas

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

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

4. Cost Recovery

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

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

5. Maximum Requisition

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

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

6. Citation

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

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

Chair

Corporate Officer

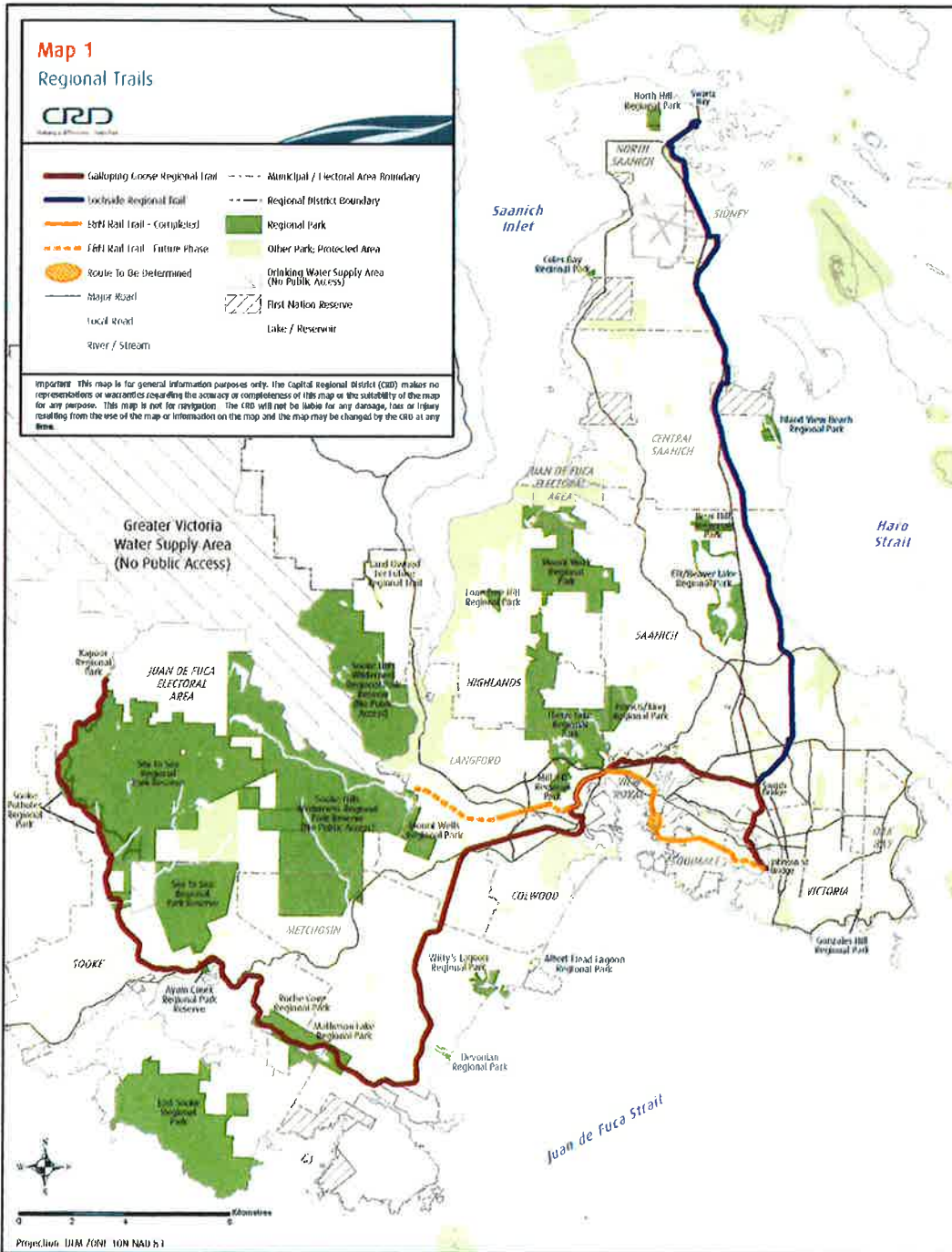
FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS	day of	2016
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Schedule "A"

Designated Regional Trails

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

See Map1 for general trail locations



**CAPITAL REGIONAL DISTRICT
CORPORATE POLICY AND PROCEDURES**



Making a difference...together

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

POLICY:

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

PURPOSE:

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

RESPONSIBILITIES:

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

SCOPE:

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

PROCEDURE:

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

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

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

Attachment 3

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

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

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

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

Subject: FW: Please Complete: Needs Assessment Survey - Sponsorship Training for Arts Organization

From: Kenji Maeda [mailto:k_maeda@businessforthearts.org]
Sent: Wednesday, November 02, 2016 10:53 AM
To: Kenji Maeda <k_maeda@businessforthearts.org>
Subject: Please Complete: Needs Assessment Survey - Sponsorship Training for Arts Organization

Hello,

I hope you or someone from the City can fill out this needs assessment survey for your community.

Community Needs Assessment Survey: Sponsorship Training for Arts Organizations

Business for the Arts' (BftA) would like to hear from local governments across BC about their interest, capacity, and community needs in order to help organizations increase capacity and acquire the skills and confidence to seek out private funding.

artsVest is BftA's national flagship program that works directly with small to mid-sized arts organizations, equipping them with in-depth training, tools and mentorship, along with the opportunity to access matching grants.

For more information, and to complete the survey by **November 15**, visit:
<http://www.surveygizmo.com/s3/3141974/b422abe231bc>

--

Kenji Maeda

artsVest British Columbia Program Manager • Directeur du programme artsVest Colombie-Britannique

Business for the Arts • Les affaires pour les arts
t. (604) 619-2610 • e. k_maeda@businessforthearts.org

Business for the Arts logo


Inspiring Canada's business community to partner with the arts to ensure a thriving cultural sector. Encourager le monde des affaires du Canada à établir des partenariats avec les arts et garantir la vitalité du secteur culturel

Constance MacDonald

District of Sooke
NOV 04 2016
Received

From: Elizabeth Olsen <eolsen@crd.bc.ca>
Sent: Friday, November 04, 2016 3:05 PM
To: [redacted] info@westernfoods.com, info@sookeregionmuseum.com, [redacted] info@sookerotary.com; 'president@cupe1978.com'; president@sookerotary.com; info@sookeregionalchamber.com; [redacted] Info; [redacted]
Subject: SEAPARC- BC Children's Hospital 8th Annual Festival of Tree's
Attachments: 2016 FOT Sooke Sponsorship Package.pdf

SEAPARC is hosting the 8th Annual BC Children's Hospital Festival of Tree's from December 4th to January 4th. Last year we raised over \$1650 dollars for this amazing cause that affect so many kids and families in our own community. Please take a moment and consider sponsoring a tree. The cost to sponsor a Tree's is \$250, the tree and lights are provided and will be set up for you and your team to decorate on December 4th. Send me an email or give me a call if you are interested or have questions. Be as creative as you want too or advertise your business. BC Children's hospital helps so many kids right here in Sooke. 256 children and their families from Sooke made 708 visits to BC Children's Hospital in 2015.

There is still time to sponsor a tree! 

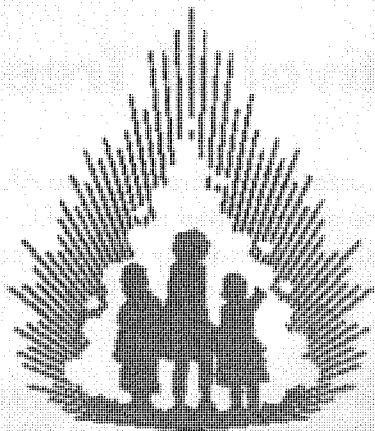
Elizabeth Olsen
Aquatic Programmer
SEAPARC Leisure Complex
250.642.8007
eolsen@crd.bc.ca
www.seaparc.ca



Check us out on FACEBOOK!

This message is intended only for the use of the individual or entity named above, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or their employee or agent responsible for receiving the message on their behalf your receipt of this message is in error and not meant to waive privilege in this message. Please notify us immediately, and delete the message and any attachments without reading the attachments. Any dissemination, distribution or copying of this communication by anyone other than the intended recipient is strictly prohibited. Thank you. Please consider the environment before printing this email.

Original to File No. 0320-01	
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 type="checkbox"/>



FESTIVAL OF TREES

IN SUPPORT OF DC CHILDREN'S HOSPITAL

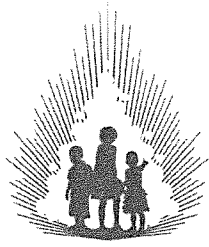


PHOTO: PETER LINNARD / GETTY IMAGES

Tree Sponsor
Package

2016
SOOKE





FESTIVAL OF TREES
IN SUPPORT OF BC CHILDREN'S HOSPITAL

What is Festival of Trees?

Every year the Festival of Trees creates lush forests of beautifully decorated trees across the province to raise much-needed funds for BC Children's Hospital. The festival knits together the incredibly generous community of Sooke in what has become a cherished holiday tradition and the unofficial kick-off to the holiday season in the city.

The 8th annual Sooke Festival of Trees will be held at SEAPARC Leisure Complex from December 4, 2016 through to January 4, 2017.

The event's sponsors, local businesses, organizations and individuals decorate trees in a creative and beautiful fashion. The festival invites visitors to browse through the holiday displays and donate to vote for their favourite trees. At the same time, the event offers sponsors an invaluable opportunity to demonstrate community leadership, show their creative talents and support child health.

How Does The Festival of Trees Help Sooke Kids?

Your local community: Sooke

256 children and their families from Sooke made 708 visits to BC Children's Hospital in 2015.

Your greater community: Vancouver Island

2,761 patients from across Vancouver Island made 7,900 visits to BC Children's Hospital in 2015.

Your province: British Columbia

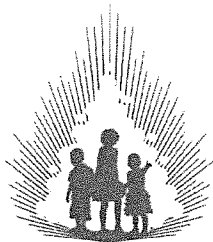
86,634 patients from across BC and the Yukon made 234,879 visits to BC Children's Hospital in 2015.



Ali, Vancouver Island Patient

"The Festival of Trees is the highlight of the year for our office. The opportunity to give something to those that need it most, our future generations, is the most worthwhile thing any of us can do. We take enormous pride in our involvement with the event."

- Mary Lou Newbold, Tree Sponsor, Mayfair Optometric Clinic



FESTIVAL OF TREES
IN SUPPORT OF BC CHILDREN'S HOSPITAL

Imagine Your Tree

Sponsoring a tree is a fun and meaningful way to support BC Children's Hospital while providing your organization with the opportunity to engage with the community. Here are some ideas on how you can make the most of your Festival of Trees sponsorship:

- Creativity is encouraged—use this opportunity to raise awareness for your organization.
- Use the event as a means to recognize employees and enhance team-building.
- We know your tree will be beautiful, so share it! Invite clients, business partners, friends and family to the festival to vote for their favourite tree (yours, of course.)



BC Road Builders & Heavy Construction Association



Lush Cosmetics



Victoria Royals powered by itgroove

"Who wouldn't want to be involved in an event that is fun, festive and supports a remarkable charity that does incredible things for BC's sick children? That, in combination with your business being advertised to thousands of people during the event makes it a very valuable event to be involved in."

- Kyla Hewlett, Tree decorator, The Discovery Club



Tree Sponsor Benefits

As tree sponsors you are the stars of the show and we've created a benefit package to highlight your support and community involvement. Review the below opportunities, fill out the registration form, and experience the magic of the festival this holiday season!

SPONSORSHIP BENEFITS*

Your tree displayed in the SEAPARC Leisure Centre for the duration of the festival

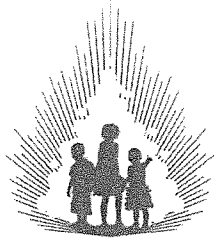
Your organization featured on signage next to your tree

Your organization featured on the Festival of Trees sponsor webpage

Your organization featured on festival sponsor signage

* For more information regarding tax receipting policies on tree sponsorships, please contact BC Children's Hospital Foundation at (250) 382-1529





FESTIVAL of TREES
IN SUPPORT OF BC CHILDREN'S HOSPITAL

Registration Form

Tree Set-Up & Decorating

Anytime on Sunday, December 4, 2016
SEAPARC Leisure Complex

Tree Take-Down

Wednesday, January 4, 2017
SEAPARC Leisure Complex

COMPANY NAME

.....

CONTACT NAME

EMAIL

.....

PHONE

FAX

.....

ADDRESS

.....

CITY

.....

PROVINCE

POSTAL CODE

.....

We would like to support the Festival of Trees in the following way(s):

- We would like to sponsor a tree in the SEAPARC Leisure Complex for \$250
- We would like to have our tree undecorated for us for an additional \$50
- We are unable to commit to a sponsorship but would like to make a tax-receiptable donation in the amount of \$.....
- Please send information about the Victoria, Port Alberni, Nanaimo, Osoyoos and Vancouver festivals.
- We would like to receive information about other BC Children's Hospital Foundation events.



For more information please contact Elizabeth Olsen at eolsen@crd.bc.ca or (250) 642-8007

Please submit forms on or before November 15, 2016 by:

Mail:

SEAPARC Leisure Complex
2168 Phillips Rd
Sooke, BC V9Z 0Y3

Email:

eolsen@crd.bc.ca

PAYMENT METHOD:

- VISA AMEX MasterCard Cheque Cash Please Invoice

CARD NUMBER

.....

EXP. DATE (MM/YY)

NAME OF CARDHOLDER

.....

CARDHOLDER'S SIGNATURE

.....



0540-01

Administration
Box 3333 | 6250 Hammond Bay Road
Nanaimo, BC Canada V9R 5N3
t: 250.758.4697 f: 250.758.2482
e: info@virl.bc.ca w: www.virl.bc.ca

District of Sooke
NOV 07 2016
Received

November 2, 2016

Original sent via email

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

Dear Mayor Tait,

Re: Appointment to the 2017 Vancouver Island Regional Library Board

As the new year approaches, it is time to consider your representation on the Board of Trustees of Vancouver Island Regional Library – the fifth largest library system in British Columbia serving more than 410,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the Central Coast. Vancouver Island Regional Library enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

As per the *British Columbia Library Act*, "each municipality and/or regional district that is party to the regional library district must, by resolution, appoint a representative and an alternate representative each December at the first meeting of the municipal council or regional district board. A member of the library board holds office for a term of one year: January 1 - December 31, or for the remainder of the year for which the appointment is made. A member is eligible for reappointment, but no member may serve for more than eight consecutive years. Reappointment of sitting members is encouraged in the interest of continuity..."

Provincial legislation requires certified resolutions be submitted to Vancouver Island Regional Library by December 15, 2016. VIRL Board of Trustees also requires its members to complete a *Statement of Financial Disclosure* on an annual basis (a copy of the form on file with your municipality/district is acceptable). Thus, please find enclosed both a 2017 Appointment form and statement of financial disclosure form for your appointed Board member and Alternate member. Also attached is a nominations form, should your appointed Board member be interested in running for a position on the VIRL Executive Committee.

Please complete the enclosed forms and return with a copy of the certified resolution by December 15, 2016 to the attention of Heather Mink Zuvich, Executive Assistant, by mail, email: hminkzuvich@virl.bc.ca or fax: 250.758.2482.

If you require additional information, please contact Ms. Mink Zuvich by phone: 250-729-2310 or email. Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,

Rosemary Bonanno, BA MLS
Executive Director

Cc: Teresa Sullivan, CAO, District of Sooke

Encs.

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port Mudge Port Renfrew Quadra Island Qualicum Beach Queen Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay Woss



**Board of Trustees
2017 Appointment Form
Trustee**

The _____ has appointed _____ as *Trustee* on the
Municipality/ Regional District *name and title*
Vancouver Island Regional Library Board for the year 2017. The term of the appointment is
January 1 – December 31, 2017. This appointment will continue until a successor is appointed, as
provided under Section 18(3) of the Library Act, unless the member is removed for cause as provided
under Section 18(4) of the Library Act.

Representative's Information

Home Address: _____
City: _____ Postal Code: _____

Courier Address: _____
 check if same as above _____
City: _____ Postal Code: _____

Email (please check preferred email address)

Home: _____ Municipal: _____
 Other: _____

Phone (please check preferred contact number)

Home: _____ Municipal: _____
 Other: _____

Birthdate (required for insurance purposes)

Day: _____ Month: _____ Year: _____

Staff Contact

Name: _____ Position: _____
Telephone: _____ Email: _____

Signature *Date*

Please attach a certified copy of the resolution.



**Board of Trustees
2017 Appointment Form
Alternate**

The _____ has appointed _____ as *Alternate* on the
Municipality/ Regional District *name and title*
Vancouver Island Regional Library Board for the year 2017. The term of the appointment is
January 1 – December 31, 2017. This appointment will continue until a successor is appointed, as
provided under Section 18(3) of the Library Act, unless the member is removed for cause as provided
under Section 18(4) of the Library Act.

Representative's Information

Home Address: _____
City: _____ Postal Code: _____

Courier Address: _____
 check if same as above _____
City: _____ Postal Code: _____

Email (please check preferred email address)

Home: _____ Municipal: _____
 Other: _____

Phone (please check preferred contact number)

Home: _____ Municipal: _____
 Other: _____

Birthdate (required for insurance purposes)

Day: _____ Month: _____ Year: _____

Staff Contact

Name: _____ Position: _____
Telephone: _____ Email: _____

Signature *Date*

Please attach a certified copy of the resolution.



Statement of Disclosure Financial Disclosure Act

You must complete a Statement of Disclosure form if you are:

- a nominee for election to provincial or local government office*, as a school trustee or as a director of a francophone education authority
- an elected local government official
- an elected school trustee, or a director of a francophone education authority
- an employee designated by a local government, a francophone education authority or the board of a school district
- a public employee designated by the Lieutenant Governor in Council

**("local government" includes municipalities, regional districts and the Islands Trust)*

Who has access to the information on this form?

The Financial Disclosure Act requires you to disclose assets, liabilities and sources of income. Under section 6 (1) of the Act, statements of disclosure filed by nominees or municipal officials are available for public inspection during normal business hours. Statements filed by designated employees are not routinely available for public inspection. If you have questions about this form, please contact your solicitor or your political party's legal counsel.

What is a trustee?– s. 5 (2)

In the following questions the term "trustee" does not mean school trustee or Islands Trust trustee. Under the Financial Disclosure Act a trustee:

- holds a share in a corporation or an interest in land for your benefit, or is liable under the Income Tax Act (Canada) to pay income tax on income received on the share or land interest
- has an agreement entitling him or her to acquire an interest in land for your benefit

Person making disclosure:	<input type="text"/>	<input type="text"/>
	<i>last name</i>	<i>first & middle name(s)</i>
Street, rural route, post office box:	<input type="text"/>	
City:	<input type="text"/>	Province: <input type="text"/>
		Postal Code: <input type="text"/>
Level of government that applies to you:	<input type="radio"/> provincial <input type="radio"/> local government <input type="radio"/> school board/francophone education authority	

If sections do not provide enough space, attach a separate sheet to continue.

Assets – S. 3 (a)

List the name of each corporation in which you hold one or more shares, including shares held by a trustee on your behalf:

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Liabilities – s. 3 (e)

List all creditors to whom you owe a debt. Do not include residential property debt (mortgage, lease or agreement for sale), money borrowed for household or personal living expenses, or any assets you hold in trust for another person:

<i>creditor's name(s)</i>	<i>creditor's address(es)</i>

Income – s. 3 (b-d)

List each of the businesses and organizations from which you receive financial remuneration for your services and identify your capacity as owner, part-owner, employee, trustee, partner or other (e.g. director of a company or society).

- Provincial nominees and designated employees must list all sources of income in the province.
- Local government officials, school board officials, francophone education authority directors and designated employees must list only income sources within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

<i>your capacity</i>	<i>name(s) of business(es)/organization(s)</i>

Real Property – s. 3 (f)

List the legal description and address of all land in which you, or a trustee acting on your behalf, own an interest or have an agreement which entitles you to obtain an interest. Do not include your personal residence.

- Provincial nominees and designated employees must list all applicable land holdings in the province
- Local government officials, school board officials, francophone education authority directors and designated employees must list only applicable land holdings within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

<i>legal description(s)</i>	<i>address(es)</i>

Corporate Assets – s. 5

Do you individually, or together with your spouse, child, brother, sister, mother or father, own shares in a corporation which total more than 30% of votes for electing directors? (Include shares held by a trustee on your behalf, but not shares you hold by way of security.)

no yes

If yes, please list the following information below & continue on a separate sheet as necessary:

- the name of each corporation and all of its subsidiaries
- in general terms, the type of business the corporation and its subsidiaries normally conduct
- a description and address of land in which the corporation, its subsidiaries or a trustee acting for the corporation, own an interest, or have an agreement entitling any of them to acquire an interest
- a list of creditors of the corporation, including its subsidiaries. You need not include debts of less than \$5,000 payable in 90 days
- a list of any other corporations in which the corporation, including its subsidiaries or trustees acting for them, holds one or more shares.

_____ *signature of person making disclosure*

_____ *date*

Where to send this completed disclosure form:

Local government officials:

... **to your local chief election officer**

- with your nomination papers, and

... **to the officer responsible for corporate administration**

- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

School board trustees/ Francophone Education Authority directors:

... **to the secretary treasurer or chief executive officer of the authority**

- with your nomination papers, and
- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

Nominees for provincial office:

- with your nomination papers. If elected you will be advised of further disclosure requirements under the *Members' Conflict of Interest Act*

Designated Employees:

... **to the appropriate disclosure clerk (local government officer responsible for corporate administration, secretary treasurer, or Clerk of the Legislative Assembly)**

- by the 15th of the month you become a designated employee, and
- between the 1st and 15th of January of each year you are employed, and
- by the 15th of the month after you leave your position

Print Form

Clear Form



**Board or Trustees
2017 Nominations Form**

2017 Nominations

Name:		
Municipality / Regional District:		
Candidate for the position of:		
<input type="checkbox"/> Chair	<input type="checkbox"/> Vice-Chair	<input type="checkbox"/> Executive Committee
<u>Biography</u> (please include relevant experience):		

Please return completed forms no later than December 16, 2016 to Heather Mink Zuvich, Executive Assistant:

Email: hminkzuvich@virl.bc.ca / Fax: 250-758-2482
 Or visit www.virltrustee.com to complete & submit an online pdf form.



District of Sooke

NOV 07 2016

Received

TO: AVICC Corporate Officers
FROM: Liz Cookson
DATE: November 1, 2016
RE: **AVICC Resolutions Notice/Request for Submission;
Call for Nominations for AVICC Executive Committee;
Call for Presentations**

The following message and attachment were emailed through your local government contacts with a request to forward on to your Mayor and Council or Chair and Board, your CAO and yourselves. So as to ensure that there is no inadvertent lack of communication, I am sending you this copy via regular mail.

Resolutions Notice/Request for Submission and Call for Nominations

Attached is the Resolutions Notice/Request for Submissions and the Call for Nominations for the AVICC Executive. Covering the two documents is a memo from President Price on behalf of Executive seeking members' continued assistance in strengthening the resolutions process.

Please note that this year's resolution and nomination deadline is **Tuesday, February 21, 2017**.

Call for Presentations – 2017 AVICC AGM & Convention

Members are encouraged to submit proposals for sessions they would like to see included in the 2017 AGM & Convention, especially if they relate to resolutions they expect to forward on new policy topics.

Proposals may be submitted online at

http://ubcm.formstack.com/forms/avicc_2017_session_proposal by **December 2, 2016**.

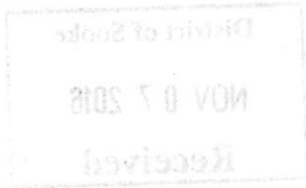
2016 AVICC AGM & Convention Minutes

The Minutes of the 67th Annual Convention held April 8-10, 2016 in Nanaimo are posted on the website at <http://avicc.ca/category/resources/agmconvention-minutes/> The minutes are considered draft until approved by the membership at next year's Convention. Also posted on the website are copies of PowerPoint presentations for various sessions held within the Convention program, and the disposition of Resolutions from the Nanaimo Convention.

525 Government St, Victoria, BC V8V 0A8

Email: avicc@ubcm.ca • Tel: 250-356-5122 • Fax: 250-356-5119 • www.avicc.ca

Representing Local Government on Vancouver Island, Sunshine Coast, Powell River and Central Coast



TO: Mayors and Councils, Chairs and Boards
Chief Administrative Officers, Corporate Officers

FROM: President Barbara Price

DATE: November 1, 2016

RE: **RESOLUTIONS NOTICE/REQUEST FOR SUBMISSIONS
CALL FOR NOMINATIONS FOR AVICC EXECUTIVE COMMITTEE**

Attached is the Resolutions Notice/Request for Submissions and the Call for Nominations for the AVICC Executive. Please note that this year’s resolution and nomination deadline is **Tuesday, February 21, 2017.**

Both AVICC and UBCM members strongly believe in the value of resolutions debate and continually seeks ways to improve the process. AVICC strives to mirror and complement UBCM’s processes in order to develop efficiency and ease of understanding for delegates.

Debating of Resolutions by the Area Association in Advance of Submission to UBCM

We have asked for members’ assistance in bringing forward resolutions for consideration at the Area Association as opposed to submitting them directly to UBCM and have appreciated that you have responded.

Number of Resolutions

We continue to hear from delegates during the AVICC Resolutions Sessions that some of the resolutions being considered are too general or focus on topics that are not under local government purview. Another concern is that bringing forward too many resolutions detracted from debate on the most important issues, and might not be to the benefit of local government because other levels of government could get side tracked on issues that are of lesser importance. Let’s continue to ensure that resolutions that are being brought forward are specific and focus on new issues of provincial or AVICC-wide interest.

Late Resolutions

Last year, AVICC received six resolutions after the regular resolutions deadline with only one recommended that it be admitted for debate as a result of meeting the late resolutions criteria.

All three issues noted above will continue to be improved by adhering to the following two recommendations:

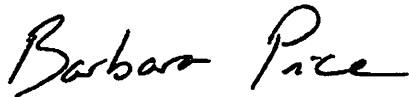
525 Government St, Victoria, BC V8V 0A8
Email: avicc@ubcm.ca • Tel: 250-356-5122 • Fax: 250-356-5119 • www.avicc.ca

Representing Local Government on Vancouver Island, Sunshine Coast, Powell River and Central Coast

- ✓ Forward your resolutions for debate first to our AVICC AGM & Convention by the regular resolutions deadline of **Tuesday, February 21, 2017**.
- ✓ Focus resolutions on new issues of provincial or AVICC-wide interest avoiding repeat resolutions by checking the UBCM Resolutions database available through the website at www.ubcm.ca. Click on the Resolutions and Policy tab at the top of the page. It will be possible to enter a search to locate any Resolutions on the same topic that have been considered in the past and what the response has been.

Included with the Resolutions Notice are guidelines for preparing and submitting resolutions. We appreciate all efforts to expedite and facilitate the debate among members.

Sincerely,

A handwritten signature in cursive script that reads "Barbara Price".

Councillor Barbara Price,
President, AVICC



2017 AGM & CONVENTION

RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: **FEBRUARY 21, 2017**

SUBMISSION REQUIREMENTS

Resolutions submitted to the AVICC for consideration shall be received as follows:

1. One copy of the resolution by regular mail to:
AVICC
525 Government Street
Victoria, BC
V8V 0A8

AND

2. One copy submitted electronically either through the online submission form or by email (submitting the resolution in MS Word is preferred):
 - a) Online http://ubcm.formstack.com/forms/avicc_2017_resolutions_submission_form
 - b) Email to avicc@ubcm.ca (Word version of the resolution itself preferred)
- The resolution should not contain more than two "whereas" clauses; and
 - Background documentation **must** accompany each resolution submitted.

Sponsors should be prepared to introduce their resolutions on the Convention floor.

LATE RESOLUTIONS

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution must be forwarded to the AVICC by the Wednesday noon preceding the date of the Annual General Meeting. This year's late resolution deadline is **April 5, 2017**.
- b. Late resolutions shall be available for discussion after all resolutions printed in the Resolutions Book have been debated.
- c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
- d. In the event that a late resolution is recommended to be admitted for discussion AVICC shall produce sufficient copies for distribution to the Convention.

AVICC AGM & Convention – April 7-9, 2017 – Campbell River

UBCM ASKS FOR RESOLUTIONS TO BE CONSIDERED BY THE AREA ASSOCIATIONS FIRST

UBCM urges members to submit resolutions first to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

A resolution should be submitted directly to UBCM only if the resolution addresses an issue that arises after the Area Association annual meeting. In this case, local governments may submit council- or board-endorsed resolutions to UBCM prior to June 30 each year. Should this be necessary, detailed instructions are available under the Resolutions tab on <http://www.ubcm.ca>.

UBCM RESOLUTIONS PROCESS

1. Members submit their resolutions to their Area Association for debate.
2. The Area Association submits the endorsed resolutions to UBCM.
3. The UBCM Resolution Committee reviews the resolutions for submission to the UBCM Convention.
4. Endorsed resolutions at the UBCM Convention are submitted to the appropriate level of government for responses.
5. Once the provincial responses have been conveyed to the UBCM they are forwarded to the sponsor for their review.

GUIDELINES FOR PREPARING RESOLUTIONS FROM THE UBCM

The Construction of a Resolution:

All resolutions contain a preamble and enactment clause. The preamble describes *the issue and* the enactment clause outlines *the action being* requested. A resolution should answer the following three questions:

- What is the problem?
- What is causing the problem?
- What is the best way to solve the problem?

Preamble:

The preamble commences with a recital, or "WHEREAS", clause. This is a concise paragraph about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two preliminary clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

Enactment Clause:

The enactment clause begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a specific action by AVICC and UBCM.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

How to Draft a Resolution:

1. ***Address one specific subject in the text of the resolution.***

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand quickly.

2. Use simple, action-oriented language and avoid ambiguous terms.

Explain the background briefly and state the desired action clearly. Delegates can then consider the resolution without having to parse complicated text or vague concepts.

3. Provide factual background information.

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood.

Two types of background information help to clarify the "intent" of a resolution:

i **Supplementary Memo:**

A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

ii **Council/Board Report:**

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without adequate background information will not be considered until the sponsor has been consulted and has provided documentation outlining the intent of the resolution.

4. Construct a brief, descriptive title.

A title assists to identify the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the Annual Report and Resolutions Book and for clarity of intent, a title should be no more than three or four words.

5. Check legislative references for accuracy.

Where necessary, identify:

- The correct jurisdictional responsibility (e.g., ministry or department within the provincial or federal government); and
- The correct legislation, including the name of the Act.

6. Focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across the province. This will support proper debate on the issue and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts.

7. Avoid repeat resolutions.

In the past, Resolutions have often come back year after year on the same topic. Members and staff are encouraged to search the UBCM Resolutions database available through the website at www.ubcm.ca. Click on the Resolutions and Policy tab at the top of the page. It will be possible to locate any Resolutions on the same topic that have been considered in the past and what the response has been.

8. Ensure that your own local government's process for handling/approving of resolutions to AVICC/UBCM is followed.

UBCM GOLD STAR AND HONOURABLE MENTION RESOLUTIONS

The UBCM Gold Star and Honourable Mention resolution recognition initiative was launched at the 2003 UBCM Convention, and is intended to encourage excellence in resolutions drafting and to assist UBCM members in refining their resolutions in preparation for submission to the annual UBCM Convention.

To be awarded the UBCM Gold Star or Honourable Mention recognition, a resolution must meet the standards of excellence established in the following Gold Star Resolutions Criteria, which are based on the resolution:

1. Resolution must be properly titled.
2. Resolution must employ clear, simple language.
3. Resolution must clearly identify problem, reason and solution.
4. Resolution must have two or fewer recital (WHEREAS) clauses.
5. Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.
6. Resolution must focus on a single subject, must be of local government concern province-wide and must address an issue that constitutes new policy for UBCM.
7. Resolution must include appropriate references to policy, legislation and regulation.
8. Resolution must be submitted to relevant Area Association prior to UBCM.

If you have any questions, please contact Reiko Tagami by email at rtagami@ubcm.ca or by calling 604-270-8226 (extension 115).

MODEL RESOLUTION

SHORT TITLE: _____

Sponsor's Name _____

WHEREAS _____

AND WHEREAS _____

THEREFORE BE IT RESOLVED that _____

(Note: A second resolve clause if it is absolutely required should start as follows:)

AND BE IT FURTHER RESOLVED that _____

**AVICC
525 Government Street
Victoria, BC V8V 0A8
Telephone: 250-356-5122
email: avicc@ubcm.ca**

AVICC AGM & Convention – April 7-9, 2017 – Campbell River



2017 AGM & CONVENTION

CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC is the collective voice for local government on Vancouver Island, the Sunshine Coast, Powell River and the Central Coast. The membership elects directors during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides the direction for the Association between Conventions.

This circular is notice of the AVICC Executive positions open for nomination, the process and the procedures for nomination.

1. **POSITIONS OPEN TO NOMINATIONS**

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

2. **NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE**

The candidate must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC local government member.

Background information that defines the key responsibilities and commitments of an AVICC Executive member is available on request from the AVICC Office and is published on the website at www.avicc.ca

A nomination and consent form should be used for all nominations (attached or on the website),

The Chair of the 2017 Nominating Committee will be Past President Joe Stanhope, Nanaimo Regional District Director.

3. **NEXT STEPS**

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed in the AVICC Convention Newsletter.

**To Be Included In *The Report on Nominations*,
Nominations Must Be Received By
FEBRUARY 21, 2017**

AVICC AGM & Convention – April 7-9, 2017 – Campbell River, BC

4. AT CONVENTION

The nomination process outlined above does not change the process whereby candidates can be nominated off the floor at the Convention. It does allow those that are interested in seeking office to be nominated in advance of the Convention with the "sanction" of a Nominating Committee and to have their biographical information published in the AVICC Convention Newsletter.

5. FURTHER INFORMATION

Copies of the "consent form" or duties of Executive members are available from the AVICC office or on the website.

All other inquiries should be directed to:

**Past President Joe Stanhope, Chair
2017 Nominating Committee
c/o AVICC
525 Government Street
Victoria, BC V8V 0A8**

Phone: (250) 356-5122

Email: avicc@ubcm.ca

NOMINATIONS FOR THE 2017-18 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate¹ a candidate and we nominate:

Name: _____

Local Gov't Position (Mayor/Councillor/Director): _____

Municipality or Regional District Represented: _____

AVICC Executive Office Nominated For: _____

Printed Name: _____ Printed Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the AVICC Constitution². I also agree to provide the following information to the Chair, AVICC Nominating Committee (c/o AVICC Office) by **Tuesday, February 21, 2017**.

- 2"x3" Photo in digital format should be sent to avicc@ubcm.ca
- Biographical information. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall edit as required. A copy in Word format should be emailed to avicc@ubcm.ca

Printed Name: _____

Position: _____

Muni/RD: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of members of the Association.

² All nominees of the Executive shall be elected representatives of a member of the Association. Nominees for electoral area representative must hold the appropriate office.

**Return To: Past President Joe Stanhope, Chair, Nominating Committee, AVICC
525 Government Street, Victoria, BC V8V 0A8
or scan and email to avicc@ubcm.ca**

AVICC AGM & Convention – April 7-9, 2017 – Campbell River, BC

Joyce Meija

District of Sooke

NOV 08 2016

Received

From: Jody Wright <jody.wright@clearseas.org>
Sent: Monday, November 07, 2016 2:59 PM
To: Info
Cc: Teresa Sullivan
Subject: Re: Meeting Request with Clear Seas
Attachments: Clear Seas Brochure.pdf

Dear Mayor Tait and Council,

I am writing to request an introductory meeting between the District of Sooke and Clear Seas Centre for Responsible Marine Shipping. Clear Seas is an independent, not-for-profit research centre that provides impartial and fact-based information about marine shipping in Canada, including risks, mitigation measures and best practices. Clear Seas' vision for safe and sustainable shipping encompasses environmental, social and economic impacts of the shipping industry. For more information please see the attached brochure and visit our website: www.clearseas.org.

Our executive director, Richard Wiefelpuett, and I would be pleased to meet with you in person to introduce Clear Seas, to learn about the District of Sooke's perspectives on marine shipping and identify areas where we might be able to work together to address current issues using our research capacity, knowledge sharing or convening power. We would be pleased to meet in your community or in another convenient location - we are based in Vancouver.

We look forward to hearing from you.

Warm regards,

Jody

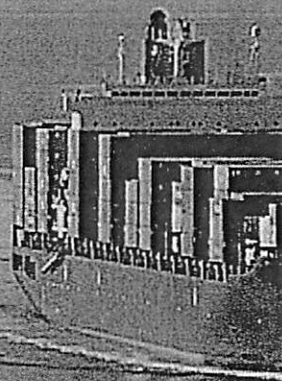
JODY J. WRIGHT, PhD
 Stakeholder Engagement Manager
 355 Burrard St., Suite 630, Vancouver, BC V6C 2G8
 604.328.5202
jody.wright@clearseas.org

CLEAR SEAS | CENTRE FOR RESPONSIBLE MARINE SHIPPING | CENTRE DE TRANSPORT MARITIME RESPONSABLE | clearseas.org

Original to File No.	0220.01	
For Action by:	Copy to:	
Mayor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Council	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CAO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Corporate Services	<input type="checkbox"/>	
Development Services	<input type="checkbox"/>	
Financial Services	<input type="checkbox"/>	
Fire	<input type="checkbox"/>	
Other	<input type="checkbox"/>	

WHO WE ARE

THE CLEAR FACTS



Clear Seas
CENTRE FOR RESPONSIBLE MARINE SHIPPING

WHO WE ARE

An independent, not-for-profit research centre that provides impartial and fact-based information about marine shipping in Canada.

WHAT WE DO

ENGAGE

We listen to issues and concerns about marine shipping in Canada.

We provide fact-based information on marine shipping to coastal communities, indigenous peoples, governments, the marine shipping industry, and others.

We facilitate constructive and informed dialogue regarding marine shipping in Canada.

RESEARCH

We identify best practices for safe and sustainable marine shipping from around the world.

We interpret and translate the results of research that has been conducted on marine shipping.

We identify knowledge gaps and facilitate impartial research to create new knowledge.

ADVOCATE

We support the implementation of best practices for a safe and sustainable marine shipping industry in Canada.

We advance the understanding of both the risks and benefits of marine shipping.

We advocate for balancing environmental protection with Canada's needs for sustainable economic growth.



630–355 Burrard Street
Vancouver, British Columbia
V6C 2G8
604.408.1648

Connect with Us

 @ClearSeasOrg

 info@clearseas.org

clearseas.org

184 of 234

District of Sooke
NOV 08 2016
Received

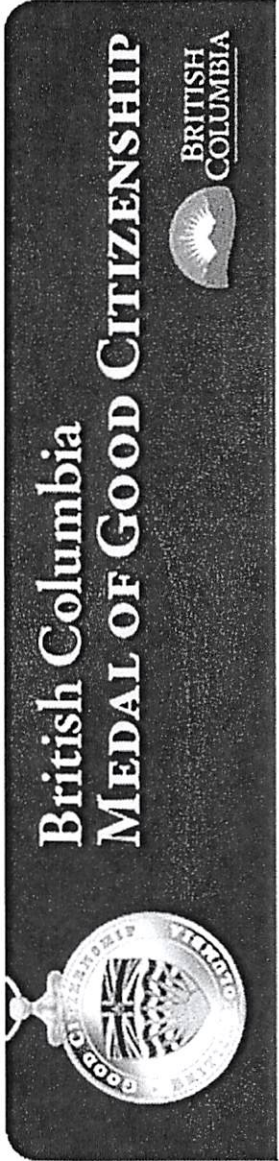
Joyce Meija

From: Maja Tait
Sent: Tuesday, November 08, 2016 10:49 AM
To: Info
Subject: FW: Medal of Good Citizenship - Call for Nominations

Follow Up Flag: Follow up
Flag Status: Flagged

Council Correspondence file please.

From: BC Honours and Awards HAS:EX [mailto:bchounoursandawards@gov.bc.ca]
Sent: Friday, November 04, 2016 9:11 AM
To: Maja Tait <mtait@sooke.ca>
Subject: Medal of Good Citizenship - Call for Nominations



November 2, 2016
Her Worship Maja Tait and Councillors
District of Sooke
2205 Otter Point Road
Sooke BC V9Z 1J2

Original to File No.	0400-20
For Action by:	
Mayor	<input checked="" type="checkbox"/>
Council	<input checked="" type="checkbox"/>
CAO	<input checked="" type="checkbox"/>
Corporate Services	<input type="checkbox"/>
Development Services	<input type="checkbox"/>
Financial Services	<input type="checkbox"/>
Fire	<input type="checkbox"/>
Other	<input type="checkbox"/>

Dear Mayor and Councillors:

Re: Medal of Good Citizenship ~ Call for Nominations

The Honours and Awards Secretariat would appreciate your help in promoting the Medal of Good Citizenship and soliciting new nominations. Launched in 2015 by Premier Christy Clark, the prestigious Medal of Good Citizenship recognizes individuals who, through exceptional long-term service, have made outstanding contributions to their communities without expectation of remuneration or reward. The medal reflects their generosity, service, acts of selflessness and contributions to community life.

Since the first medal was presented in October 2015, 21 individuals and two communities have been named as recipients of the Medal. The full list of recipients can be accessed here. Please help us promote the Medal by informing your community about the opportunity to nominate one of its outstanding citizens.

The online nomination form is available on the website. Nominations are accepted year round but we are currently soliciting nominations to be received in the next few weeks for the Selection Committee to consider early in the New Year.

The completed Nomination Form, description of achievement, testimonial letters and any supporting materials must be submitted electronically as one package by email to the Honours and Awards Secretariat at behonoursandawards@gov.bc.ca.

For your convenience, a call for nominations poster is also attached. Should you or your contacts require any further information, please do not hesitate to contact our office by phone at 250.387.1616 or email to behonoursandawards@gov.bc.ca

Yours sincerely,

The Honourable Shirley Bond
Minister of Jobs, Tourism and Skills Training
and Chair of the Selection Committee

MEDAL *of* GOOD CITIZENSHIP



I WANT TO NOMINATE SOMEONE!

Nomination forms are available at
www.gov.bc.ca/medalofgoodcitizenship.

For information on eligibility
and other information:
www.gov.bc.ca/medalofgoodcitizenship.

Email us at:
bc_honours_and_awards@gov.bc.ca

Mail us at:
Honours and Awards Secretariat
P.O. Box 9422, Stn Prov Govt
Victoria, BC V8V 1S2

Phone: 250-387-1616 Fax: 250-356-2814

Constance MacDonald

District of Sooke
OCT 19 2016
Received

From: Laura Sutherland <lsutherland@colwood.ca>
Sent: Wednesday, October 19, 2016 11:39 AM
To: premier@gov.bc.ca
Cc: suzanne.anton.mla@leg.bc.ca; dan.ashton.mla@leg.bc.ca; donna.barnett.mla@leg.bc.ca; bill.bennett.mla@leg.bc.ca; mike.bernier.mla@leg.bc.ca; doug.bing.mla@leg.bc.ca; shirley.bond.mla@leg.bc.ca; stephanie.cadieux.mla@leg.bc.ca; rich.coleman.mla@leg.bc.ca; marc.dalton.mla@leg.bc.ca; mike.dejong.mla@leg.bc.ca; peter.fassbender.mla@leg.bc.ca; eric.foster.mla@leg.bc.ca; simon.gibson.mla@leg.bc.ca; scott.hamilton.mla@leg.bc.ca; gordon.hogg.mla@leg.bc.ca; marvin.hunt.mla@leg.bc.ca; greg.kyllo.mla@leg.bc.ca; terry.lake.mla@leg.bc.ca; linda.larson.mla@leg.bc.ca; richard.lee.mla@leg.bc.ca; norm.letnick.mla@leg.bc.ca; john.martin.mla@leg.bc.ca; don.mcrae.mla@leg.bc.ca; mike.morris.mla@leg.bc.ca; coralee.oakes.mla@leg.bc.ca; pat.pimm.mla@leg.bc.ca; darryl.plecas.mla@leg.bc.ca; mary.polak.mla@leg.bc.ca; linda.reid.mla@leg.bc.ca; linda.reimer.mla@leg.bc.ca; john.rustad.mla@leg.bc.ca; michelle.stilwell.mla@leg.bc.ca; moira.stilwell.mla@leg.bc.ca; todd.stone.mla@leg.bc.ca; jordan.sturdy.mla@leg.bc.ca; sam.sullivan.mla@leg.bc.ca; ralph.sultan.mla@leg.bc.ca; jackie.tegart.mla@leg.bc.ca; steve.thomson.mla@leg.bc.ca; jane.thornthwaite.mla@leg.bc.ca; laurie.throness.mla@leg.bc.ca; amrik.virk.mla@leg.bc.ca; teresa.wat.mla@leg.bc.ca; andrew.wilkinson.mla@leg.bc.ca; naomi.yamamoto.mla@leg.bc.ca; john.yap.mla@leg.bc.ca; info@barrierfreebc.org; mayormessages@victoria.ca; obcouncil@oakbay.ca; council@saanich.ca; mayorandcouncil@viewroyal.ca; Colwood Mayor and Council; mayorandcouncil@metchosin.ca; Info; mayorandcouncil@esquimalt.ca; kwilliams@highlands.ca; leslie.corvidconsulting@gmail.com; ann@eco-sense.ca; gord.baird@gmail.com; MARCIE MCLEAN; karel@roessong.com; Julie Coneybeer; mayorandcouncil@sidney.ca

Subject: RE: Commitment to Enact a British Columbians with Disabilities Act
Attachments: 2016-IACDI-Barrier Free Letter to Premier.doc

Greetings,

Please see attached letter sent on behalf of the Intermunicipal Advisory Committee On Disability Issues.

Kind Regards,

Laura Sutherland

Administrative Assistant II
 City of Colwood
 250.478.5999
lsutherland@colwood.ca

Original to File No. 0360-01	
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 type="checkbox"/>	



Follow the City of Colwood on [facebook](#) and [twitter](#)

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Please consider the environment before printing this email

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Item	Description	Quantity	Unit Price	Total
1
2
3
4
5
6
7
8
9
10



Intermunicipal Advisory Committee On Disability Issues

*Colwood Langford Highlands Metchosin Sooke
City of Colwood, 3300 Wishart Road, Colwood, BC V9C 1R1 250-478-5939*

October 11, 2016

The Honourable Christy Clark
Premier, British Columbia
PO Box 9041 Stn. Prov. Gov.
Victoria, BC V8W 9E2

Dear Madam Premier:

RE: Commitment to Enact a British Columbians with Disabilities Act

I am writing to you on behalf of the members of I.A.C.D.I. (Intermunicipal Advisory Committee on Disability Issues) who face the barriers of living with a diverse set of disabilities to ask whether or not you will commit to enacting a British Columbians with Disabilities Act as soon as possible.

We appreciate your dedication to public office and to serving the residents of British Columbia. As the Chair of an organization that provides resources and support to persons with disabilities and as someone who lives with a physical disability, I am fully aware of the barriers associated with having a disability and believe there is an urgent need for a British Columbians with Disabilities Act. The Americans with Disabilities Act in the United States has helped create services and programs and a government mandate to support an inclusive and barrier free lifestyle.

I.A.C.D.I.'s Mission Statement is to advocate for people with disabilities and advise Municipal Councils of the West Shore and beyond on topics that affect the quality of life of citizens with disabilities.

We understand there are over 600,000 British Columbians with disabilities, and this number is projected to increase over the next 15 years. British Columbians with disabilities continue to face unfair, unnecessary barriers in areas of provincial jurisdiction. These areas include provincial and municipal government services,

elections, public transit, education and health services. Accessing goods, services and facilities offered by public establishments such as retail stores, restaurants and recreation and/or entertainment facilities are also areas where accessibility barriers currently exist.

I.A.C.D.I. is aware of the Government's introduction and implementation of "Accessibility 2024" in June 2014. However, the obligation of businesses and organizations to remove existing barriers and to prevent the creation of new ones is strictly voluntary under this initiative. Until legislation mandates the removal and prevention of barriers, our members and clients cannot fully participate in community life in this province. They must rely on the BC Human Rights Code or the Canadian Charter of Rights and Freedoms which forces them to navigate complicated procedures and to bear the extraordinary expense of having to personally fight to remove barriers, one at a time, on their own. Prime Minister Trudeau is currently following through on his commitment to enact a Canadians with Disabilities Act that will remove and prevent the creation of new barriers in areas under federal jurisdiction. Now would be the time for the Liberal Party to make a similar commitment that will remove and prevent the creation of new barriers in areas under provincial jurisdiction.

The Intermunicipal Advisory Committee on Disability Issues fully supports Barrier-Free BC's call on the BC Legislature to enact disability legislation. We would like to know if you will make a commitment today to the enactment of a strong, effective and enforceable British Columbians with Disabilities Act? Will you include this much needed legislation in your election platform as it affects thousands of B.C. citizens? And, will you encourage your MLA's in the Liberal caucus to make the same commitment?

Feel free to contact me at 250-474-5939 or iadisabilityissues@gmail.com and/or email Barrier-Free BC at info@barrierfreebc.org should you have additional questions.

Sincerely,



Marnie Essery, Chair
Intermunicipal Advisory Committee on Disability Issues



User-Friendly Trail Guide Link for Download:

http://www.westshorerecreation.ca/wp-content/uploads/pdf/UserFriendlyTrails_WEB.pdf

Cc: Honourable Michelle Stilwell, Minister of Social Development/Social innovation
Ms. Linda Larson, Parliamentary Secretary for Accessibility to the Minister of Social Development/Social innovation
All Members of the BC Liberal Caucus
All Municipal Councils
Mr. Rob Sleath, Spokesperson, Barrier-Free BC (info@barrierfreebc.org)

District of Sooke
OCT 19 2016
Received



PROCLAMATION

Whereas The Victoria Foundation, a charity serving the Capital Region for 80 years, builds community vitality; and

Whereas Random Act of Kindness Day has brought Canadian communities together since 2008 by engaging citizens in small acts of kindness and generosity; and

Whereas November 4, 2016 has been earmarked by the Victoria Foundation and community foundations across the country as a day to recognize kindness and humanity in our communities; and

Whereas Random Act of Kindness Day is a celebration of simple kindness that encourages people to tap into their own human spirit and share kindness with one another, thereby nourishing and strengthening our communities; and

Whereas Random Act of Kindness Day will cultivate the importance of being kind and of creating environments in workplaces, schools, civic venues and all areas of public gatherings where individuals will work together to further kindness among themselves, their peers, and their community; and

Whereas Through random acts of kindness, we can promote healthy behaviours and positive dynamics within our community.

NOW, THEREFORE I, Maja Tait, on behalf of the District of Sooke, do hereby proclaim November 4, 2016 as Random Act of Kindness Day in the District of Sooke. I encourage all citizens to come together to engage in at least one random act that improves the life of another, or strengthens our community on Random Act of Kindness Day.


Maja Tait
Mayor

Original to File No. 0630-01	
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"/>

Constance MacDonald

From: Arielle Guetta [REDACTED]
Sent: Wednesday, October 19, 2016 8:36 PM
Subject: Increased funding for pedestrian safety
Attachments: Letter_Budget Cycle_Oct.2016.docx

District of Sooke
OCT 20 2016
Received

Dear Mayor and Council,

Please find attached a letter from Walk On, Victoria, Greater Victoria's pedestrian advocacy organization. As you start to prepare your budget for the coming year, we encourage you to consider increasing your spending on pedestrian safety infrastructure.

Sincerely,
Arielle Guetta
Walk On, Victoria
Follow us on [Twitter](#), [Facebook](#), and [Instagram](#)

cc: 5400-01

Original to File No. 0400-01	
For Action by:	Copy to:
Mayor	<input checked="" type="checkbox"/> Maire
Council	<input checked="" type="checkbox"/> Council
CAO	<input checked="" type="checkbox"/> Teresa
Corporate Services	<input type="checkbox"/>
Development Services	<input checked="" type="checkbox"/> Rob
Financial Services	<input type="checkbox"/>
Fire	<input type="checkbox"/>
Other	<input type="checkbox"/>



October 13, 2016

Greater Victoria's
Pedestrian Advocacy
Organization

Dear Mayor and Council:

Walk On, Victoria has partnered with the Capital Regional District (CRD) and local businesses to denote October as "Walktober." It is a time to celebrate our region's many trails, pathways and sidewalks that provide so many wonderful opportunities to walk for pleasure. It is also a time to draw the public's attention to the fact that walking is a form of transportation that is not only good for individuals but also for the broader community.

It is encouraging that most municipalities in our region acknowledge the importance of various modes of active transportation; some municipalities even put pedestrians at the top of their active transportation "pyramids." But many local pedestrians still face challenges as they walk to and from work or school or to shop and run errands; they face challenges as they walk to community centres, libraries and recreation centres; and as they walk to visit family and friends. Our communities need safer intersections and crosswalks, better street lighting and fewer sidewalk and trail obstacles in order to increase the number of people who opt for walking as a principle means of transportation.

Capital investments that improve pedestrian safety and enhance the walking experience are wise investments. Given that "Walktober" coincides with the beginning of the annual municipal budget cycle, Walk On, Victoria is asking each of our region's thirteen municipalities plus the Capital Regional District to increase their pedestrian safety budgets in ways that improve crosswalks, lighting and sidewalks. If there are funds to enhance recreational pathways, so much the better.

Should you be interested a member from Walk On, Victoria would be happy to present to your budget committee on the importance of good pedestrian infrastructure. We look forward to learning how much your municipality plans to spend on pedestrian safety in the coming year and how much of an increase that is over past years.

Sincerely,

Arielle Guetta
Chair, Walk On, Victoria



Constance MacDonald

From: Sarah Temple
Sent: Thursday, October 20, 2016 9:54 AM
To: Constance MacDonald
Subject: FW:
Attachments: Oct 19_CRD Board of Directors_RGS Public Hearing Comments from Highlands....pdf

For Council Correspondence please and thank you.

Sarah Temple
Corporate Services Assistant
District of Sooke
2205 Otter Point Road
Sooke, BC V9Z 1J2
T. (250) 642.1616
F. (250) 642.0541 web: <http://www.sooke.ca>




From: Liz Condon [mailto:LCondon@highlands.ca]
Sent: Thursday, October 20, 2016 9:44 AM
To: cdenomme@oakbay.ca; Paula Kully <pkully@sidney.ca>; Eve Taylor <eve.taylor@esquimalt.ca>; Sarah Temple <stemple@sooke.ca>; Lisa Coburn <lcoburn@northsaanich.ca>; Danielle St. Jacques <dstjacques@victoria.ca>; Jenn Cochrane <jcochrane@viewroyal.ca>; Jennifer Downie <Jennifer.Downie@saanich.ca>; Ruby Shea <Ruby.Shea@csaanich.ca>; Tina Hansen <thansen@metchosin.ca>; Sam Neurauter <sneurauter@colwood.ca>; Julie (Temporary) <jconeybeer@cityoflangford.ca>; wmillier@crd.bc.ca
Cc: Laura Beckett <lbeckett@highlands.ca>
Subject:

Good Morning,

Please find attached a letter from the District of Highlands intended for your Mayor and Council. Thank you.

Liz Condon
Administrative Assistant
District of Highlands
1980 Millstream Road
P: 474-1773 | F: 474-3677 | Web: www.highlands.ca

 Please consider the environment before printing this e-mail
This message is intended only for the use of the individual or entity names above. It may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient, your receipt of this message is in error and not meant to waive privilege in this message. Please notify us immediately, and delete the message and any attachments without reading the attachments. Any dissemination, distribution or copying of this communication by anyone other than the intended recipient is strictly prohibited. Thank you.

Original to File No. 0400-50	
For Action by:	Copy to:
Mayor <input type="checkbox"/>	Maia
Council <input type="checkbox"/>	Council
CAO <input 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"/>	



File: 0470-43

October 19, 2016

CRD Board of Directors
c/o Ms S. Bagh sbagh@crd.bc.ca and
Ms E. Sinclair esinclair@crd.bc.ca
Capital Regional District
PO Box 1000
Victoria BC V8W 2S6

CRD Board of Directors:

Re: Regional Growth Strategy Bylaw Public Hearing – District of Highlands’ Comments

District of Highlands Council considered the draft RGS at its meetings of October 11 and 17, 2016, and wishes to provide input to the RGS Bylaw Public Hearing, which is scheduled for October 19, 2016.

- The District of Highlands cares about the region. It believes in regional resilience, active and strong growth management, and comprehensive climate adaptation.
- There is appreciation for the Board's response to the District of Highlands' earlier comments through the addition of the water servicing policy. The District ultimately prefers to maintain the current (2003) RGS policy framework for water servicing. This is consistent with draft RGS' goals for climate change.
- There may be an opportunity to investigate a compromise regarding allowing piped water servicing to Kemp Lake / Shirley.
- At this point, Highlands Council is not supportive of the RGS as written.

Rationale Supporting Strong Growth Containment through Control of Piped Water Service

Generally speaking:

- The use of piped water fosters a change in attitude with regards to land use policy protecting the quality and quantity of aquifer resources.
- The cumulative effect of piped water dependence is a society that is less resilient to major disaster events. This impacts all CRD communities.
- The right to “clean/potable” water is not the right to “piped” water.
- Installing infrastructure in areas with low density is not a good use of regional funds and all of the CRD will face increasing costs of maintenance of the water system due to expanding piped water coverage.
- The 2003 RGS was a stronger tool to support managed growth for the benefit of the entire region.
- Incremental sprawl affects biodiversity and fundamentally negates the value of an RGS



1980 Millstream Road, Victoria, British Columbia V9B 6H1
Tel: 250-474-1773 Fax: 250-474-3677 Web: www.highlands.ca

In regards to water service past Shirley:

Policies 2.2 (2) and 2.2 (4), on the surface only, attempt to control growth through limiting water services. However, they will not, in fact, accomplish growth management, especially in regards to the Private Managed Forest Lands (PMFL) and Renewable Resource Land Policy Area:

- Why would piped water be extended to help forests grow? This rationale for piped water extension reduces confidence in the rest of the reasoning behind the water servicing arguments.
- These policies promote development. They appear to only support low residential density, but will inevitably result in increasing the residential density to cover the up-front costs of extending the infrastructure.
- PMFL is a provincial designation that can be changed by simply paying a fee. The result will be that these lands will then be vulnerable to residential development at a land owner's will. This is precisely the situation regional growth strategies are meant to prevent. This potential result will, in the long term, financially affect the entire CRD, in that the long term maintenance – and repair because the larger system is now more vulnerable – of the extended water lines will be subsidized by other CRD communities. In the end, the region will be less resilient to the reality of climate change. The policies as written are set up to create a similar situation with respect to lands within the Agricultural Land Reserve.
- Having water infrastructure in rural, low populated areas along routes that are prone to impacts from excessive rains puts the infrastructure of the entire interconnected system at risk. All costs of repair and maintenance and upgrades are born by CRD rate payers as a whole... bulk water rates will rise.
- What are other options for a community water service or system to Jordan River? A stand-alone system?
- Policy 2.2 (6) lacks clarity and risks approval of water extensions for the wrong reasons.
- From a regional cooperation perspective, the proposed water servicing policy is likely to expand confrontation within the CRD including the subcommittees, as well as within and among the various regional water supply commissions. There is already concern about the cost of the bulk water rate, and if services are extended, regular repairs, maintenance and upgrades will come at the expense of other local governments.

Yours truly on behalf of Highlands Council,



Laura Beckett, MURP, MCIP, RPP
Municipal Planner / Approving Officer

LB/lc

cc:
RGS Member Municipalities

Constance MacDonald

From: District of Sooke
Sent: OCT 20 2016
To:
Cc: Received

Jim Kipp <Jim.Kipp@nanaimo.ca>
Thursday, October 20, 2016 1:35 PM
LCLB SBRT:EX
XT:Nakusp, Village ENV:IN; XT:Daniels, Kelly Regional District of Naniamo ENV:IN; Mayor&Council; XT:Long, Frances MTIC:IN; New Denver (office@newdenver.ca); XT:NewHazelton, District ENV:IN; XT:NewWestminster, City ENV:IN; North Cowichan (info@northcowichan.ca); North Okanagan (info@rdno.ca); XT:NorthSaanich, District ENV:IN; XT:NorthVancouver, City ENV:IN; XT:NorthVancouver, District ENV:IN; Northern Rockies (admin@northernrockies.ca); Oak Bay (lhilton@oakbay.ca); XT:Ashton, Dan Okanagan-Similkameen Regional District EAO:IN; XT:Oliver, Town ENV:IN; XT:Osoyoos, Town ENV:IN; XT:Parksville, General MTIC:IN; Peace River (prrd.dc@prrd.bc.ca); Peachland (ppalmer@peachland.ca); XT:Hooson, Cheryl - Pemberton Village MTIC:IN; XT:Penticton, City ENV:IN; Pitt Meadows (info@pittmeadows.bc.ca); XT:PortAlberni, City ENV:IN; XT:PortAlice, Village ENV:IN; Port Clements (office@portclements.ca); XT:PortCoquitlam, City ENV:IN; XT:PortEdward, District ENV:IN; XT:PortHardy, District ENV:IN; XT:Muni Port McNeill, Administrative Assistant MTIC:IN; Port Moody (info@portmoody.ca); XT:PouceCoupe, Village ENV:IN; XT:PowellRiver, RegionalDistrict ENV:IN; XT:PowellRiver, City ENV:IN; Prince George; XT:PrinceRupert, City ENV:IN; XT:Muni Princeton, General MTIC:IN; XT:QulaicumBeach, Town ENV:IN; XT:QueenCharlotte, Village ENV:IN; Quesnel (cityhall@quesnel.ca); Radium Hot Springs (Mark.Read@radiumhotsprings.ca); XT:Revelstoke, City ENV:IN; Revelstoke :: Selvig, Chris :: Assistant Planner; XT:Richmond, City ENV:IN; XT:Rossland, City ENV:IN; XT:Saanich, District ENV:IN; Salmo (info@salmo.ca); XT:SalmonArm, City ENV:IN; XT:Sayward, Village ENV:IN; Sechelet :: Nicholas, Margie; XT:Sicamous, District ENV:IN; XT:Muni Sidney, General FIN:IN; XT:Silverton, Village ENV:IN; Skeena-Queen Charlotte (info@sqcrd.bc.ca); Slocan (info@villageofslocan.ca); Smithers; XT:Muni Smithers, General MTIC:IN; Info; XT:Spallumcheen, Township ENV:IN; XT:Muni Sparwood, General MTIC:IN; XT:Squamish, District ENV:IN; XT:SquamishLillooet, RegionalDistrict ENV:IN; XT:Stewart, District ENV:IN; Strathcona (administration@strathconard.ca); XT:Summerland, District ENV:IN; Sun Peaks (admin@sunpeaksmunicipality.ca); Sunshine Coast (info@scrd.ca); Surrey (clerkswemail@surrey.ca); Tahsis (reception@villageoftahsis.com); Taylor (cmcleod@districtoftaylor.com); XT:Telkwa, General MTIC:IN; XT:Terrace, City ENV:IN; Thompson-Nicola (admin@tnrd.ca); XT:Tofino, District ENV:IN; XT:Trail, City ENV:IN; XT:TumblerRidge, District ENV:IN; XT:Ucluelet, District ENV:IN; Valemount (village@valemount.ca); XT:Vancouver, City ENV:IN; Vanderhoof; XT:Vernon, City ENV:IN; Victoria (publicsrv@victoria.ca); View Royal; XT:Warfield, Village ENV:IN; XT:Hohn, Neva GCPE:IN; West Kelowna (info@districtofwestkelowna.ca); West Vancouver; XT:Whistler, Municipality ENV:IN; Whistler :: City Planner - Liquor :: Savage, Frank; White Rock (webmaster@whiterockcity.ca); Williams Lake (cbouchard@williamslake.ca); Zeballos (adminzeb@recn.ca)

Original to File No.	0400-20
For Action by:	Copy to:
Mayor	<input checked="" type="checkbox"/> Nana
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"/> Maceka

Subject: Re: Policy Directives 16-14, 16-15, 16-16, 16-17, 16-18 & 16-19

Please review to assist in public service delivery
<http://bustingbureaucracy.com/><<http://ngbureaucracy.com/>>

JK remote

On Oct 20, 2016, at 13:28, LCLB SBRT:EX <lclb.lclb@gov.bc.ca<<mailto:lclb.lclb@gov.bc.ca>>> wrote:

Hello,

The below policy changes will come into effect on January 23rd, 2017. Updated term and condition handbooks that reflect the upcoming policy changes are available at this link: <http://www.pssg.gov.bc.ca/lclb/policy/index.htm> These handbooks replace the old licensee term and condition guides and also will come into effect on January 23rd, 2017.

PD 16-14: General policy changes for all licensees and additional policy changes for UBrews/UVins and Licensee Retail Stores <http://www.pssg.gov.bc.ca/lclb/docs-forms/policy-directive-2016-14.pdf>

PD 16-15: Food primary licence and catering licence policy changes <http://www.pssg.gov.bc.ca/lclb/docs-forms/policy-directive-2016-15.pdf>

PD 16-16: Liquor primary licence policy changes <http://www.pssg.gov.bc.ca/lclb/docs-forms/policy-directive-2016-16.pdf>

PD 16-17: Manufacturer licence and agent licence policy changes <http://www.pssg.gov.bc.ca/lclb/docs-forms/policy-directive-2016-17.pdf>

PD 16-18: Special Event Permit (formerly Special Occasion Licence) policy changes <http://www.pssg.gov.bc.ca/lclb/docs-forms/policy-directive-2016-18.pdf>

PD 16-19: Compliance and Enforcement Policy Changes <http://www.pssg.gov.bc.ca/lclb/docs-forms/policy-directive-2016-19.pdf>

Have a great day.

Liquor Control and Licensing Branch

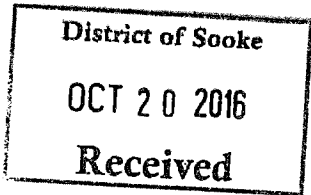
<http://www.pssg.gov.bc.ca/lclb>

P Please consider the environment before printing this email.

To protect your privacy, Liquor Control and Licensing Branch will not accept electronically transmitted applications containing credit card information.

Constance MacDonald

From: LCLB SBRT:EX <lclb.lclb@gov.bc.ca>
Sent: Thursday, October 20, 2016 1:51 PM
To: XT:Nakusp, Village ENV:IN; XT:Daniels, Kelly Regional District of Naniamo ENV:IN; XT:Nanaimo, City ENV:IN; XT:Long, Frances MTIC:IN; 'New Denver (office@newdenver.ca)'; XT:NewHazelton, District ENV:IN; XT:NewWestminster, City ENV:IN; 'North Cowichan (info@northcowichan.ca)'; 'North Okanagan (info@rdno.ca)'; XT:NorthSaanich, District ENV:IN; XT:NorthVancouver, City ENV:IN; XT:NorthVancouver, District ENV:IN; 'Northern Rockies (admin@northernrockies.ca)'; 'Oak Bay (lhilton@oakbay.ca)'; XT:Ashton, Dan Okanagan-Similkameen Regional District EAO:IN; XT:Oliver, Town ENV:IN; XT:Osoyoos, Town ENV:IN; XT:Parksville, General MTIC:IN; 'Peace River (prrd.dc@prrd.bc.ca)'; 'Peachland (ppalmer@peachland.ca)'; XT:Hooson, Cheryl - Pemberton Village MTIC:IN; XT:Penticton, City ENV:IN; 'Pitt Meadows (info@pittmeadows.bc.ca)'; XT:PortAlberni, City ENV:IN; XT:PortAlice, Village ENV:IN; 'Port Clements (office@portclements.ca)'; XT:PortCoquitlam, City ENV:IN; XT:PortEdward, District ENV:IN; XT:PortHardy, District ENV:IN; XT:Muni Port McNeill, Administrative Assistant MTIC:IN; 'Port Moody (info@portmoody.ca)'; XT:PouceCoupe, Village ENV:IN; XT:PowellRiver, RegionalDistrict ENV:IN; XT:PowellRiver, City ENV:IN; Prince George; XT:PrinceRupert, City ENV:IN; XT:Muni Princeton, General MTIC:IN; XT:QulaicumBeach, Town ENV:IN; XT:QueenCharlotte, Village ENV:IN; 'Quesnel (cityhall@quesnel.ca)'; 'Radium Hot Springs (Mark.Read@radiumhotsprings.ca)'; XT:Revelstoke, City ENV:IN; 'Revelstoke :: Selvig, Chris :: Assistant Planner'; XT:Richmond, City ENV:IN; XT:Rossland, City ENV:IN; XT:Saanich, District ENV:IN; 'Salmo (info@salmo.ca)'; XT:SalmonArm, City ENV:IN; XT:Sayward, Village ENV:IN; 'Sechelet :: Nicholas, Margie'; XT:Sicamous, District ENV:IN; XT:Muni Sidney, General FIN:IN; XT:Silverton, Village ENV:IN; 'Skeena-Queen Charlotte (info@sqcrd.bc.ca)'; 'Slocan (info@villageofslocan.ca)'; 'Smithers'; XT:Muni Smithers, General MTIC:IN; Info; XT:Spallumcheen, Township ENV:IN; XT:Muni Sparwood, General MTIC:IN; XT:Squamish, District ENV:IN; XT:SquamishLillooet, RegionalDistrict ENV:IN; XT:Stewart, District ENV:IN; 'Strathcona (administration@strathconard.ca)'; XT:Summerland, District ENV:IN; 'Sun Peaks (admin@sunpeaksmunicipality.ca)'; 'Sunshine Coast (info@scrd.ca)'; 'Surrey (clerkswebmail@surrey.ca)'; 'Tahsis (reception@villageoftahsis.com)'; 'Taylor (cmcleod@districtoftaylor.com)'; XT:Telkwa, General MTIC:IN; XT:Terrace, City ENV:IN; 'Thompson-Nicola (admin@tnrd.ca)'; XT:Tofino, District ENV:IN; XT:Trail, City ENV:IN; XT:TumblerRidge, District ENV:IN; XT:Ucluelet, District ENV:IN; 'Valemount (village@valemount.ca)'; XT:Vancouver, City ENV:IN; Vanderhoof; XT:Vernon, City ENV:IN; 'Victoria (publicsrv@victoria.ca)'; View Royal; XT:Warfield, Village ENV:IN; XT:Hohn, Neva GCPE:IN; 'West Kelowna (info@districtofwestkelowna.ca)'; 'West Vancouver'; XT:Whistler, Municipality ENV:IN; 'Whistler :: City Planner - Liquor :: Savage, Frank'; 'White Rock (webmaster@whiterockcity.ca)'; 'Williams Lake (cbouchard@williamslake.ca)'; 'Zeballos (adminzeb@recn.ca)'



Original to File No.	0400-20
For Action by:	Copy to:
Mayor <input checked="" type="checkbox"/>	Mayor
Council <input checked="" type="checkbox"/>	Council
CAO <input checked="" type="checkbox"/>	CAO
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

Subject: Special Event Permit Briefing Invitation

Hello,

The Province of British Columbia has recently announced changes to the Special Event Permit (formerly Special Occasion Licence) program. Please see the below news release and policy directive for more information:

<https://news.gov.bc.ca/releases/2016SBRT0054-002048>

<http://www.pssg.gov.bc.ca/lclb/docs-forms/policy-directive-2016-18.pdf>

Additionally, you are invited to join a technical briefing on the upcoming changes and how they affect future events. The briefing will occur by phone on **Thursday October 27th at 10:00 am**. If you would like to join please reply to this email by **Monday October 24th** and call information will be forwarded.

Thank you,

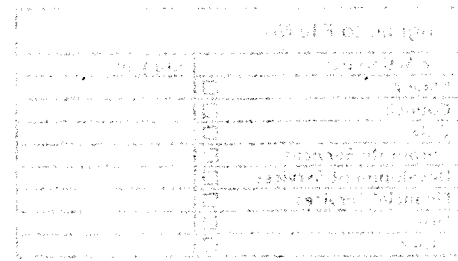
Liquor Control and Licensing Branch

<http://www.pssg.gov.bc.ca/lclb>



Please consider the environment before printing this email.

To protect your privacy, Liquor Control and Licensing Branch will not accept electronically transmitted applications containing credit card information.



District of Sooke
OCT 21 2016
Received



PROVINCE OF
BRITISH COLUMBIA

LEGISLATIVE ASSEMBLY

Selina Robinson, MLA

Parliament Buildings
Victoria, BC V8V 1X4

⊕ ☎ ☎

cc: 0220-01

Original to File No.	0400-20
For Action by:	Copy to:
Mayor	<input checked="" type="checkbox"/> NQA
Council	<input checked="" type="checkbox"/> CMPC
CAO	<input checked="" type="checkbox"/> TRSO
Corporate Services	<input type="checkbox"/>
Development Services	<input type="checkbox"/>
Financial Services	<input type="checkbox"/>
Fire	<input type="checkbox"/>
Other	<input type="checkbox"/>

Maja,

Congratulations on

becoming VPEM's

3rd VP for the 2016/17 board

Wishing you every success

for you in this role for

the coming year.

Helena

District of Sooke

OCT 24 2016

Received

Ms. Teresa Sullivan
Chief Administrative Officer
District of Sooke
2205 Otter Point Road
SOOKE BC V9Z 1J2

Original to File No. 0220-20	
For Action by:	Copy to:
Mayor <input type="checkbox"/>	<input checked="" type="checkbox"/> None
Council <input type="checkbox"/>	<input checked="" type="checkbox"/> Council
CAO <input type="checkbox"/>	<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"/>	

Files Closed from July 1 to September 30, 2016

District of Sooke

1. Requests for Information or Assistance	0
2. Complaints with No Investigation	3
<i>a. Assistance and/or referral</i>	2
<i>b. Refused (discretion)</i>	
• More than one year between event and complaint	0
• Insufficient personal interest	0
• Available remedy	1
• Frivolous/vexatious/trivial matter	0
• Can consider without further investigation	0
• No benefit to complainant or person aggrieved	0
• Complaint abandoned	0
• Complaint withdrawn	0
<i>c. Statute barred (FIPPA, Police Act, etc.)</i>	0
<i>d. Not a matter of administration</i>	0
<i>e. Pre-empted by existing statutory right of appeal, objection or review</i>	0
3. Complaints Investigated	0
<i>a. Not a matter of administration</i>	0
<i>b. Pre-empted by existing statutory right of appeal, objection or review</i>	0
<i>c. Investigation ceased (discretion) - No findings</i>	
• More than one year between event and complaint	0
• Insufficient personal interest	0
• Available remedy	0
• Frivolous/vexatious/trivial matter	0
• Can consider without further investigation	0
• No benefit to complainant or person aggrieved	0
• Complaint abandoned	0
• Complaint withdrawn	0
• Complaint settled	0

d. Investigation completed - Findings - Substantiated		
• Remedied in whole	0	
• Remedied in part	0	
• Not remedied	0	
• Recommendations made - remedy to be implemented over time	0	
e. Investigation completed - Findings - Not substantiated	0	
4. Ombudsperson Initiated Investigations		0
a. Investigation ceased (discretion) - No findings	0	
b. Investigation completed - Findings - Substantiated		
• Remedied in whole	0	
• Remedied in part	0	
• Not remedied	0	
• Recommendations made - remedy to be implemented over time	0	
c. Investigation completed - Findings - Not substantiated	0	



Jay Chalke
Ombudsperson
Province of British Columbia

12/10/2016

Constance MacDonald

District of Sooke
OCT 25 2016
Received

From: Shellie Gudgeon [REDACTED]
Sent: Sunday, October 23, 2016 5:58 PM
To: municipalhall@csaanich.ca; info@colwood.ca; wayne.martin@esquimalt.ca; simone.manchip@esquimalt.ca; lhilton@highlands.ca; info@metchosin.ca; lurlacher@metchoisn.ca; rbuchan@northsaanich.ca; rmaylen@northsaanich.ca; tjohnson@oakbay.ca; dhoran@oakbay.ca; engineering@saanich.ca; engineering@viewroyal.ca; Info; pw@victoria.ca; engineering@viewroyal.ca; mayor@colwood.ca; barbara.desjardins@esquimalt.ca; kwilliams@highlands.ca; mayorandcouncil@highlands.ca; afinall@northsaanich.ca; obcouncil@oakbay.ca; mayor@sidney.ca; Councillors; mayorandcouncil@viewroyal.ca
Cc: Arielle Guetta
Subject: FYI- A Citizen's Guide for Reporting Sidewalk Issues and Concerns
Attachments: CitizensGuideforReportingSidewalkIssuesandConcerns.pdf

For your interest and information;

Walk On, Victoria is Greater Victoria's pedestrian advocacy group and our mission is to improve the walkability of Greater Victoria's neighbourhoods and to promote walking as a healthy, sustainable form of transportation and recreation.

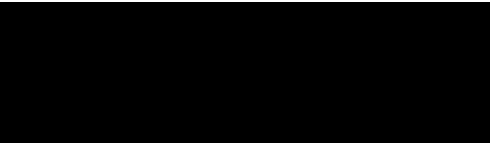
We are writing to inform you that as a part of 'Walktober' we will be releasing our **Citizen's Guide for Reporting Sidewalk Issues and Concerns** later this week. The idea behind this initiative is to make reporting pedestrian hazards easier for the average citizen. Publicly available contact information is included in the guide. This is a small step to empower citizens to report concerns that they may have with regards to their neighbourhood's walkability and safety .

Please see attached guide and let us know if there are any additions or corrections.

Respectfully,

Shellie (on behalf of Walk On, Victoria)
www.walkonvictoria.org

Shellie Gudgeon



cc: 5400-01

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



A Citizen's Guide for Reporting Sidewalk Issues and Concerns

Generally, Greater Victoria is a great place for pedestrians. However, there are times when our streets and sidewalks present a challenge for even the most intrepid pedestrians.

Here is a step-by-step process that should help you report matters related to pedestrian safety in your area.

Step 1. Several municipalities have specific web links that allow users to report problems such as tripping hazards, light outages and the need for snow removal. If so, using the web site "report" link should be your first step.

Step 2. If the municipality has no direct web link to report a hazard (or if you do not receive a response using Step 1), the next step is to phone the municipal Engineering Department. If the hazard or problem is in a municipality's park, contact their Parks Department or move to Step 3.

Step 3. If the municipality's Engineering Department does not respond, phone the municipality and ask to speak with the senior administrator.

Step 4. If there has still been no response or if no action has been taken, contact the local mayor and council.

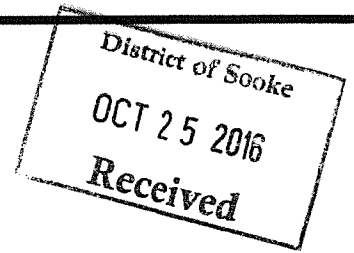
The following list indicates how to contact each of the local municipalities and the Capital Regional District in order to report an obstacle or other challenge to walking safely in Greater Victoria.

(Note: Each municipality's website is organized differently and they often change their sites in order to make them easier to use. If the information or links below needs to be up-dated, please let Walk On, Victoria know: (what is the best way???)

In addition, not all municipalities make it clear on their websites how individuals should report pedestrian hazards. In such cases, Walk On, Victoria suggests moving directly to Step 3.)

Constance MacDonald

From: Jack Holliston [REDACTED]
Sent: Tuesday, October 25, 2016 11:06 AM
To: Info
Subject: local workers.



Hi

Believe the Tyee had an article on Sooke council voting for less out sourcing and more in sourcing..
To have the work done by local taxpaying workers is preferred over hiring the private sector from out of town.

Allowing Out sourcing is destroying Canada. ,provincially and federally.

Original to File No. 0720-01	
For Action by:	Copy to:
Mayor <input type="checkbox"/>	<input checked="" type="checkbox"/> Noia
Council <input type="checkbox"/>	<input checked="" type="checkbox"/> Council
CAO <input type="checkbox"/>	<input checked="" type="checkbox"/> TPKSA
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
OCT 26 2016
Received

Original to File No. 0220-01	
For Action by:	Copy to:
Mayor <input type="checkbox"/>	Mayor
Council <input type="checkbox"/>	Council
CAO <input 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"/>	

ANGI PHOTO and DESIGN
2019 Kaitasin Rd.
Sooke, B.C. V9Z 0C1

TO MAYOR TAIT +
THE DISTRICT OF SOOKE.

THANK YOU FOR THE CONTRIBUTION
PRIZES + SUPPORTING YOUTH EFFORTS

WE AT SFF APPRECIATE ALL THAT
YOUR OFFICE DOES FOR THE FALL
FAIR.

THANK YOU

SOOKE FALL FAIR COM
2016



District of Sooke
 OCT 26 2016
 Received

October 4, 2016

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

Dear Ms. Maja,

On behalf of Camosun College, I am pleased to present our new Strategic Plan for 2016-2021 and *FastFacts* for 2016/17.

Our refreshed Strategic Plan launches this fall with a vision over the next five years to inspire life-changing learning through a direct focus on the student experience, supporting people in engaged communities, teaching and learning with creativity and innovation and taking a sustainable approach to college and local social, environmental and economic issues.

With over 19,000 students, 160 academic and technical programs and 1,000 faculty and staff, Camosun College continues to develop engaging and innovative curriculum and services that both align with our partner educational institutions and meet the educational, economic and social needs of our region and province.

We look forward to this next post-secondary year with enthusiasm and focus as we strive to build on the long-standing success of our graduates and of our institution.

Thank you for your continued support as we all work together to enhance the educational health and prosperity of our province.

Yours sincerely,

Sherri Bell
 President

Enclosures

Original to File No. 0400-70	
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 checked="" type="checkbox"/>	Gabriel
Development Services <input type="checkbox"/>	
Financial Services <input type="checkbox"/>	
Fire <input type="checkbox"/>	
Other <input type="checkbox"/>	



Fast Facts 2016/17

THE COLLEGE

Canada's college of life-changing learning

- Founded in 1971
- 19,000+ learners a year
- 160+ programs
- 24 students: typical class size
- 24 years: median student age
- 1,100 Indigenous students of First Nations, Métis and Inuit ancestry
- 1,600+ International students from more than 80 different countries
- 60,000+ alumni

PROGRAMS

Programming Areas

- Access/Adult Upgrading
- Arts
- Business
- Continuing Education
- Engineering Technologies
- Health & Human Services
- Indigenous Education
- Sciences
- Sport & Exercise Education
- Trades



ECONOMY & PARTNERSHIP

Partnering with Industry

- over 500 faculty experts
- research, design, development & prototyping services through Camosun's Enterprise Point:
 - » Camosun Innovates — advanced manufacturing, rapid prototyping and technology access
 - » SPIN — SPort INnovation Centre within the Pacific Institute for Sport Excellence (SPIN)
- co-op education programs, internships and practicum opportunities
- 50 active Program Advisory Committees (PACs) with close to 500 volunteer members

Integral to the economy, BC and beyond

- \$1 billion/year economic impact to BC
- 86% of employed grads reside in Vancouver Island communities

www.camosun.ca



EMPLOYEES & STUDENTS

Student Numbers (2015/16)

- 9,733 FTE student activity in certificate, diploma & applied degree programs
- 5,716 Continuing Education registrants
- 1,600+ International students
- 1,100 Indigenous students
- 93% of recent grads satisfied or very satisfied with their education at Camosun
- 94% of students who go on to further studies say they were well prepared
- Camosun has 5 Provincial & National award-winning intercollegiate Charger athletic teams in volleyball, basketball & golf

Employees (2015/16)

- 1,089 faculty, staff, administration

BUDGET

OPERATING BUDGET (2015/16)

Revenue (\$million):

Provincial and other grants	67.5
Tuition & fees	39.3
Goods & services + other	16.4
TOTAL:	\$123.2

Expenses (\$million):

Salaries & benefits	91.2
Suppliers & services + other	25.2
Minor repairs & maintenance	5.3
TOTAL:	\$121.7

FOUNDATION

Camosun College Foundation

- 1,300+ students supported by bursaries and awards*
- \$2.4 million total donations*
- \$840,000 disbursed*
- \$20 million in assets*
- 15-member volunteer board

*Based on 2015 figures



Our Vision

Inspiring life-changing learning.

Camosun's vision defines an optimal future for the college. It gives guidance and inspiration about what we will focus on achieving. It builds on our hope of what we can become. Ours is simple. It encompasses the community college's role in transformative education and highlights the mutual partnership of the learner and facilitator while speaking to a process in which learning in all its forms challenges the status quo, both institutionally and personally.

Our Mission

We build a better future for our community with relevant, innovative and applied education.

Our mission statement defines our purpose and outlines what we do, who we do it for and how we accomplish this.



Strategic Plan

2016 - 2021

Our Vision

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Our mission statement defines our purpose and outlines what we do, who we do it for and how we accomplish this.

Our Values

- Lifelong learning
- Positive and supportive student experiences
- An inclusive community
- An environment of respect and safety for all
- Our relationships with one another
- Indigenization

College values reflect a common core of understanding and a guideline for how we interact and work with each other and how we relate to students. They are a positive reflection of what is at our core and are seen in our practice or in how we do things.

camosun.ca/strategicplan

2016-2021

Supporting People in an Engaged Community

Our students, the broader community, and the people who work here all matter and have a role in contributing to our collective success.

Goals

- Goal:** Recognize and celebrate diversity within the college community.
- Goal:** Build on the support for the Indigenous peoples and communities in BC.
- Goal:** Build internationalization opportunities for the college.



CORNER POST



The Student Experience

Students are the centre of everything we do, from the decisions we make to the programs and services we offer. Students are why we are here and supporting them in their path to success is the reason the college exists.

Goals

- Goal:** Ensure we have an environment in which students learn to learn; are engaged in community; and acquire skills and knowledge that effectively supports them in building their future.
- Goal:** Develop a strong, college-wide service philosophy and culture that puts students at the centre of everything we do.



CORNER POST



3

CORNER
POST

Creativity & Innovation

Camosun will be guided by a mandate to create and innovate; to question how we currently operate; to develop programs and services that look to the future. We strive to expand our vibrant learning and working environment to help us address upcoming challenges and opportunities.

Goal

Goal: Actively engage the college community in recognizing and building on innovation and creativity.



Sustainability for the Environment & Society

Camosun plays a key role in developing an engaged, civic-minded, educated society. We do this through economic development, jobs and skills training, cultural and social involvement, and an awareness of our impact on the environment.

Goal

Goal: Provide leadership and support on key social, environmental and economic issues impacting the college.

4

CORNER
POST



Our Vision

Inspiring life-changing learning.

Our Mission

We build a better future for our community with relevant, innovative and applied education.

Our Values

Lifelong learning

Positive & supportive student experiences

An inclusive community

An environment of respect & safety for all

Our relationships with one another

Indigenization

Our Corner Posts

1
CORNER POST

The Student Experience

2
CORNER POST

Supporting People in an Engaged Community

3
CORNER POST

Creativity & Innovation

4
CORNER POST

Sustainability for the Environment & Society

Inspiring life-changing learning

Strategic Plan 2016-2021

I am pleased to present Camosun's newly revised Strategic Plan—our guide, our mandate over the next five years, to enhance and create truly life-changing learning opportunities for our students.

Thank you to everyone who participated in the development process and provided invaluable input into this road map which I believe reflects our language, our values and our thinking about where we want to go and why.

Clearly this plan charts a new and challenging course as we turn our focus to enhancing engagement with students and community, finding creative and innovative approaches to teaching and learning, working toward sustainable practices within our environment and society, and fostering amazing student experiences. Over the next while, we will begin to integrate these new goals and values into all of our decision-making processes.

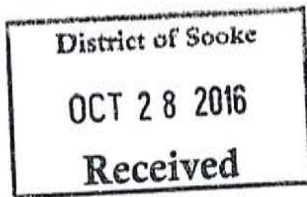
Camosun College is a truly dynamic place of learning and we envision Camosun's future to be one where every graduate walks across our convocation stage with the knowledge and self-confidence that they can indeed challenge and change our world.

Sincerely,



Sherri Bell
President





Original to File No. 0220-101	
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"/>

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

Dear Mayor Tait:

On behalf of the Greater Victoria Spirit Committee, it is our great pleasure to invite you and your community to be a part of the *Spirit of Canada 150-Victoria* celebrations as we join the rest of the country to celebrate Canada's sesquicentennial year. The City of Victoria has been chosen as one of 19 municipalities across Canada to help celebrate the sesquicentennial.

Several free to attend, outdoor multicultural celebrations are being planned to take place across the region throughout 2017 to bring citizens together to celebrate Canada's 150th. Festivities will begin with New Year's Eve celebrations on December 31, 2016 from 5 p.m. – 9 p.m. in Victoria's iconic Inner Harbour. We will be one of five cities in Western Canada to celebrate First Night with Ottawa.

From National Aboriginal Day on June 21 to Canada Day on July 1, 2017 several multicultural Celebrate Canada events in downtown Victoria will mark the artistry and culture of BC's talented performers followed by a spectacular fireworks show to delight more than 100,000 Greater Victoria spectators expected in the Inner Harbour on Canada Day. The Greater Victoria Spirit Committee website www.spirit150.com will be up and running as the go-to place for all sesquicentennial related events throughout the year.

While the events take place in the City of Victoria, they are of course open to everyone across the region. This is a celebration for the entire capital region and we look forward to all of our residents enjoying these festivities together. The support and involvement of your municipality will help bring these exciting celebrations to life.

Please feel free to contact us and members of the Greater Victoria Spirit Committee at spirit150vic@gmail.com to discuss involvement, participation, and support opportunities. We look forward to celebrating Canada's 150th year with you and your citizens.

Sincerely,

Alan Lowe
 Chair of the Greater Victoria Spirit Committee

Lisa Helps
 Victoria Mayor

Excellent health and care, for everyone,
everywhere, every time.

District of Sooke
OCT 31 2016
Received



October 25, 2016

To: Mayors and Councils, South Vancouver Island
Members of the Legislative Assembly, South Vancouver Island

Re: **Changes and Challenges: A Decade of Observations of the Health and Well-Being of Young Adults in British Columbia**

Attached is a report on the health and wellbeing of young adults in our region authored by Dr. Bonnie Leadbeater, Department of Psychology at the University of Victoria in collaboration with Island Health's Office of the Chief Medical Health Officer.

This report presents a statistical overview of young adult's mental and physical health, health behaviours, and social determinants of health based on a ten year study of young people who lived in the Greater Victoria Area. The report identifies strengths and protective factors that affect their health, as well as markers of health risks and current health problems. The report makes recommendations for health promotion in young adults and proposes key indicators of young adult health that could continue to be monitored to inform health guidelines and policy initiatives aimed at supporting this age group.

There is much good news in the data as well as some findings that counter many of our popular beliefs about being a young adult. We hope this document and the recommendations spur dialogue and bring greater attention to this unique age group.

In health,

Richard S. Stanwick, MD, MSc, FRCPC, FAAP
Chief Medical Health Officer

attachment

Original to File No.	0400-80
For Action by:	Copy to:
Mayor	<input checked="" type="checkbox"/> Nava
Council	<input checked="" type="checkbox"/> Crystal
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"/>

Office of the Chief Medical Health Officer
#430 - 1900 Richmond Avenue
Victoria, BC V8R 4R2 Canada

Tel: 250-519-3406 | Fax: 250-519-3441
viha.ca

Joyce Meija

NOV 08 2016
Received

From: Sewage Treatment Action Group <sewage.treatment.action.group@gmail.com>
Sent: Saturday, November 05, 2016 4:23 PM
To: STAG
Cc: Marianne Alto; Chris Coleman; Lisa Helps (Mayor); Ben Isitt; jloveday@victoria.ca; mlucas@victoria.ca; Pam Madoff; Charlayne Thornton-Joe (Councillor); gyoung@victoria.ca; Barb Desjardins; Lynda Hundleby; Meagan Brame; Tim Morrison; Beth Burton-Krahn; Susan Low; Olga Liberchuk; Oak Bay Council; clerksec@saanich.ca; dblackwell@cityoflangford.ca; Iszapak@cityoflangford.ca; Ichong@colwood.ca; cday@colwood.ca; Carol Hamilton; glogan@colwood.ca; Rob Martin; jnault@colwood.ca; ttrace@colwood.ca; Bob Graminga; kwilliams@highlands.ca; leslie.corvidconsulting@gmail.com; ann@eco-sense.ca; Gord Baird; burnska@shaw.ca; marciemclean@shaw.ca; Karel Roessingh; Info; mayor@sidney.ca; ebremner@sidney.ca; tchad@sidney.ca; bfallot@sidney.ca; mlougher-goodey@sidney.ca; cmclennan@sidney.ca; pwainwright@sidney.ca; hgartshore@northsaanich.ca; CStock@northsaanich.ca; AFinall@northsaanich.ca; jmcclintock@northsaanich.ca; gorr@northsaanich.ca; jthornburgh@northsaanich.ca; mweisenberger@northsaanich.ca; municipalhall@csaanich.ca; John Rogers; weisgerber.aaron@gmail.com; Ron Mattson; mayorscreech@viewroyal.ca; Graham Hill
Subject: Opportunity For Input on Proposed Revisions to BC Biosolids Regulations
Attachments: STAG biosolids letter to ministers 10_29_16.doc; STAG letter to community associations.doc

Dear Mayors and Councillors,

Please take the time to read our letter to Minister Polak and Minister Lake, as well as our call to action to various community associations within the CRD. We have also reached out to environmental groups and concerned individuals throughout BC.

Kindest regards,
Sewage Treatment Action Group
Victoria BC

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

November 2, 2016.

Honourable Mary Polak
Minister of Environment
Honourable Terry Lake
Minister of Health
Province of British Columbia

Dear Ministers,

On behalf of the Sewage Treatment Action Group (STAG), we wish to thank you for providing the citizens of British Columbia with the opportunity to provide input on the proposed changes to the Organic Matter Recycling Regulation (OMRR), which was made under the Environmental Management Act and the Public Health Act of 2002. Further research to “prove” the dangers of such practices, as proposed in the OMRR literature review and encapsulated in the Intentions Paper, is not the answer.

It is our intention to encourage every citizen and group across British Columbia to take advantage of this opportunity to provide input, and to advocate for the rigorous application of the precautionary principle in the use of biosolids (sewage sludge) in our province. Emerging scientific data and evidence suggest that our current disposal practices, in particular land application, may pose a significant risk to the environment and human health and put whole ecosystems at risk of contamination. We encourage your government to severely restrict or ban the use of sewage sludge in any form as a soil ameliorant throughout the province.

As is occurring in many jurisdictions around the world, British Columbia should actively pursue a strategy based on using municipal sewage sludge as a resource, in order to reap renewable energy, economic development, and climate change benefits.

Adaptation through changes in policy, management, technology, and behaviour will continue to strengthen BC's growing reputation worldwide as a place of environmental stewardship and a supporter of innovative technologies.

We ask both of you, as the ministers responsible for ensuring the sustainability of our environmental practices and for protecting the health of every British Columbian, to take seriously the dangers inherent in the land application of toxic sewage sludge.

Yours sincerely,
Sewage Treatment Action Group
Victoria, BC

Since its inception in 2007, the Sewage Treatment Action Group (STAG) has consistently advocated for sewage treatment practices that stand to fulfill our social, financial and environmental goals and responsibilities, now and for future generations.

Re: Opportunity For Public Input On Production, Distribution, Sale, Storage, Use, And Land Application Of Biosolids.

Dear Community Association Executive,

The Province is inviting British Columbians to review and provide feedback on a Policy Intentions Paper for the BC Organic Matter Recycling Regulation (OMRR), which includes new requirements for managing the use of biosolids (sewage sludge). We believe these decisions affect all of us.

The OMRR Policy Intentions Paper states that sewage sludge is a valuable resource, as well as concluding that there is a need to update the OMRR to reflect advances in science and present day practices, and to ensure that the regulation remains protective of human health and the environment. Page 7 of the Policy Intentions Paper outlines a proposed addition of new standards:

The OMRR sets out requirements for production and use of compost, biosolids and biosolids growing medium. The regulation also includes process and quality criteria and distribution requirements.

The ministry will ensure that standards reflect up-to date science and are protective of human health and the environment. The ministry will work closely with Ministry of Health in revising the standards.

In addition to other standards under consideration, the ministry proposes to add chromium and copper maximum allowable standards to Class A biosolids.

This ministry is also considering addition of standards for other substances of concern not currently in the OMRR, including:

Emerging substances of concern or ESOCs: personal care products, pharmaceuticals, flame retardants, and endocrine disrupting compounds; and

Legacy organics: dioxins, furans, polychlorinated biphenyls (PCBs), polycyclic aromatic hydrocarbons (PAHs), phenols and phthalates.

Currently, no decision has been made on what to do with the sewage sludge the CRD wastewater plan will produce other than to stock pile it at the Hartland Landfill. Considering that disposing of sewage sludge in forests and on agricultural land is an accepted practice elsewhere in BC (including Vancouver Island) the risk of land application becoming a solution for the CRD is very real.

Many individuals and organizations have an interest in an updated regulatory regime for sewage sludge, given that land application of sewage sludge is unlikely to be a safe method of disposal, and that there are emerging technologies focused on resource recovery that provide viable alternatives.

It is important to provide the Province with sufficient input on developing clear guidance for local governments, as well as compost and biosolids producers, on how to dispose of organic material while protecting soil quality and drinking water sources.

Your participation in the following is therefore encouraged:

1. Encourage your Board to become educated on the negative and cumulative impacts of the land application of sewage sludge.
2. Provide your Association's feedback on the OMRR Policy Intentions Paper at the link below, noting that the opportunity for public comments ends December 2nd, 2016.

http://www2.gov.bc.ca/assets/gov/environment/waste-management/recycling/organics/omrr_ip_sept_22.pdf

3. Email the Province expressing your concern around current practices in BC:

mary.polak.mla@leg.bc.ca

env.minister@gov.bc.ca

terry.lake.mla@leg.bc.ca

hlth.health@gov.bc.ca

4. Share this call to action with others.

Please read (and feel free to use) the STAG letter sent to the Province (attached below).

Sincerely,
Sewage Treatment Action Group
Victoria, B.C.

Since its inception in 2007, the Sewage Treatment Action Group (STAG) has consistently advocated for sewage treatment practices that stand to fulfill our social, financial and environmental goals and responsibilities, now and for future generations.

Links:

A 2011 decision banning the land application of biosolids in the CRD remains in place despite significant efforts in 2013 to see the ban overturned.

List of Resources and Documents for Joint Meeting of the Environmental Sustainability, Core Area Liquid Waste Committee, Solid Waste Advisory Committee, and Saanich Peninsula Wastewater Commission, May 25th, 2011.

[https://www.crd.bc.ca/docs/default-source/crd-document-library/committeedocuments/corearealiquidwastemanagementcommittee/20110525/2011-may-25-item-04\(c\)\(iv\)-material-submitted-by-director-lucasR.pdf?sfvrsn=0](https://www.crd.bc.ca/docs/default-source/crd-document-library/committeedocuments/corearealiquidwastemanagementcommittee/20110525/2011-may-25-item-04(c)(iv)-material-submitted-by-director-lucasR.pdf?sfvrsn=0)

Scientists react to BC Govt's recent review of land application of biosolids.

<http://biosolidsbattleblog.blogspot.ca/2016/10/scientists-react-to-bc-govts-so-called.html>