



**District of Sooke  
Agenda  
Monday, March 27, 2017  
Public Input @ 6:00 p.m. to 6:40 p.m.  
Regular Council Meeting @ 7:00 PM  
In-Camera (closed portion) to immediately follow  
2225 Otter Point Road  
Sooke, BC**

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

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

Page

**1. CALL TO ORDER**

**2. NEW BUSINESS/SUPPLEMENTARY INFORMATION**

**3. APPROVAL OF THE AGENDA**

THAT the agenda for the March 27, 2017 Regular Meeting of Council, be adopted as circulated.

**4. ADOPTION OF MINUTES**

**Minutes of the Regular and Special Meetings of Council**

5 - 19

[Special Council - 06 Mar 2017 - Minutes - Pdf](#)

[Special Council Meeting - Budget Deliberations - 09 Mar 2017 - Minutes - Pdf](#)

[Regular Council - 13 Mar 2017 - Minutes - Pdf](#)

THAT the minutes of the following meetings of Council, be adopted as circulated.

- March 6, 2017 Special Council meeting
- March 9, 2017 Special Council meeting
- March 13, 2017 Regular Council meeting

**5. PUBLIC QUESTION AND COMMENT PERIOD**

**6. BYLAWS**

**6.1. Future Policing Costs Reserve Bylaw No. 653**

21 - 22

[Bylaw No. 653](#)

## Agenda for the Regular Council Meeting of the District of Sooke - March 27, 2017

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THAT *The District of Sooke Future Policing Costs Reserve Bylaw No.653*, be adopted.

- 6.2. **7000 Melrick Place - Rezoning** 23 - 32  
[Bylaw No. 663](#)

THAT COUNCIL give first reading to Bylaw No. 663, *Zoning Amendment Bylaw (600-35)* to rezone 7000 Melrick Place from Rural (RU2) to Rural Residential (RU4).

THAT Bylaw No. 663, *Zoning Amendment Bylaw (600-35)* be Read a Second time; AND

THAT a Public Hearing be scheduled for Bylaw No. 663 in accordance with section 466 of the *Local Government Act*.

- 6.3. **2017 - 2021 Five Year Financial Plan Bylaw** 33 - 73  
[2017 - 2021 Five Year financial Plan Bylaw - Pdf](#)

THAT Bylaw No. 664, *Five Year Financial Plan Bylaw, 2017*, be read a First time.

THAT Bylaw No. 664, *Five Year Financial Plan Bylaw, 2017*, be read a Second time.

THAT Bylaw No. 664, *Five Year Financial Plan Bylaw, 2017*, be read a Third time.

### 7. REPORTS FOR INFORMATION

- 7.1. **Covenant Requirements for Proposed Knox Church Development** 75 - 85  
[Covenant Requirements for Proposed Knox Church Development - Pdf](#)

THAT the report dated March 27, 2017, entitled, "Covenant Requirements for Proposed Knox Church Development", be received for information.

### 8. NEW BUSINESS

### 9. CORRESPONDENCE

- March 6, 2017 to March 20, 2017.** 87 - 155  
[March 27, 2017 - Correspondence](#)

THAT the correspondence received March 6, 2017 to March 20, 2017, be received and filed accordingly for the record.

### 10. COUNCIL AND CAO VERBAL REPORTS

### 11. NOTICES OF MOTION

**12. MOTION TO CLOSE THE MEETING TO THE PUBLIC**

THAT this meeting be closed to the public under section 90(1)(c), (e), and/or (k) of the *Community Charter* as it pertains to labour, land, and negotiations.

**13. REPORT OF RELEASED IN-CAMERA RESOLUTIONS**

**14. ADJOURNMENT**







**MINUTES**  
**District of Sooke**  
**Special Council Meeting**  
**March 6, 2017 7:00 PM**  
**Council Chamber**  
**2225 Otter Point Road**  
**Sooke, BC**

**COUNCIL PRESENT:**

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

**ABSENT:**

Councillor Logins

**STAFF PRESENT:**

Teresa Sullivan, Chief Administrative Officer  
Gabryel Joseph, Corporate Officer  
Kenn Mount, Fire Chief  
Russ Cameron, Interim Fire Chief  
Jennifer Royer-Collard, Corporate Services Assistant

**1. CALL TO ORDER**

Mayor Tait called the meeting to order at 7:03 p.m.

**2. APPROVAL OF THE AGENDA**

**2017-73**

**MOVED** by Councillor Berger, seconded by Councillor Kasper:

THAT the agenda for the March 6, 2017, Special Meeting of Council, be adopted as circulated.

**CARRIED.**

**In Favour:**

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

**Absent:**

Councillor Logins

**3. MOTION TO CLOSE THE MEETING TO THE PUBLIC**

**2017-74**

**MOVED** by Councillor Berger, seconded by Councillor Kasper:

THAT this meeting be closed to the public under section 90(1)(c)(l) of the Community Charter as it pertains to labour relation discussions and preparations of the municipal annual report.

**CARRIED.**

**In Favour:**

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

**Absent:**

Councillor Logins

**4. REPORT OF IN-CAMERA RESOLUTIONS**

There were no items for released to the public.

**5. ADJOURNMENT**

**2017-75**

**MOVED** by Councillor Berger, seconded by Councillor Kasper:  
THAT the Special Council meeting be adjourned at 10:00 p.m.

**CARRIED.**

**In Favour:**

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

**Absent:**

Councillor Logins

**Certified Correct:**

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**Maja Tait**  
**Mayor**

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**Gabryel Joseph**  
**Corporate Officer**



**MINUTES**  
**District of Sooke**  
**Special Council Meeting - Budget Deliberations**  
**Meeting**  
**March 9, 2017 6:30 PM**  
**Council Chamber**  
**2225 Otter Point Road**  
**Sooke, BC**

**COUNCIL PRESENT:**

Mayor Tait  
Councillor Kasper  
Councillor Logins  
Councillor Pearson  
Councillor Reay

**STAFF PRESENT:**

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

**ABSENT:**

Councillor Berger  
Councillor Parkinson

**1. CALL TO ORDER**

Mayor Tait called the meeting to order at 6:32 p.m.

**2. NEW BUSINESS/SUPPLEMENTARY INFORMATION**

**3. APPROVAL OF THE AGENDA**

**2017-79**

**MOVED by Councillor Pearson, seconded by Councillor Kasper:**

THAT the agenda for the March 9, 2017 Special Meeting of Council, be adopted with the addition of an updated 2017 - 2021 *Five Year Financial Plan* as supplemental material.

**CARRIED.**

**In Favour:** Councillor Kasper, Councillor Pearson, Mayor Tait, Councillor Logins, Councillor Reay

**Absent:** Councillor Berger, Councillor Parkinson

**4. PUBLIC QUESTION AND COMMENT PERIOD**

There were no questions or comments from members of the public.

**5. PRESENTATIONS & REPORTS**

5.1. **2017 - 2021 Five Year Financial Plan**

- See Financial Planning section of District of Sooke website:
  - <http://sooke.ca/municipal-hall/plans-reports/financial-plan/>

The Director of Financial Services provided an overview of the updated budget sheets provided as supplemental information.

a. **General Government Services - Corporate Services:**

The Director of Corporate Services presented a PowerPoint Presentation and an overview of the proposed Corporate Services budget, as outlined in the draft 2017 - 2021 *Five Year Financial Plan*. The budget as presented includes funding for an additional Receptionist and a Records Management Officer.

Council discussion:

- Clarification of the expenses that have been included in the "Records Management and Offsite Storage" line item.
- Discussion of increased Corporate Services staffing levels.

Public Question and Comment:

- Ellen Lewers, Sooke resident, inquired as to the records management and offsite storage line item, increased salary expenses in 2016 and 2017, specialty office supplies, and security line items.

b. **Financial Services:**

The Director of Financial Services presented an overview of the proposed Financial Services budget, as outlined in the draft 2017 - 2021 *Five Year Financial Plan*. The budget as presented includes funding for an additional IT support position.

Council discussion:

- Discussion of costs and process for software updates, hardware replacement and annual technology maintenance.
- Increased demand for IT support due to the wastewater treatment operations. Costs associated with IT support to the wastewater treatment plants are paid from the sewer fund. A reduction in the "IT augmentation services" line item can be expected.
- Improved mapping resources in 2016 due to participation with BC Assessment program.

Public Question and Comment:

- Ellen Lewers, Sooke resident, inquired as to the allocation of staff to wastewater operations and the cost accounting associated with ensuring costs are paid from the sewer parcel tax and not generally property taxes.

c. **Fiscal Services - Debt and Transfers:**

The Director of Financial Services presented an overview of the proposed Debt Servicing and Transfers, as outlined in the draft 2017 - 2021 *Five Year Financial Plan*.

Council discussion:

- Clarification of mortgage costs on municipal hall and firehall, which will end in 2017.

Public Question and Comment:

- Ellen Lewers, Sooke resident, inquired as to the MFA Loan for Property Purchase.

d. **Fiscal Services - Revenue:**

The Director of Financial Services presented an overview of the proposed Revenue section of the draft 2017 - 2021 *Five Year Financial Plan*. The budget as presented includes the termination of the VIHA and Kaltasin Public Works Yard leases to accommodate municipal space requirements.

Council discussion:

- Clarification that the budget as presented reflects the costs associated with making VIHA and Kaltasin spaces useable for municipal purposes.
- Discussion of budget cycle as it relates to collection of property tax revenues and payment of other taxation authorities.
- Discussion as to 48 hour building permit policy.

Public Question and Comment:

- Herb Haldane, Otter Point resident, spoke regarding building and plumbing permit revenues are used to improved departmental resources.

**6. ADJOURNMENT**

**2017-80**

**MOVED by Councillor Logins, seconded by Councillor Reay:**

THAT the meeting be adjourned at 8:18 p.m.

**CARRIED.**

**In Favour:** Councillor Logins, Councillor Reay, Mayor Tait, Councillor Kasper, Councillor Pearson

**Absent:** Councillor Berger, Councillor Parkinson

**Certified Correct:**

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**Maja Tait  
Mayor**

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**Gabryel Joseph  
Corporate Officer**



**MINUTES**  
**District of Sooke**  
**Regular Council Meeting**  
**March 13, 2017 7:00 PM**  
**Council Chamber**  
**2225 Otter Point Road**  
**Sooke, BC**

**COUNCIL PRESENT:**

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

**STAFF PRESENT:**

Gabryel Joseph, Acting Chief Administrative Officer  
Brent Blackhall, Director of Financial Services  
Rob Howat, Director of Development Services  
Kenn Mount, Fire Chief (left at 7:16 p.m.)  
Patti Rear, Deputy Corporate Officer  
Medea Mills, Bylaw Compliance and Enforcement Officer  
Sarah Temple, Corporate Services Assistant

**ABSENT:**

Councillor Berger

**1. CALL TO ORDER**

Mayor Tait called the meeting to order at 7:00 p.m.

**2. NEW BUSINESS/SUPPLEMENTARY INFORMATION**

**3. APPROVAL OF THE AGENDA**

**2017-79**

**MOVED by Councillor Kasper, seconded by Councillor Pearson:**

THAT the agenda for the March 13, 2017 Regular Meeting of Council, be adopted with the addition of the items as outlined in the March 13, 2017 Regular New Business and Supplementary Information Agenda package;

AND THAT the agenda be amended to include:

1. Public Input during the 2017 Budget section 8.5;
2. the addition of item 9.3 Municipal Hall Operating Hours; and
3. the addition of item 9.4 Section 219 Covenant for Knox Church

**CARRIED.**

**In Favour:** Councillor Parkinson, Councillor Pearson, Mayor Tait, Councillor Logins, Councillor Reay

**Absent:** Councillor Berger

**4. ADOPTION OF MINUTES**

Minutes of the Regular and Special meetings of Council:

**2017-80**

**MOVED by Councillor Kasper, seconded by Councillor Pearson:**

THAT the following minutes be adopted as circulated

- January 30, 2017 - Committee of the Whole
- February 27, 2017 - Regular Council Meeting
- March 6, 2017 - Committee of the Whole

AND THAT the minutes of the March 8, 2017 Special Council Meeting be amended to state that Council will receive reports and provide final approval of expenses from the CAO Contingency account.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Kasper, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor Berger

**5. DELEGATIONS**

**5.1. Recognition of Former Fire Chief Steve Sorensen**

- Presentation

Mayor Tait provided an overview of the many contributions that former Fire Chief Steve Sorensen has made to the community and announced that Sooke Fire Rescue Station #2 will be renamed as "Sorensen Station". Mayor Tait unveiled new signage at the Station and a plaque that will be attached to the building.

**6. PUBLIC QUESTION AND COMMENT PERIOD**

Council heard from the following members of the public:

- Ellen Lewers, Sooke resident, spoke regarding bargaining expenses.
- Herb Haldane, Otter Point resident, spoke regarding purchasing policies and tendering practices.
- Jeff Bateman, Sooke resident, spoke regarding the location of the Sooke library and future plans for Lot A.
- Denis Woodward, owner of 6723 Ayre Road, spoke regarding his efforts to remediate the property and asked for a time extension to complete the work required.

**7. BYLAWS**

**7.1. Future Policing Costs Reserve Bylaw No. 653**

**2017-81**

**MOVED by Councillor Pearson, seconded by Councillor Parkinson:**

1. THAT *The District of Sooke Future Policing Costs Reserve Bylaw No.653*, be rescinded at Third Reading.
2. THAT Council amend *The District of Sooke Future Policing Costs Reserve Bylaw No.653*, as follows:



- Update the amount in s. 3 from \$43,869 to \$88,615.
- Delete the words “Excess” and “not utilized within the annual policing” from s. 4.a) and add the words “will be deposited into the reserve for the years 2017 to 2021.” following the word “revenue”.
- Delete s. 4.c) from the bylaw and renumber accordingly.

3. THAT *The District of Sooke Future Policing Costs Reserve Bylaw No.653*, be Read a Third time, as amended.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Kasper, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor Berger

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

**2017-82**

**MOVED by Councillor Kasper, seconded by Councillor Pearson:**

THAT *Zoning Amendment Bylaw (600-3)* for rezoning of 1781 Minnie Road and 7057 West Coast Road from Rural Residential (RU4) to Small Lot Residential (R3), be adopted.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Kasper, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor Berger

**8. REPORTS REQUIRING ACTION**

8.1. **Development Permit Renewal for Ayre Manor**

**2017-83**

**MOVED by Councillor Kasper, seconded by Councillor Parkinson:**

THAT Council authorize a two-year renewal of Development Permit PLN01141 to April 27, 2019; and

THAT Council approve the offset of the development permit renewal application fee of \$250 from the Council Contingency Fund.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Kasper, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor Berger

8.2. **Remedial Action - 6723 Ayre Rd**

The Bylaw Compliance and Enforcement Officer provided an overview of the written staff report.

**2017-84**

**MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT Council direct staff to work with the owner of 6723 Ayre Road over the period of 30 days;

AND to take remedial action after this time period, regarding the Unightly Premises located at 6723 Ayre Road to ensure compliance with Bylaw No. 296, *Unightly Premises and Objectionable Situations Bylaw, 2007.*

**CARRIED.**

**In Favour:** Councillor Parkinson, Councillor Pearson, Mayor Tait, Councillor Kasper, Councillor Logins, Councillor Reay

**Absent:** Councillor Berger

8.3. **Remedial Action - 7165 Grant Road West**

The Bylaw Compliance and Enforcement Officer provided an overview of the written staff report.

**2017-85**

**MOVED by Councillor Logins, seconded by Councillor Parkinson:**

THAT Council direct staff to take remedial action regarding the Unightly Premises located at 7165 Grant Road West to ensure compliance with Bylaw No. 296, *Unightly Premises and Objectionable Situations Bylaw, 2007.*

**CARRIED.**

**In Favour:** Councillor Logins, Councillor Parkinson, Mayor Tait, Councillor Kasper, Councillor Pearson, Councillor Reay

**Absent:** Councillor Berger

8.4. **Morwenna Holdings Ltd.**

Council Discussion:

- Council to be updated regarding bargaining status prior to any extension of the Morweena Holdings contract beyond March 31, 2017.

**2017-86**

**MOVED by Councillor Logins, seconded by Councillor Parkinson:**

THAT Council table the motion regarding Morweena Holdings Ltd until the next Regular Council meeting.

**DEFEATED.**

**In Favour:** Councillor Logins, Councillor Parkinson

**Opposed:** Mayor Tait, Councillor Kasper, Councillor Pearson, Councillor Reay

**Absent:** Councillor Berger

**2017-87**

**MOVED by Councillor Pearson, seconded by Councillor Reay:**

THAT Council authorize staff to pay negotiating/bargaining related Morwenna Holdings Ltd. invoices from the Legal budget and the non-negotiating/bargaining related invoices from the CAO Operating Contingency budget.

**CARRIED.**

**In Favour:** Councillor Pearson, Councillor Reay, Mayor Tait, Councillor Kasper

**Opposed:** Councillor Logins, Councillor Parkinson

**Absent:** Councillor Berger

8.5. **2017 - 2021 Five Year Financial Plan**

**Development Services:**

The Director of Development Services provided an overview of the proposed Development Services budget, as outlined in the draft 2017 - 2021 *Five Year Financial Plan*. The proposed budget includes funding for an increase to building department and engineering staff to meet service requirements.

**Council Discussion:**

- Several line items were amended by 2016 amended budget. A detailed reconciliation can be found in the amended 2016 budget.
- Discussion of departmental staffing for 2016 vs. 2017. Concern as to bringing in new building department staff to meet operational demands during busier times, possibility of hiring a short term contractor.
- Discussion of the 48 hour building permit policy to be brought forward to a future Committee of the Whole meeting.
- History of community desire for an off-leash dog park and discussion of possible locations.
- Discussion of prioritization of road improvements and status of current road improvement projects.
- Contract for road maintenance expires December 31, 2017.

**Public Input:**

- Ellen Lewers, Sooke resident, spoke regarding parks operation costs, the Mainroad contract, lease payments for VIHA and Kaltasin Public Yards, loss of revenue when a property becomes a park, total cost of debt servicing and interest, works yard roof replacement, lighting costs, and the possibility of solar powered lights on roadway.

**Wastewater (Sewer Fund)**

The Director of Development Services provided an overview of the proposed wastewater budget, as outlined in the draft 2017 - 2021 *Five Year Financial Plan*. The

proposed budget includes increased revenue due to new parcels being added to the Sewer Specified Area.

Council discussion:

- Should the District wish to increase the capacity of the sewer treatment plant, the process will take approximately 2 years.
- Discussion of fees associated with connecting to the sewer system.
- Clarifications of cost accounting practices associated with IT and Finance support of the sewer treatment plant.
- Capital expenditures are required for the sewer treatment plant, regardless of operating structure.

**Capital Expenditures:**

The Director of Development Services provided an overview of the Capital Expenditures budget.

Council Discussion:

- Clarification regarding status of current road improvement projects.
- Road repair work needs to be prioritized and budgeted accordingly.
- Budget line item for a Seniors and Youth Centre at \$50,000 per year for 5 years. Currently there is \$150,000 in account.

**2017-88**

**MOVED by Councillor Kasper, seconded by Councillor Pearson:**

THAT Council direct staff to write a report on the feasibility of locations for a dog park, including options for site requirements, 2018 budget implications and process for neighbourhood consultation;

AND THAT Council direct staff to notify the Community Association that the District is interested in obtaining the used fencing from the soccer fields.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Kasper, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor Berger

**2017-89**

**MOVED by Councillor Pearson, seconded by Councillor Kasper:**

THAT Council direct staff to provide a report for options to implement a fee schedule to the Sewer Specified Area Bylaw, to project costs for current and new applications.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Kasper, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor Berger

**9. NEW BUSINESS**

9.1. **Use of District Logo Request: BC Housing - Knox Centre**

**2017-90**

**MOVED by Councillor Pearson, seconded by Councillor Parkinson:**

THAT Council authorize BC Housing to use the District Logo for signage regarding funding for the Knox Centre affordable housing development.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Kasper, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor Berger

9.2. **Vancouver Island Regional Library Board Agenda Package - March 18, 2017**

Council Discussion:

- History of proposed new Sooke library and possible locations including Lot A on Wadams Way, and SEAPARC.
- Upcoming meetings of SEAPARC board and Vancouver Island Regional Library board will determine the library location.

Public Input:

- Mary Brooke, Sooke resident, inquired as to possible retail locations for the Sooke library and potential cost increases to Sooke taxpayers.

**2017-91**

**MOVED by Councillor Reay, seconded by Councillor Parkinson:**

THAT Council direct staff to inform the SEAPARC Commission that the District of Sooke does not support the SEAPARC location for the new library site.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Reay

**Opposed:** Councillor Kasper, Councillor Pearson

**Absent:** Councillor Berger

9.3. **9.3 Office Hours**

Council discussion:

- The District of Sooke website states that the municipal hall is closed 9:00 - 9:30 am on Tuesday.

**2017-92**

**MOVED by Councillor Kasper, seconded by Councillor Pearson:**

THAT Council direct staff to implement District Municipal Office hours as 8:30 am to 4:30 pm, Monday to Friday.

**DEFEATED.**

**In Favour:** Councillor Kasper, Councillor Pearson

**Opposed:** Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Reay

**Absent:** Councillor Berger

9.4. **Section 219 Covenant - Knox Presbyterian Church**

Council discussion:

- The issue of a section 219 covenant was to be brought back to Council.
- Staff will provide a report to the March 27 Regular Council meeting.

**10. CORRESPONDENCE**

**2017-93**

**MOVED by Councillor Logins, seconded by Councillor Parkinson:**

THAT the correspondence received February 23, 2017 to March 6, 2017, be received and filed accordingly for the record.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Kasper, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor Berger

**11. COUNCIL AND CAO VERBAL REPORTS**

11.1. Councillor Parkinson reported on:

- Participating on a conference call with the Ministry of Forests, Lands and Natural Resources regarding trapping and controlling wildlife.
- Participating in Pink Shirt Day
- Attending Seedy Saturday and the Sooke Region Tourism Association Annual General Meeting.

**12. MOTION TO CLOSE THE MEETING TO THE PUBLIC**

**2017-94**

**MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT this meeting be closed to the public under section 90(1)(l)(c) and (k) of the *Community Charter* as it pertains to preparation of an annual report and negotiations.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Kasper, Councillor Logins, Councillor Parkinson, Councillor Pearson, Councillor Reay

**Absent:** Councillor Berger

**14. ADJOURNMENT**

The meeting was adjourned at 11:05 p.m.

**Certified Correct:**

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**Maja Tait**  
**Mayor**

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**Gabryel Joseph**  
**Corporate Officer**







## DISTRICT OF SOOKE FUTURE POLICING COSTS RESERVE BYLAW No. 653

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A bylaw to establish a reserve fund for future policing costs.

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WHEREAS Section 188 (1) of the *Community Charter*, S.B.C. 2003, c. 26, as amended, authorizes a local government to establish by bylaw reserve funds for a specified purpose and direct that money be placed to the credit of the reserve fund; and

WHEREAS Section 189 (1) of the *Community Charter* authorizes the local government to provide for the expenditure of money in a reserve fund and interest earned on it for the purposes specified in the bylaw establishing the reserve fund.

THEREFORE, BE IT RESOLVED THAT the Council of the District of Sooke, in open meeting assembled, enacts as follows:

1. This Bylaw is cited for all purposes as *The District of Sooke Future Policing Costs Reserve Bylaw No. 653*.
2. There shall be and is hereby established a Policing Costs Reserve Fund for the purpose of offsetting the cost of future per capita population threshold increases and/or policing expenditures, including, but not limited to, special policing and major crimes investigations.
3. An amount totalling \$88,615 from an internal Future Policing Reserve Fund will be transferred into its respective account immediately upon adoption of this Bylaw.
4. Deposit of Money into the Policing Costs Reserve Fund ("the Fund"):
  - (a) Traffic fine sharing revenue will be deposited into the reserve for the years 2017 to 2021.
  - (b) Savings realised from policing operational budget.

- (c) All interest earned from the money held in the Fund shall be deposited into its respective account.
  - (d) Money paid into the Fund may, until required to be used, be invested in the manner provided in the *Community Charter* for the investment of Municipal funds.
5. Expenditure of Money in the Fund:
- (a) By resolution of Council, any money, including the accrued interest in the Fund, may be expended for the purpose of policing expenditures.

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

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

Read a THIRD time the 11<sup>th</sup> day of October, 2016.

RESCINDED THIRD Reading on the 12<sup>th</sup> day of December, 2016.

Re-Read a THIRD time on the 12<sup>th</sup> day of December, 2016.

RESCINDED THIRD Reading on the 13<sup>th</sup> day of March, 2017.

Re-Read a THIRD time on the 13<sup>th</sup> day of March, 2017.

ADOPTED on the \_\_\_\_ day of March, 2017.

**Certified Correct:**

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Maja Tait  
Mayor

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Gabryel Joseph  
Corporate Officer



## 7000 Melrick Place - Rezoning

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### **RECOMMENDATION:**

THAT COUNCIL give first reading to Bylaw No. 663, *Zoning Amendment Bylaw (600-35)* to rezone 7000 Melrick Place from Rural (RU2) to Rural Residential (RU4) and;

THAT Bylaw No. 663, *Zoning Amendment Bylaw (600-35)* be Read a Second time;

AND THAT a Public Hearing be scheduled for Bylaw No. 663 in accordance with section 466 of the *Local Government Act*.

### **Report Summary:**

The applicant has applied to rezone 7000 Melrick Place, the lot on the north side of Brailsford Place, from Rural (RU2) to Rural Residential (RU4) with the intent to subdivide +/- 1.71 hectares for the purposes of maintaining the owners existing home site.

### **Report:**

The owners of 7000 Melrick are not able to meet the 2 hectare minimum lot size for subdivision in the current RU2 zone which is why an application to rezone to RU4 was submitted. The RU4 zone permits a minimum lot size of 1 hectare for lots outside the sewer specified area (SSA). Since this property will be maintaining a rural zone, it is not mandatory for the owner to apply to be included into the SSA.

In February 2017, the owner provided road dedication to facilitate the extension of Brailsford Place. A subsequent subdivision application was approved separating the property at the new Brailsford road dedication. The parent property (7000 Melrick) remains north of the Brailsford extension and will continue to access the property through the newly created lot south of Brailsford Place (7004 Melrick) until the owners of 7004 Melrick Place complete construction of the Brailsford Place road extension. Once that road construction is complete, the owners of 7000 Melrick Place will be able to access their property from Brailsford Place.

7000 Melrick Place is designated as Community Residential by the Official Community Plan, 2010 (OCP) and the rezoning application is consistent with the Plan. There have been no objections received from referral agencies or staff to the rezoning proposal.

### **Legal Impacts:**

Staff are not aware of any legal impacts.

**Budget/Financial Impacts:**

As this rezoning proposal is for less than five dwelling units, it is exempt from the Community Amenity Contribution Policy.

**Strategic Relevance:**

This proposal is consistent with the 2016 Strategic Plan.

**Attached Documents:**

[Application Summary 7000 Melrick RZ](#)

[Summary of Referral Comments PLN01293 7000 Melrick  
subject property maps](#)

[RU4 zone](#)

[draft zoning amendment bylaw 663](#)

### Application Summary

<b>Address</b>	7000 Melrick Place
<b>Legal</b>	Lot A, Section 21, Sooke District, Plan VIP57007
<b>Existing Zoning</b>	Rural (RU2)
<b>Proposed Zoning</b>	Rural Residential (RU4)
<b>Existing OCP</b>	Community Residential
<b>Proposed OCP</b>	n/a
<b>Parcel Size</b>	+/- 3.25 ha = 8.03 ac
<b>Services</b>	<b>Water:</b> CRD Water <b>Sewer:</b> On-site <b>Drainage:</b> On-site
<b>Adjacent Land Uses</b>	<b>North:</b> Rural <b>South:</b> Brailsford Place <b>East:</b> Beaton Road Residential Comprehensive Development Zone <b>West:</b> Spiritwood Estates Comprehensive Development Zone

## Summary of Referral Agency Comments [originals are in the file)

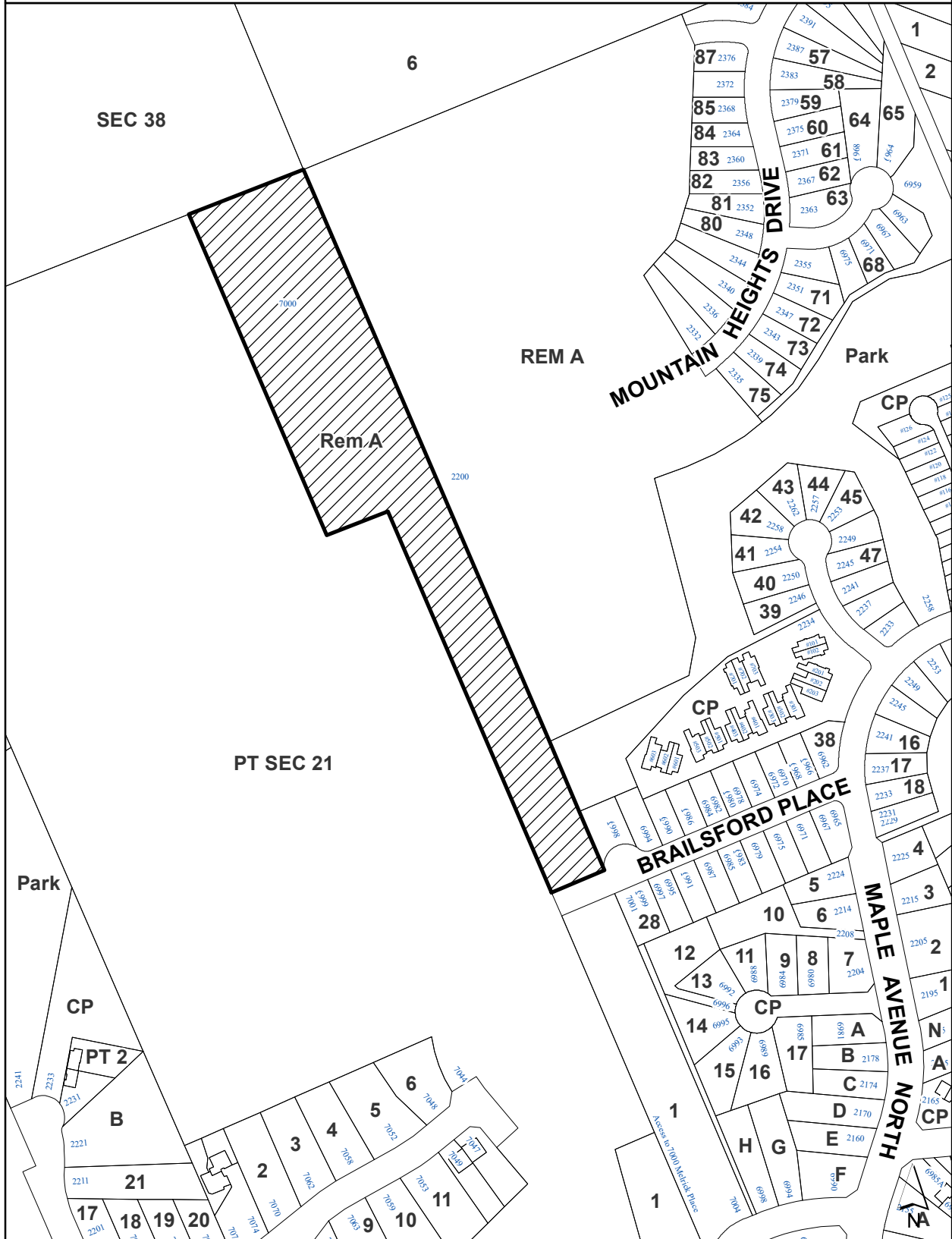
### SUMMARY OF COMMENTS RECEIVED IN RESPONSE TO DISTRICT OF SOOKE REFERRAL


EXTERNAL REFERRALS	
Agency	Comments
BC Hydro	No concerns
Ministry of Transportation and Infrastructure	Property is located beyond 800m from a Ministry road (Highway 14) so the property is outside of the controlled area of Highway 14.
Canada Post	No response
BC Transit	No response
Beecher Bay	No issues. Should there be any archaeological finds that protocol be followed and that T'Souke Nation be contacted.
CRD Water	Community piped water can be supplied to this proposed development provided the owner is prepared to pay the necessary costs and fees as authorized under CRD Bylaw No. 3889 for the supply and installation of a water distribution system capable of meeting all domestic and fire flow requirements, designed in accordance with CRD specifications and standard drawings. The remaining requirements/comments are in the file and a copy has been provided to the applicant.
CRD JdFEA	N/A
SEAPARC	No response
T'souke Nation	No response
VIHA	No objections
Archeological Branch	<p>According to Provincial records there are no known archaeological sites recorded on the subject property. However, archaeological potential modeling for the area indicates there is the possibility for unknown/unrecorded archaeological sites to exist on the property. In the absence of a confirmed archaeological site, the Archaeology Branch cannot require the proponent to conduct an archaeological study or obtain a permit prior to development. In this instance it is a risk management decision for the proponent.</p> <p>If any land-altering development is planned and proponents choose not to contact an archaeologist prior to development, owners and operators should be notified that if an archaeological site is encountered during development, activities <b>must</b> be halted and the Archaeology Branch contacted at 250-953-3334 for direction. If an archaeological site is encountered during development and the appropriate permits are not in place, proponents will be in contravention of the <i>Heritage Conservation Act</i> and likely experience development delays while the appropriate permits are obtained.</p>
RCMP	No concerns
School District #62	No concerns
Fortis BC	No objections or concerns.
Shaw Cable	No response
Telus	No concerns.
Building	No concerns at this time. Will review again at time of subdivision.
Fire	Ensure access to property is suitable.
Engineering	No concerns at this time.
Environmental	No concerns

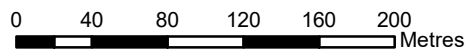


# SUBJECT PROPERTY MAP

File: PLN01293



 Subject Area

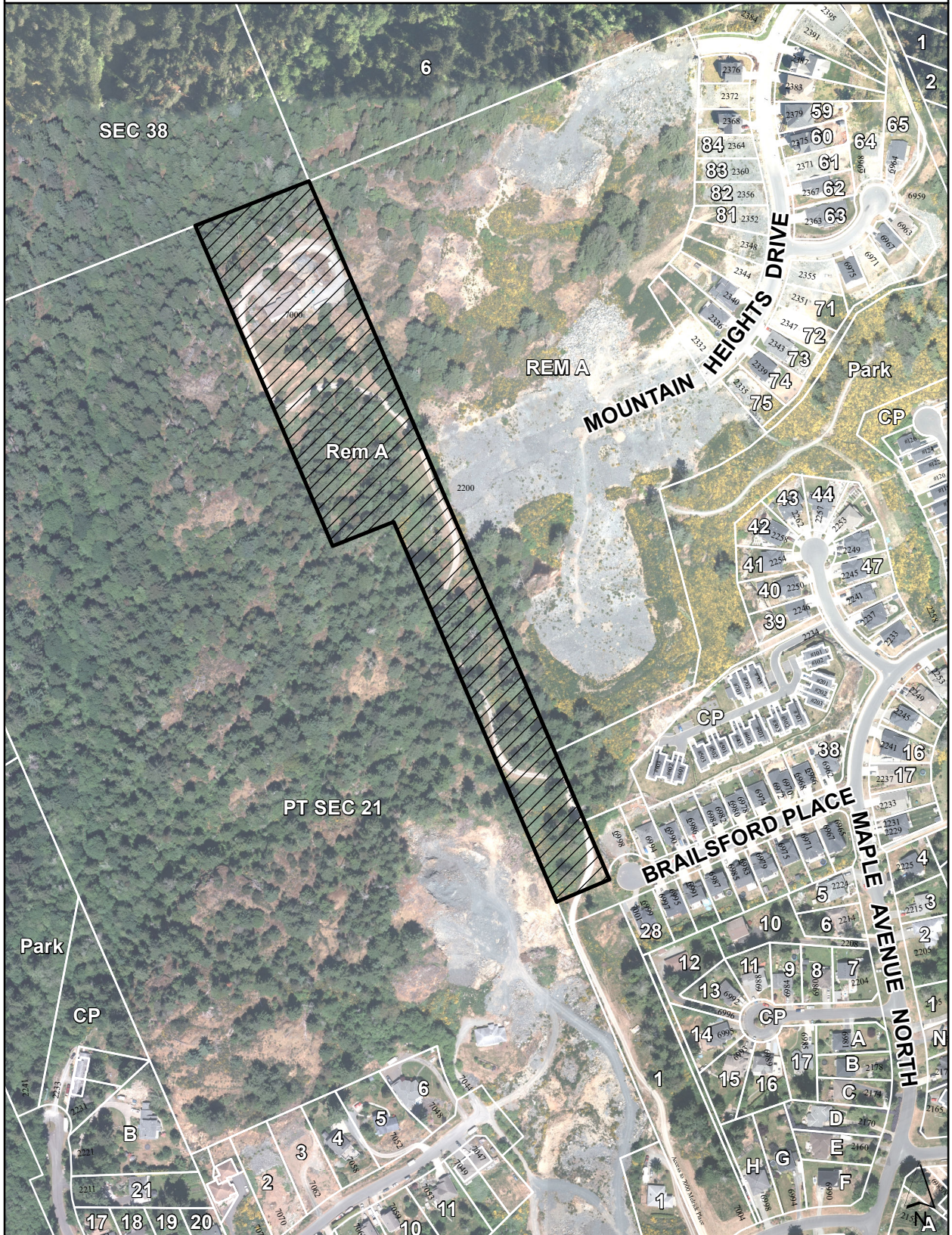





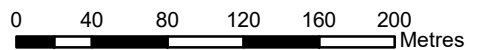


# SUBJECT PROPERTY MAP

File: PLN01293



 Subject Area





## Rural Residential

## RU4

**104.1 Purpose:** This zone applies to those lots that are rural in nature, intended for residential purposes, and are not within the Sewer Specified Area of the District of Sooke.

**104.2 Permitted Uses:**

**Principal Uses:**

- a) Agriculture
- b) Single family dwelling or one duplex per lot

**Accessory Uses:**

- d) Bed and breakfast
- e) Boarding and lodging
- e) Home-based business
- f) One secondary suite or one small suite on a lot with a single family dwelling
- g) Vacation accommodation unit

**104.3 Minimum Lot Size for Subdivision Purposes:**

- a) Outside the Sewer Specified Area: 1 ha
- b) Inside the Sewer Specified Area: 1000 m<sup>2</sup> providing the parent parcel at the time of joining the Sewer Specified Area is 5000m<sup>2</sup> or less in area.

**104.4 Minimum Width for Subdivision Purposes:** 15 m *(amended by Bylaw No. 583 adopted February 11, 2014)*

**104.5 Maximum Height:**

- a) Principal Buildings: 12 m
- b) Accessory Buildings: 9 m

**104.6 Maximum Lot Coverage:**

- a) 30%
- b) Where Agricultural production is carried out in greenhouses, the maximum lot coverage is 75%.

Schedule 104 – Rural Residential (RU4)

**104.7 Minimum Setbacks for Lots Over 1000 m<sup>2</sup> in Area:**

Use	Front Lot Line	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 m<sup>2</sup> or Less in Area:**

Use	Front Lot Line	Flanking Lot Line	Side Lot Line	Rear Lot Line	Lane Lot Line
Principal Building or Structure	4.5 m - house portion; 6 m garage/carport 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

**104.8 Conditions of Use:**

- a) Agriculture only permitted beyond 30 m from a watercourse.
- b) Septic systems for each lot must be determined by and installed in accordance with the requirements of the appropriate approval authority.

*Please be aware that the District of Sooke Stage 2 (Sanitary) Liquid Waste Management Plan, October 2005 contains soils mapping showing those areas outside the Sewer Specified Area which are well-suited to lot sizes of less than one hectare as well as other important information regarding subdivision outside of the Sewer Specified Area. Copies of this report can be viewed at the District's offices or on the District's website at: [www.sooke.ca](http://www.sooke.ca) The information in the report is general in nature and a site specific analysis will be required as part of any rezoning application. This italicized paragraph is not part of Bylaw No. 600 and has only been provided for the convenience of the reader.*



**DISTRICT OF SOOKE  
ZONING AMENDMENT  
BYLAW No. 663**

---

A bylaw to amend Bylaw No. 600, *Sooke Zoning Bylaw, 2013* for the purpose of amending the zoning on the property located at 7000 Melrick to Rural Residential Zone (RU4).

---

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

1. This Bylaw is cited as *Zoning Amendment Bylaw No. 663 (600-35)*.
2. The parcel of land legally described as Lot A, Section 21, Sooke District, Plan VIP57007 as shown boldly outlined and hatched on Schedule A, which is affixed to and forms part of this Bylaw, is hereby rezoned from Rural Zone (RU2) to Rural Residential Zone (RU4).
3. Bylaw No. 600, *Sooke Zoning Bylaw, 2013* as amended, and Schedule A attached thereto, are amended accordingly.

READ a FIRST and SECOND time the \_\_day of \_\_\_\_, 20\_\_.

PUBLIC HEARING held the \_\_day of \_\_\_\_, 20\_\_.

READ a THIRD time the \_\_day of \_\_\_\_, 20\_\_.

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

Certified by:

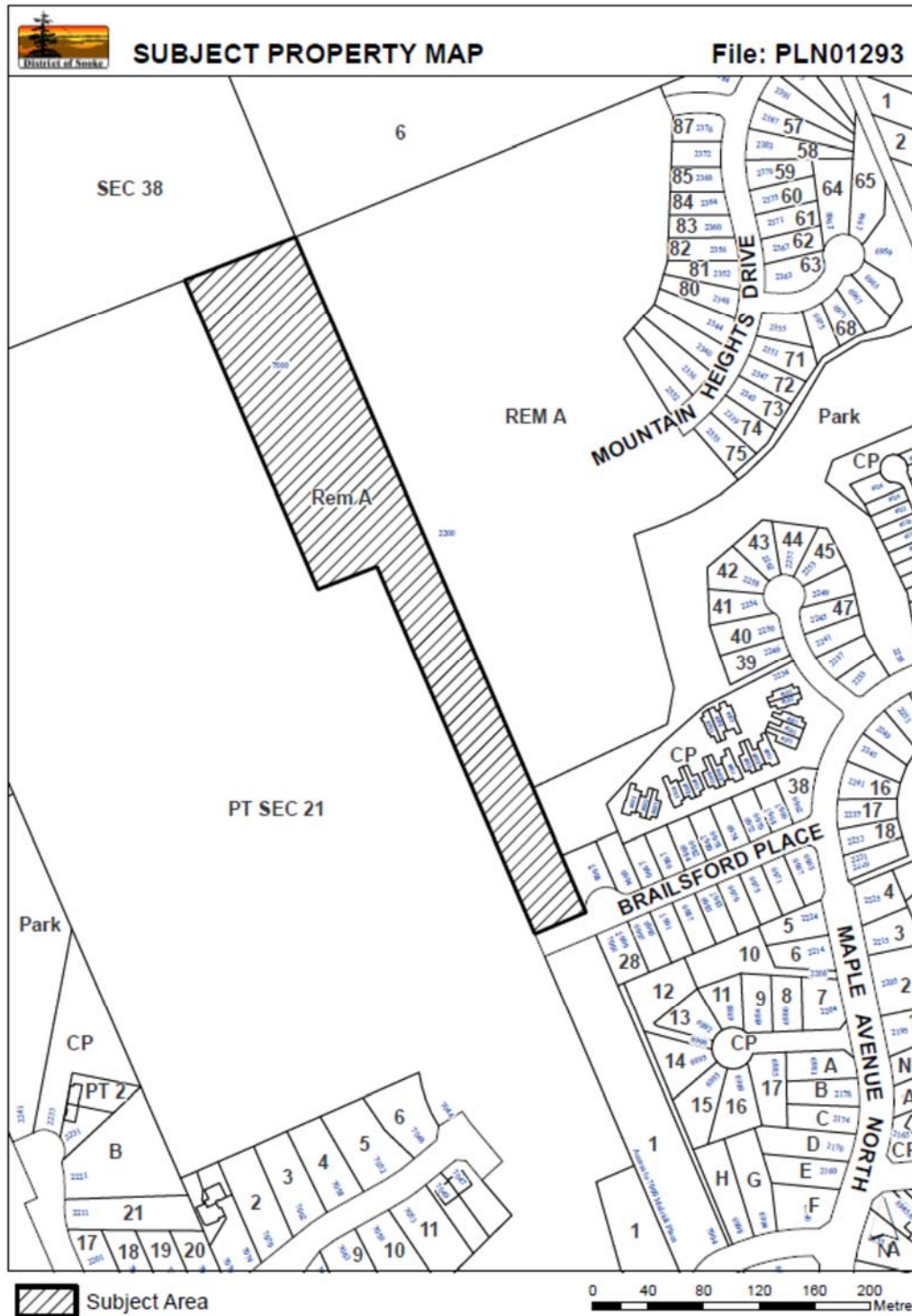
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Maja Tait  
Mayor

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Gabryel Joseph  
Corporate Officer

**SCHEDULE A**





## 2017 - 2021 Five Year financial Plan Bylaw

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### **RECOMMENDATION:**

1. THAT Bylaw No. 664, *Five Year Financial Plan Bylaw, 2017*, be read a First time.
2. THAT Bylaw No. 664, *Five Year Financial Plan Bylaw, 2017*, be read a Second time.
3. THAT Bylaw No. 664, *Five Year Financial Plan Bylaw, 2017*, be read a Third time.

### **Report Summary:**

The report is requesting Council give three readings to the 2017-2021 Five Year Financial Plan Bylaw.

### **Report:**

The 2017-2021 Five Year Financial Plan document and related sections was presented at public meetings on March 8, 9, 13 and 22, 2017. Adjustments were made to the plan as a result of discussions during those public meetings. The supporting Financial Plan document is attached for reference and includes all adjustments since it was first introduced on March 8, 2017.

The *Five Year Financial Plan Bylaw, 2017* has now been drafted for Council consideration.

### **Legal Impacts:**

A financial plan bylaw must be adopted annually before the annual property tax rate bylaw is adopted. The property tax rate bylaw must be adopted annually before May 15.

### **Budget/Financial Impacts:**

The draft five year financial plan bylaw includes a proposed property tax increase of 5.57% for 2017. This equates to approximately \$56 per average residential property tax folio. For 2017, a 1% property tax increase (over all property classes) raises \$66,478.

### **Strategic Relevance:**

Fiscal sustainability  
Excellence in management and governance

### **Attached Documents:**

[Bylaw No. 664](#)  
[Financial Plan as at March 27, 2017](#)



**DISTRICT OF SOOKE**  
**FIVE YEAR FINANCIAL PLAN BYLAW**  
**BYLAW NO. 664**

---

A bylaw to adopt the financial plan to cover the fiscal period from  
January 1, 2017 to December 31, 2021.

---

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, 2017*.
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, 2017 and ending December 31, 2021.
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. This Bylaw has full force and effect from January 1, 2017 until amended, repealed or replaced.

**SCHEDULE A**

<b>District of Sooke</b>					
<b>Financial Plan 2017 - 2021</b>					
<b>Funding Sources</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Property Taxes	\$ 7,181,518	\$ 7,711,045	\$ 8,360,210	\$ 8,850,799	\$ 9,164,642
Parcel Taxes	1,691,880	2,188,880	2,188,880	2,188,880	2,188,880
Fees and Charges	1,426,374	1,480,410	1,480,410	1,480,410	1,480,410
Other Sources	5,168,826	9,162,272	4,914,301	4,340,836	4,366,901
Transfer from Own Funds	3,930,037	2,977,663	1,510,341	1,829,326	2,042,447
	\$19,398,635	\$ 23,520,270	\$ 18,454,142	\$ 18,690,251	\$ 19,243,279
<b>Expenditures</b>					
Debt - Principal and Interest	\$ 1,329,789	\$ 1,474,086	\$ 1,533,454	\$ 1,528,484	\$ 1,382,141
Capital Expenditures	4,381,672	7,913,002	2,551,650	2,368,950	2,811,250
Transfer to Own Funds	1,041,763	1,302,211	1,451,472	1,816,604	1,996,735
Other Municipal Purposes	12,645,411	12,830,971	12,917,566	12,976,213	13,053,154
	\$19,398,635	\$ 23,520,270	\$ 18,454,142	\$ 18,690,251	\$ 19,243,279



## SCHEDULE B

### 2017 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	2017	2018	2019	2020	2021
Property Taxes	37.02%	32.78%	45.30%	47.36%	47.63%
Parcel Taxes	8.72%	9.31%	11.86%	11.71%	11.37%
Fees and Charges	7.35%	6.29%	8.02%	7.92%	7.69%
Other Sources	26.65%	38.95%	26.63%	23.23%	22.69%
Transfer from Own Funds	20.26%	12.66%	8.18%	9.79%	10.61%

### Distribution of Property Tax Revenues

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

Property Class	% Property Tax
Residential (1)	84.89%
Utilities (2)	0.08%
Light Industry (5)	1.20%
Business and Other (6)	13.46%
Managed Forest (7)	0.13%
Non-profit/Recreation (8)	0.22%
Farm (9)	0.02%
<b>Total</b>	<b>100.00%</b>

## **SCHEDULE B (cont'd)**

### **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.



**2017 – 2021**  
**Five Year Financial Plan**

Received at the March 27, 2017 Regular Council meeting

**2017-2021 Financial Plan**

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**District of Sooke  
Draft Financial Plan 2017 - 2021**

<b>Funding Sources</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
<b>Property Taxes</b>	7,181,518	7,711,045	8,360,210	8,850,799	9,164,642
<b>Parcel Taxes</b>	1,691,880	2,188,880	2,188,880	2,188,880	2,188,880
<b>Fees and Charges</b>	1,426,374	1,480,410	1,480,410	1,480,410	1,480,410
<b>Other Sources</b>	5,168,826	9,162,272	4,914,301	4,340,836	4,366,901
<b>Transfer from Own Funds</b>	3,930,037	2,977,663	1,510,341	1,829,326	2,042,447
	<b>19,398,635</b>	<b>23,520,270</b>	<b>18,454,142</b>	<b>18,690,251</b>	<b>19,243,279</b>

**Expenditures**

<b>Debt - Principal and Interest</b>	1,329,789	1,474,086	1,533,454	1,528,484	1,382,141
<b>Capital Expenditures</b>	4,381,672	7,913,002	2,551,650	2,368,950	2,811,250
<b>Transfer to Own Funds</b>	1,041,763	1,302,211	1,451,472	1,816,604	1,996,735
<b>Other Municipal Purposes</b>	12,645,411	12,830,971	12,917,566	12,976,213	13,053,154
	<b>19,398,635</b>	<b>23,520,270</b>	<b>18,454,142</b>	<b>18,690,251</b>	<b>19,243,279</b>

**Proportion of funding by source**

<b>Funding Source</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
	<b>%</b>	<b>%</b>	<b>%</b>	<b>%</b>	<b>%</b>
<b>Property Taxes</b>	37.02%	32.78%	45.30%	47.36%	47.63%
<b>Parcel Taxes</b>	8.72%	9.31%	11.86%	11.71%	11.37%
<b>Fees and Charges</b>	7.35%	6.29%	8.02%	7.92%	7.69%
<b>Other Sources</b>	26.65%	38.95%	26.63%	23.23%	22.69%
<b>Transfer from Own Funds</b>	20.26%	12.66%	8.18%	9.79%	10.61%

**District of Sooke  
Draft 2017 to 2021 Five Year Financial Plan  
Consolidated Summary**

	2017	2018	2019	2020	2021
<b>Funding Sources:</b>					
Municipal general property taxes	7,017,845	7,581,045	8,230,210	8,720,799	9,034,642
Non market change	163,673	130,000	130,000	130,000	130,000
<b>Total municipal taxes</b>	<b>7,181,518</b>	<b>7,711,045</b>	<b>8,360,210</b>	<b>8,850,799</b>	<b>9,164,642</b>
<b>Sewer Parcel Taxes</b>	<b>1,691,880</b>	<b>2,188,880</b>	<b>2,188,880</b>	<b>2,188,880</b>	<b>2,188,880</b>
Net taxes available for municipal purposes	247,500	247,500	247,500	247,500	247,500
Government transfers and grants	1,298,300	1,203,300	1,203,300	1,203,300	1,203,300
Investment income	60,000	60,000	60,000	60,000	60,000
Proceeds from borrowing	1,000,000	4,900,000	600,000	-	-
Offset for amortization	2,563,026	2,751,472	2,803,501	2,830,036	2,856,101
<b>Total Other Sources</b>	<b>5,168,826</b>	<b>9,162,272</b>	<b>4,914,301</b>	<b>4,340,836</b>	<b>4,366,901</b>
Sales and user fees	77,750	77,750	77,750	77,750	77,750
Penalties and fines	185,000	185,000	185,000	185,000	185,000
Developer cost charges (Roads)	100,000	100,000	100,000	100,000	100,000
Licenses and permits	566,392	566,392	566,392	566,392	566,392
Lease and rental	33,464	-	-	-	-
Developer cost charges (Sewer)	100,000	100,000	100,000	100,000	100,000
Sewer generation charges	363,768	451,268	451,268	451,268	451,268
<b>Total Fees and Charges</b>	<b>1,426,374</b>	<b>1,480,410</b>	<b>1,480,410</b>	<b>1,480,410</b>	<b>1,480,410</b>
Transfers from reserves for general capital (capital sheet)	2,534,022	2,130,002	697,650	1,021,605	1,381,069
Transfers from reserves for general capital (Protective Servic	91,600	-	-	-	-
Transfers from reserves for general capital (debt principal)	188,354	223,246	223,246	223,246	223,246
Transfers from surplus for general capital (debt servicing)	303,866	298,896	293,926	288,956	142,613
Transfers from surplus for general capital	250,000	30,000	-	-	-
Transfers from surplus for operating	266,676	-	-	-	-
Transfer from reserves for debt principal (Sewer DCC)	295,519	295,519	295,519	295,519	295,519
Transfers from reserves for sewer capital	-	-	-	-	-
Transfers from surplus (sewer repayment)	-	-	-	-	-
<b>Total Transfers from Own Funds</b>	<b>3,930,037</b>	<b>2,977,663</b>	<b>1,510,341</b>	<b>1,829,326</b>	<b>2,042,447</b>
<b>Total Funding Sources:</b>	<b>19,398,635</b>	<b>23,520,270</b>	<b>18,454,142</b>	<b>18,690,251</b>	<b>19,243,279</b>
<b>Expenditures:</b>					
<b>Debt Servicing:</b>					
- General Government	552,768	504,750	499,780	494,810	348,467
- Fire Department	91,663	91,507	155,845	155,845	155,845
- Sewer Fund	685,359	877,829	877,829	877,829	877,829
<b>Total Debt Servicing</b>	<b>1,329,789</b>	<b>1,474,086</b>	<b>1,533,454</b>	<b>1,528,484</b>	<b>1,382,141</b>
<b>Capital Expenditures:</b>					
- General Government	4,020,972	3,249,002	2,431,650	2,248,950	2,746,250
- Sewer Fund	360,700	4,664,000	120,000	120,000	65,000
<b>Total Capital Expenditures</b>	<b>4,381,672</b>	<b>7,913,002</b>	<b>2,551,650</b>	<b>2,368,950</b>	<b>2,811,250</b>
<b>Transfers to Reserves</b>	<b>1,041,763</b>	<b>1,302,211</b>	<b>1,451,472</b>	<b>1,816,604</b>	<b>1,996,735</b>
<b>Other Municipal Purposes:</b>					
Council	416,223	297,437	294,937	297,437	294,937
CAO's Office	510,200	485,200	470,200	455,200	475,200
Corporate Services	1,103,481	944,449	938,199	938,199	949,608
Financial Services	984,870	965,517	953,517	961,142	958,642
Development Services	2,090,482	2,099,567	2,110,485	2,146,783	2,132,398
Protective Services	3,582,553	3,572,605	3,607,003	3,632,693	3,646,544
Amortization	2,563,026	2,751,471	2,803,501	2,830,036	2,856,101
Sewer Operations	1,394,577	1,714,724	1,739,724	1,714,724	1,739,724
<b>Total Other Municipal Purposes:</b>	<b>12,645,411</b>	<b>12,830,971</b>	<b>12,917,566</b>	<b>12,976,213</b>	<b>13,053,154</b>
<b>Total Expenditures:</b>	<b>19,398,635</b>	<b>23,520,270</b>	<b>18,454,142</b>	<b>18,690,251</b>	<b>19,243,279</b>
Municipal General Property Taxes	7,017,845	7,581,045	8,230,210	8,720,799	9,034,642
% increase in property taxes	5.57%	5.56%	6.73%	4.31%	2.08%
Municipal General Property Taxes including Non Market Cha	7,181,518	7,711,045	8,360,210	8,850,799	9,164,642

**District of Sooke  
Draft 2017 to 2021 Five Year Financial Plan  
Council and CAO**

Council	2017	2018	2019	2020	2021
Salaries	81,300	81,300	81,300	81,300	81,300
Benefits	1,600	1,600	1,600	1,600	1,600
Travel/conferences/education	27,600	27,600	27,600	27,600	27,600
Public and Government relations	6,500	6,500	6,500	6,500	6,500
Primary Health Care Services Working Group	5,000	5,000	5,000	5,000	5,000
Volunteer recognition	2,500	-	-	-	-
Events (Levee, Parade)	10,000	10,000	10,000	10,000	10,000
Sponsorships	2,500	2,500	2,500	2,500	2,500
Communities in Bloom	-	2,500	-	2,500	-
Contingency	35,000	35,000	35,000	35,000	35,000
<b>Community Service Agreements:</b>					
Sooke Region Community Health Initiative	17,500	-	-	-	-
Sooke Region Community Health Network MOU	30,000	-	-	-	-
Sooke Community Association	28,000	-	-	-	-
Chamber of Commerce	-	-	-	-	-
Sooke Region Tourism Association	23,000	-	-	-	-
Visitor Information Centre	21,225	-	-	-	-
<b>Total Community Service Agreements</b>	<b>119,725</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Annual Grants:</b>					
Sooke Food Bank Society	-	-	-	-	-
Sooke Citizens on Patrol	10,000	-	-	-	-
EMCS Society for the Sooke Youth Council	2,800	-	-	-	-
JDF Regional Park Watch Society	3,500	-	-	-	-
Sooke Community Arts Council	5,000	-	-	-	-
Sooke Residents in Need Society - Crisis Centre	4,000	-	-	-	-
Sooke Lions Club	6,120	-	-	-	-
Sooke Family Resource Society	5,000	-	-	-	-
Sooke Region Food CHI	2,000	-	-	-	-
Sooke Fine Arts Society	7,000	-	-	-	-
Vancouver Island South Film & Media Commission	7,000	-	-	-	-
	500	-	-	-	-

	2017	2018	2019	2020	2021
Sooke Transition Town - Wild Wise Sooke	2,925	-	-	-	-
Need 2 - Suicide Prevention Education & Awareness	1,592	-	-	-	-
<b>Total Annual Grants</b>	<b>57,437</b>	<b>57,437</b>	<b>57,437</b>	<b>57,437</b>	<b>57,437</b>
Community Grants	49,061	50,000	50,000	50,000	50,000
Canada Day Fireworks	3,000	3,000	3,000	3,000	3,000
Sooke Christmas Bureau	15,000	15,000	15,000	15,000	15,000
	<b>416,223</b>	<b>297,437</b>	<b>294,937</b>	<b>297,437</b>	<b>294,937</b>

Sooke Transition Town - Wild Wise Sooke  
 Need 2 - Suicide Prevention Education & Awareness  
**Total Annual Grants**  
 Community Grants  
 Canada Day Fireworks  
 Sooke Christmas Bureau

**CAO's Office**

Salaries	140,000	140,000	140,000	140,000	140,000
Benefits	25,700	25,700	25,700	25,700	25,700
Travel	2,500	2,500	2,500	2,500	2,500
Memberships	2,000	2,000	2,000	2,000	2,000
Professional Development	15,000	15,000	15,000	15,000	15,000
Legal	150,000	130,000	100,000	100,000	100,000
Economic Development (conference hosting)	5,000	-	-	-	-
Economic Development (MRDT business plan)	10,000	-	-	-	-
Strategic Plan	-	-	15,000	-	-
OCP	10,000	-	-	-	-
Long-term Plans	-	20,000	20,000	20,000	40,000
Operating Contingency	150,000	150,000	150,000	150,000	150,000
	<b>510,200</b>	<b>485,200</b>	<b>470,200</b>	<b>455,200</b>	<b>475,200</b>

Salaries  
 Benefits  
 Travel  
 Memberships  
 Professional Development  
 Legal  
 Economic Development (conference hosting)  
 Economic Development (MRDT business plan)  
 Strategic Plan  
 OCP  
 Long-term Plans  
 Operating Contingency



**District of Sooke  
Draft 2017 to 2021 Five Year Financial Plan  
Corporate Services**

Corporate Services	2017	2018	2019	2020	2021
Salaries	707,715	566,929	566,929	566,929	553,584
Benefits	174,652	156,406	156,406	156,406	154,585
Professional Development	25,000	25,000	25,000	25,000	25,000
Memberships	2,000	2,000	2,000	2,000	2,000
Travel	5,000	5,000	5,000	5,000	5,000
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
Elections	12,500	12,500	6,250	6,250	6,250
Legislative Dues/Subscriptions	3,000	3,000	3,000	3,000	3,000
Advertising/Communications	30,000	30,000	30,000	30,000	30,000
Recruitment costs - travel	2,500	2,500	2,500	2,500	2,500
Recruitment costs - advertising	1,500	1,500	1,500	1,500	1,500
Reception Coverage	-	-	-	-	-
Contingency (staffing coverage)	-	-	-	-	-
Bylaw Vehicle Insurance	1,036	1,036	1,036	1,036	1,036
Bylaw Vehicle Fuel	1,698	1,698	1,698	1,698	1,698
Bylaw Vehicle Maintenance	500	500	500	500	500
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 Corporate Memberships	9,000	9,000	9,000	9,000	9,000
Records management and offsite storage	19,000	19,000	19,000	19,000	19,000
Occupational Health and Safety	1,800	1,800	1,800	1,800	1,800
Operating supplies	5,000	5,000	5,000	5,000	5,000
Natural Gas	-	-	-	-	-
Water	5,200	5,200	5,200	5,200	-
Electricity	10,000	10,000	10,000	10,000	10,000
Waste removal	6,000	6,000	6,000	6,000	-
Security	1,200	1,200	1,200	1,200	1,200
Contracted maintenance	31,480	31,480	31,480	31,480	31,480
Other outside services	20,000	20,000	20,000	20,000	20,000
	<b>1,103,481</b>	<b>944,449</b>	<b>938,199</b>	<b>938,199</b>	<b>949,608</b>
<b>Subtotal before amortization</b>	<b>1,103,481</b>	<b>944,449</b>	<b>938,199</b>	<b>938,199</b>	<b>949,608</b>
<b>Amortization - General Government</b>	145,270	147,449	150,398	151,902	153,000
<b>Total Corporate Services</b>	<b>\$ 1,248,751</b>	<b>\$ 1,091,898</b>	<b>\$ 1,088,597</b>	<b>\$ 1,090,101</b>	<b>\$ 1,102,608</b>

**District of Sooke  
Draft 2017 to 2021 Five Year Financial Plan  
Financial Services**

	2017	2018	2019	2020	2021
<b>Financial Services</b>					
<b>Financial Administration:</b>					
Salaries	237,968	239,825	239,825	239,825	239,825
Benefits	57,064	57,278	57,278	57,278	57,278
Less: Allocation to Sewer Fund	(44,255)	(44,565)	(44,565)	(44,565)	(44,565)
Subscriptions	150	150	150	150	150
Travel	1,000	1,000	1,000	1,000	1,000
Professional Development	4,000	4,000	4,000	4,000	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
Interest on Refundable Deposits	4,000	4,000	4,000	4,000	4,000
Audit	40,000	40,000	40,000	40,000	40,000
Less: Allocation to Sewer Fund	(6,000)	(6,000)	(6,000)	(6,000)	(6,000)
Insurance premiums (property and liability)	116,690	116,690	116,690	116,690	116,690
Less: Allocation to Sewer Fund	(58,345)	(58,345)	(58,345)	(58,345)	(58,345)
Insurance contingency	10,000	10,000	10,000	10,000	10,000
Insurance claims	10,000	10,000	10,000	10,000	10,000
	<b>406,672</b>	<b>408,433</b>	<b>408,433</b>	<b>408,433</b>	<b>413,433</b>
<b>Geographic Information Services</b>					
Salaries	146,210	148,417	148,417	148,417	148,417
Benefits	38,161	38,400	38,400	38,400	38,400
Specialty Office Supplies	800	800	800	800	800
Travel	1,000	1,000	1,000	1,000	1,000
Memberships	700	700	700	700	700
Professional Development	2,500	2,500	2,500	2,500	2,500
Asset Management Training	5,000	-	-	-	-
Data acquisition and consulting	11,000	11,000	11,000	11,000	11,000
	<b>205,371</b>	<b>202,818</b>	<b>202,818</b>	<b>202,818</b>	<b>202,818</b>
<b>Information Technology</b>					
Salaries	140,713	142,838	142,838	142,838	142,838
Benefits	37,535	37,765	37,765	37,765	37,765

**Financial Services**

Less: Allocation to Sewer Fund  
Professional Development  
Telephone  
Copy/service charges  
Equipment lease/rental  
Website maintenance  
Software Licensing  
Staff IT Software Training  
IT Consulting/Back-up  
LAN/PC's/Networking/Internet

	2017	2018	2019	2020	2021
	(44,562)	(45,151)	(45,151)	(45,151)	(45,151)
	6,700	6,700	6,700	6,700	6,700
	17,000	17,000	17,000	17,000	17,000
	4,500	4,500	4,500	4,500	4,500
	22,900	25,900	25,900	25,900	25,900
	2,000	2,000	2,000	2,000	2,000
	98,700	82,875	70,875	78,500	71,000
	6,300	6,300	6,300	6,300	6,300
	7,500	-	-	-	-
	73,540	73,540	73,540	73,540	73,540
	<b>372,826</b>	<b>354,267</b>	<b>342,267</b>	<b>349,892</b>	<b>342,392</b>

**Total Financial Services**

	<b>984,870</b>	<b>965,517</b>	<b>953,517</b>	<b>961,142</b>	<b>958,642</b>
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**District of Sooke  
Draft 2017 to 2021 Five Year Financial Plan  
Development Services**

	2017	2018	2019	2020	2021
<b>Development Services</b>					
<b>Engineering Operations</b>					
Salaries	311,974	323,127	323,127	323,127	323,127
Benefits	77,016	78,200	78,200	78,200	78,200
Vehicle Insurance	1,652	1,652	1,652	1,652	1,652
Vehicle Maintenance	700	700	700	700	700
Specialty office supplies	1,061	1,061	1,061	1,061	1,061
Travel	1,061	1,061	1,061	1,061	1,061
Professional Development	10,000	10,000	10,000	10,000	10,000
Memberships	1,403	1,403	1,403	1,403	1,403
Consulting	10,000	10,000	10,000	10,000	10,000
	<b>414,867</b>	<b>427,204</b>	<b>427,204</b>	<b>427,204</b>	<b>427,204</b>
<b>Contract Services</b>					
Highway Maintenance Contract	252,380	256,166	260,008	263,908	267,867
Line Painting and Signage	10,000	10,000	10,000	10,000	10,000
Rainwater Infrastructure Maintenance	100,000	100,000	100,000	100,000	100,000
DCC Bylaw Review - Roads	25,000	-	-	25,000	-
Public Works Yard Maintenance	5,000	5,000	5,000	5,000	5,000
	<b>392,380</b>	<b>371,166</b>	<b>375,008</b>	<b>403,908</b>	<b>382,867</b>
<b>Street lighting and Traffic control</b>					
Street lighting electricity - BC Hydro	85,000	89,250	93,713	98,398	103,318
Street lighting electricity - District	30,000	31,500	33,075	34,729	36,465
Street lighting contracted maintenance - District	8,500	8,500	8,500	8,500	8,500
Traffic lights electricity	3,500	3,500	3,500	3,500	3,500
Crossing guards	14,000	14,000	14,000	14,000	14,000
	<b>141,000</b>	<b>146,750</b>	<b>152,788</b>	<b>159,127</b>	<b>165,783</b>
<b>Planning Operations</b>					
Salaries	256,706	260,235	260,235	260,235	260,235
Benefits	66,894	67,437	67,437	67,437	67,437
Specialty office supplies	1,400	1,400	1,400	1,400	1,400
Travel	500	500	500	500	500
Professional Development	7,500	7,500	7,500	7,500	7,500
Memberships	1,100	1,100	1,100	1,100	1,100
	<b>334,100</b>	<b>338,172</b>	<b>338,172</b>	<b>338,172</b>	<b>338,172</b>

	2017	2018	2019	2020	2021
<b>Development Services</b>					
<b>Building Inspection</b>					
Salaries	252,657	256,125	256,125	256,125	256,125
Benefits	70,868	71,312	71,312	71,312	71,312
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	1,000	1,000	1,000	1,000	1,000
Consulting	5,000	5,000	5,000	5,000	5,000
Vehicle insurance	778	778	778	778	778
	<b>338,384</b>	<b>342,296</b>	<b>342,296</b>	<b>342,296</b>	<b>342,296</b>
<b>Community Spaces</b>					
Parks salaries	207,780	210,570	210,570	210,570	210,570
Parks benefits	60,162	60,582	60,582	60,582	60,582
Parks overtime	-	-	-	-	-
Public Space maintenance	50,860	51,877	52,915	53,973	53,973
Parks Materials and Supplies	2,250	2,250	2,250	2,250	2,250
Parks Data and Telephone	750	750	750	750	750
Parks Office Expenses	16,220	16,220	16,220	16,220	16,220
Parks Vehicle Fuel	2,500	2,500	2,500	2,500	2,500
Parks Maintenance	750	750	750	750	750
Parks Memberships and Dues	2,600	2,600	2,600	2,600	2,600
Parks Travel	4,700	4,700	4,700	4,700	4,700
Parks Training	2,600	2,600	2,600	2,600	2,600
Parks PPE and Immunization	7,000	7,000	7,000	7,000	7,000
Works Yard electricity	25,000	25,000	25,000	25,000	25,000
Hazardous vegetation control	5,000	5,000	5,000	5,000	5,000
Community Clean Up Events	8,200	8,200	8,200	8,200	8,200
Banners	20,000	20,000	20,000	20,000	20,000
Seasonal Adornment	18,000	18,000	18,000	18,000	18,000
Boat Launch Parking Lease	-	-	-	-	-
Boat Launch Trail	10,880	10,880	10,880	10,880	10,880
Boat Launch operating and Maintenance	24,000	24,000	24,000	24,000	24,000
Downtown Parking Lease	500	500	500	500	500
Harbourway Walkway License	469,752	473,979	475,017	476,075	476,075
	<b>2,090,482</b>	<b>2,099,567</b>	<b>2,110,485</b>	<b>2,146,783</b>	<b>2,132,398</b>
<b>Subtotal before amortization</b>					

	2017	2018	2019	2020	2021
<b>Development Services</b>					
<b>Amortization</b>					
Amortization - Recreation and Culture	133,156	135,154	137,857	139,235	140,628
Amortization - Engineering Services	1,445,505	1,467,187	1,496,531	1,511,496	1,526,611
Amortization - Storm Sewer	106,968	108,572	110,744	111,851	112,970
<b>Total Amortization</b>	<b>1,685,629</b>	<b>1,710,913</b>	<b>1,745,131</b>	<b>1,762,583</b>	<b>1,780,208</b>
<b>Total Development Services</b>	<b>3,776,111</b>	<b>3,810,480</b>	<b>3,855,616</b>	<b>3,909,365</b>	<b>3,912,606</b>

**District of Sooke  
Draft 2017 to 2021 Five Year Financial Plan  
Protective Services**

	2017	2018	2019	2020	2021
<b>Protective Services</b>					
<b>Policing</b>					
Contract with RCMP	1,994,039	1,994,039	1,994,039	1,994,039	1,994,039
Police Based Victims Services	8,323	8,323	8,323	8,323	8,323
Integrated Mobile Crisis Response Team	5,792	5,792	5,792	5,792	5,792
Regional Domestic Violence Unit	11,500	11,500	11,500	11,500	11,500
Mobile Youth Services Team	3,500	3,500	3,500	3,500	3,500
Diversity and Advisory Committee	350	350	350	350	350
Crime Stoppers Funding	3,800	3,800	3,800	3,800	3,800
CR Action Team	-	-	-	-	-
Source Information	7,000	7,000	7,000	7,000	7,000
Community Liaison Officer	-	-	-	-	-
	<b>2,034,304</b>	<b>2,034,304</b>	<b>2,034,304</b>	<b>2,034,304</b>	<b>2,034,304</b>
<b>Emergency Program</b>					
Supplies	8,000	8,000	8,000	8,000	8,000
Office supplies	800	800	800	800	800
EOC radio operations	2,000	2,000	2,000	2,000	2,000
Emergency Program Vehicle Maintenance	1,500	1,500	1,500	1,500	1,500
Communications	1,400	1,400	1,400	1,400	1,400
Professional Development	3,000	3,000	3,000	3,000	3,000
Volunteer Training General	1,600	1,600	1,600	1,600	1,600
Annual Exercise	1,000	2,000	2,000	2,000	2,000
Emergency planning - outside services (ESS Director)	2,100	2,100	2,100	2,100	2,100
	<b>21,400</b>	<b>22,400</b>	<b>22,400</b>	<b>22,400</b>	<b>22,400</b>
<b>Fire Department</b>					
<b>Administration</b>					
Salaries	578,701	553,923	564,388	575,923	587,825
Benefits	167,882	156,158	157,898	159,809	161,758
Overtime	80,000	80,000	80,000	80,000	80,000
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
Staff Training	10,000	10,000	13,000	13,000	13,000
OH&S training	1,000	1,000	1,000	1,000	1,000

## Protective Services

	2017	2018	2019	2020	2021
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	4,000	4,000	4,000	4,000	4,000
Appreciation Dinner	12,000	12,000	14,000	14,000	14,000
	<b>863,694</b>	<b>827,192</b>	<b>844,397</b>	<b>857,842</b>	<b>871,694</b>

## 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	75,636	77,773	79,728	81,703	81,703
Volunteer Performance Incentive	30,000	35,000	40,000	45,000	45,000
Volunteer Association Payment	37,779	37,779	37,779	37,779	37,779
EAP Benefits	1,512	1,512	1,512	1,512	1,512
WCB Benefits	450	450	450	450	450
Medical testing	2,900	2,900	2,900	2,900	2,900
Recruitment	2,500	3,000	3,000	3,000	3,000
	<b>211,866</b>	<b>219,503</b>	<b>226,458</b>	<b>233,433</b>	<b>233,433</b>

## Training

Courses and certifications	34,000	34,000	38,000	40,000	40,000
Travel and expenses	2,000	2,000	2,000	2,000	2,000
Driver certification / air brakes	500	500	500	500	500
Audio visual repair and replacement	500	500	500	500	500
Operating supplies	1,855	1,855	1,855	1,855	1,855
	<b>38,855</b>	<b>38,855</b>	<b>42,855</b>	<b>44,855</b>	<b>44,855</b>

## Telecommunications

CREST	47,000	64,917	66,155	67,424	67,424
Telephone and Data services	11,241	11,241	11,241	11,241	11,241
Radio and pager maintenance	1,000	1,000	1,000	1,000	1,000
Repairs general	2,645	2,645	2,645	2,645	2,645
	<b>61,886</b>	<b>79,803</b>	<b>81,041</b>	<b>82,310</b>	<b>82,310</b>

## Inspections and Prevention

Operating supplies	1,119	1,119	1,119	1,119	1,119
Community Education	3,843	3,843	3,843	3,843	3,843
	<b>4,962</b>	<b>4,962</b>	<b>4,962</b>	<b>4,962</b>	<b>4,962</b>

## Station Maintenance

<u>Fire Hall #1</u>					
Security	1,200	1,200	1,200	1,200	1,200
Hydro	16,000	16,000	16,000	16,000	16,000
Gas	5,500	5,500	5,500	5,500	5,500



## Protective Services

	2017	2018	2019	2020	2021
Water	1,800	1,800	1,800	1,800	1,800
General Maintenance and servicing	5,000	5,000	5,000	5,000	5,000
Garbage and recycle	2,400	2,400	2,400	2,400	2,400
Janitorial	10,740	10,740	10,740	10,740	10,740
	<b>42,640</b>	<b>42,640</b>	<b>42,640</b>	<b>42,640</b>	<b>42,640</b>
<u>Fire Hall #2</u>					
Security	1,200	1,200	1,200	1,200	1,200
Hydro	2,500	2,500	2,500	2,500	2,500
Water	300	300	300	300	300
General Maintenance and servicing	2,500	2,500	2,500	2,500	2,500
Janitorial	4,080	4,080	4,080	4,080	4,080
	<b>10,580</b>	<b>10,580</b>	<b>10,580</b>	<b>10,580</b>	<b>10,580</b>
<b>Vehicle maintenance and operating</b>					
Wages	11,978	11,978	11,978	11,978	11,978
Benefits	1,463	1,463	1,463	1,463	1,463
Fuel	14,705	14,705	14,705	14,705	14,705
Vehicle maintenance general	23,000	23,000	28,000	31,000	31,000
Insurance premiums	17,136	17,136	17,136	17,136	17,136
Tire replacement	3,500	3,500	3,500	3,500	3,500
Repairs or fabrication	4,200	4,200	4,200	4,200	4,200
Outside repair services	-	-	-	-	-
	<b>75,982</b>	<b>75,982</b>	<b>80,982</b>	<b>83,982</b>	<b>83,982</b>
<b>Debt Servicing (see Debt Servicing and Transfers)</b>					
	<b>91,663</b>	<b>91,507</b>	<b>155,845</b>	<b>155,845</b>	<b>155,845</b>
<b>Equipment maintenance</b>					
Operation and Maintenance	25,000	25,000	25,000	25,000	25,000
SCBA maintenance	10,000	10,000	10,000	10,000	10,000
SCBA Cylinder Replacement Program	9,600	9,600	9,600	9,600	9,600
SCBA Units	50,000	50,000	50,000	50,000	50,000
Small tools and equipment replacement	5,000	5,000	5,000	5,000	5,000
Other outside services	4,000	4,000	4,000	4,000	4,000
	<b>103,600</b>	<b>103,600</b>	<b>103,600</b>	<b>103,600</b>	<b>103,600</b>
<b>Protective Clothing</b>					
Turnout gear replacement	32,000	32,000	32,000	32,000	32,000
Turnout gear repair	3,000	3,000	3,000	3,000	3,000
Turnout gear operating supplies	3,000	3,000	3,000	3,000	3,000
Coveralls - Forestry - Maintenance	3,000	3,000	3,000	2,000	2,000

<b>Protective Services</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Other required PP equipment	500	500	500	500	500
	<b>41,500</b>	<b>41,500</b>	<b>41,500</b>	<b>40,500</b>	<b>40,500</b>
<b>Uniforms</b>					
Dress uniforms and regalia	11,000	11,000	11,000	11,000	11,000
Stationwear and boots	10,000	10,000	10,000	10,000	10,000
Cleaning and repair	2,500	2,500	2,500	2,500	2,500
	<b>23,500</b>	<b>23,500</b>	<b>23,500</b>	<b>23,500</b>	<b>23,500</b>
<b>Other</b>					
Medical supplies	7,000	7,000	7,000	7,000	7,000
East Sooke Fire Contract	40,784	40,784	40,784	40,784	40,784
	<b>47,784</b>	<b>47,784</b>	<b>47,784</b>	<b>47,784</b>	<b>47,784</b>
<b>Total Fire Department</b>	<b>1,618,511</b>	<b>1,607,408</b>	<b>1,706,144</b>	<b>1,731,833</b>	<b>1,745,685</b>
<b>Total Protective Services, before amortization</b>	<b>3,674,215</b>	<b>3,664,112</b>	<b>3,762,848</b>	<b>3,788,538</b>	<b>3,802,389</b>
Less Debt Servicing (shown separately)	(91,663)	(91,507)	(155,845)	(155,845)	(155,845)
<b>Subtotal before amortization</b>	<b>3,582,553</b>	<b>3,572,605</b>	<b>3,607,003</b>	<b>3,632,693</b>	<b>3,646,544</b>
Amortization - Protective Services	251,219	254,987	260,087	262,687	265,000
<b>Total Protective Services (less debt)</b>	<b>3,833,771</b>	<b>3,827,592</b>	<b>3,867,090</b>	<b>3,895,380</b>	<b>3,911,544</b>

**District of Sooke  
Draft 2017 to 2021 Five Year Financial Plan**

<b>Fiscal Services</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
<b>Debt servicing</b>					
MFA lease (Fire - equipment and vehicles) - principal			52,338	52,338	52,338
MFA lease (Fire - equipment and vehicles) - interest			12,000	12,000	12,000
Provincial Debt (Fire - Ladder Truck) - principal	20,723	20,723	20,723	20,723	20,723
Provincial Debt (Fire - Ladder Truck) - interest	27,892	27,892	27,892	27,892	27,892
MFA loan ( 50% Fire and 50% General - building) - principal and interest	80,651	-	-	-	-
MFA loan (50% Fire and 50% General - building) - interest	5,444	-	-	-	-
MFA loan (Fire - vehicles) - principal		34,892	34,892	34,892	34,892
MFA loan (Fire - vehicles) - interest		8,000	8,000	8,000	8,000
MFA loan (General - Parks equipment and vehicles) - principal		-	-	-	-
MFA loan (General - Parks equipment and vehicles) - interest		-	-	-	-
MFA loan (General - road resurfacing) - principal	188,354	188,354	188,354	188,354	188,354
MFA loan (General - road resurfacing) - interest	17,500	17,500	17,500	17,500	17,500
MFA loan (General - property purchase) - principal	284,000	284,000	284,000	284,000	142,000
MFA loan (General - property purchase) - interest	19,866	14,896	9,926	4,956	613
	<b>644,430</b>	<b>596,257</b>	<b>655,625</b>	<b>650,655</b>	<b>504,312</b>
<b>Funded by:</b>					
Capital Asset Replacement Reserve	188,354	223,246	223,246	223,246	223,246
Property Tax	152,210	74,115	138,453	138,453	138,453
Accumulated Surplus	303,866	298,896	293,926	288,956	142,613
	<b>644,430</b>	<b>596,257</b>	<b>655,625</b>	<b>650,655</b>	<b>504,312</b>
<b>Transfers to own reserve funds</b>					
Fire Equipment Reserve Fund		-	-	-	-
SPA Reserve	11,100	11,100	11,100	11,100	11,100
Capital Works Reserve (GST)	10,000	10,000	60,000	100,000	150,000
Capital Improvement Financing Reserve	20,567	12,000	12,000	12,000	12,000
Future Policing Costs	85,000	85,240	85,240	85,240	85,240
Sewer Reserve Fund	10,531	279,114	298,114	323,114	353,114
Capital Asset Replacement Reserve (Minimum per Bylaw)	12,815	13,007	13,268	13,400	13,531
Transfer to Capital Asset Replacement Reserve - Non-market change revenue	20,000	20,000	100,000	150,000	200,000
Capital Asset Replacement Reserve (Recommended additional)	-	-	-	250,000	300,000
	<b>170,013</b>	<b>430,461</b>	<b>579,722</b>	<b>944,854</b>	<b>1,124,985</b>
<b>Proceeds received that must be transferred to reserves</b>					
Carbon Tax Rebate	1,750	1,750	1,750	1,750	1,750
Casino revenues	245,000	245,000	245,000	245,000	245,000
Road DCCs	100,000	100,000	100,000	100,000	100,000
Gas Tax revenues to Gas Tax Reserve	525,000	525,000	525,000	525,000	525,000
General revenues to Revenue Smoothing Reserve	-	-	-	-	-
	<b>871,750</b>	<b>871,750</b>	<b>871,750</b>	<b>871,750</b>	<b>871,750</b>

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

<b>Capital</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
<b>Revenues</b>					
<b>Transfers from Reserves</b>					
Fire Equipment Reserve	55,000	-	-	-	-
Casino Reserve Fund	350,000	419,405	200,000	100,000	-
SPA Reserve	10,000	10,000	10,000	10,000	10,000
Capital Works Reserve (GST)	50,000	-	-	-	-
DCC Road Reserve	155,058	1,223,047	-	186,605	671,069
Community Works Reserve (Gas Tax)	1,099,570	200,000	400,000	650,000	700,000
Land Sale Reserve	73,393	-	-	-	-
Playing Field Reserve	400,000	-	-	-	-
Revenue Smoothing Reserve	71,000	-	-	-	-
Capital Asset Replacement Reserve	230,000	272,550	87,650	75,000	-
Capital Improvement Financing Reserve	40,000	5,000	-	-	-
	<b>2,534,022</b>	<b>2,130,002</b>	<b>697,650</b>	<b>1,021,605</b>	<b>1,381,069</b>
<b>Other</b>					
Government Grants	60,000	-	-	-	-
Developer Contributions	-	-	-	-	-
Proceeds from borrowing	1,000,000	400,000	600,000	-	-
Transfer from Surplus	250,000	-	-	-	-
Taxation - Transfer from General Operating	176,950	719,000	1,134,000	1,227,345	1,365,181
	<b>1,486,950</b>	<b>1,119,000</b>	<b>1,734,000</b>	<b>1,227,345</b>	<b>1,365,181</b>
<b>Total Revenue</b>	<b>4,020,972</b>	<b>3,249,002</b>	<b>2,431,650</b>	<b>2,248,950</b>	<b>2,746,250</b>
<b>Expenditures</b>					
Council (Sooke Program for the Arts)	10,000	10,000	10,000	10,000	10,000
General Government	174,272	56,950	28,550	25,950	27,150
Public Works Yard	30,000	-	-	-	-
Buildings	310,000	55,000	60,000	45,000	45,000
Fire Department	55,000	455,600	659,100	144,000	50,100
Engineering	3,191,700	2,521,452	1,574,000	1,924,000	2,514,000
Public Space Enhancement Program	200,000	100,000	100,000	100,000	100,000
Seniors/Youth Centre	50,000	50,000	-	-	-
	<b>4,020,972</b>	<b>3,249,002</b>	<b>2,431,650</b>	<b>2,248,950</b>	<b>2,746,250</b>
<b>Total expenditures</b>	<b>4,020,972</b>	<b>3,249,002</b>	<b>2,431,650</b>	<b>2,248,950</b>	<b>2,746,250</b>

District of Sooke  
Draft Financial Plan 2017 - 2021  
2017 Capital Plan

Department	Project Name	2017	Funding Sources											Proceeds from Borrowing			
			Gen Ops Surplus	Taxes	Revenue Smoothing	FER	Playing Field Reserve	Casino	GST	Road DCC	Gas Tax	Capital Asset Replacement	Capital Improvement Financing		Land Sale	SPA Reserve	Other Grants
Council	Public Art (Canada 150 Banners)	10,000	-	-	-	-	-	-	-	-	-	-	-	-	10,000	-	-
		<b>10,000</b>	-	-	-	-	-	-	-	-	-	-	-	-	<b>10,000</b>	-	-
General Government	Computer Equipment Replacement Plan	32,950	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Collabware SharePoint Upgrade	10,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Tempest Upgrade	1,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Tempest Electronic Plan Submission	47,322	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Asset Management Plan (Roads)	55,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Website refresh	25,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other operating Software	2,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		<b>174,272</b>	-	<b>46,950</b>	-	-	-	-	-	-	-	-	-	-	-	-	-
Public Works Yard	Roof replacement	20,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Electrical	10,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		<b>30,000</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Buildings	Office Repairs	50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Elevator	50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Remediation / reconstruction (washrooms and reception area)	35,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Previous VHA space - reconstruction	25,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Plumbing and Sprinkler System	150,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	<b>310,000</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fire Department	Safety Equipment	5,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Critical Equipment Replacement	50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	<b>55,000</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Engineering Note 1	Road and Sidewalk Improvement Program	1,000,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Roundabout/Town Centre Project	311,570	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Electric Car Charging Station	80,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Town Centre - Land acquisition (annually until 2017)	107,130	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Goodmere Road Final Design	50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Murray/Horne Rd Rainwater Management Design	100,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Murray Rd Staircase Repair	25,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Sidewalk/Trail Maple S. to Nordin	100,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Sidewalk Otter Point to Hope Centre	100,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Feasibility Study Demantiel Creek Pedestrian Crossing	50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Sooke River Road Drainage	150,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Rainwater Management Program	250,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Turf field project	700,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Street Light Installation Program	12,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Parks Dept. Equip. (vehicle, tractor, mower, pushers and tools)	138,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transit Stops enhancements	18,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	<b>3,191,700</b>	<b>250,000</b>	<b>130,000</b>	<b>71,000</b>	-	<b>400,000</b>	<b>200,000</b>	-	<b>155,058</b>	<b>904,570</b>	<b>40,000</b>	<b>1,071</b>	-	-	<b>40,000</b>	<b>1,000,000</b>	
Community Development	Public Space Enhancement Program (note 3)	200,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Seniors/Youth Centre	50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		<b>250,000</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	<b>4,020,972</b>	<b>250,000</b>	<b>176,950</b>	<b>71,000</b>	<b>55,000</b>	<b>400,000</b>	<b>350,000</b>	<b>50,000</b>	<b>155,058</b>	<b>1,099,570</b>	<b>40,000</b>	<b>73,393</b>	<b>10,000</b>	<b>60,000</b>	<b>1,000,000</b>		

District of Sooke  
Draft Financial Plan 2017 - 2021  
2018 Capital Plan

Department	Project Name	2018	Funding Sources											
			Gen Ops Surplus	Taxes	FER	Parks Re	Casino	GST	Road DCC	Gas Tax	Capital Asse Replacement	Land Salt/SPA Reserve	Borrowing	
Council	Arts Advisory Panel	10,000	-	-	-	-	-	-	-	-	-	-	10,000	-
		10,000	-	-	-	-	-	-	-	-	-	-	10,000	-
General Government	Computer Equipment Replacement Plan Phone System Operating Software	31,950	-	-	-	-	-	-	-	-	-	31,950	-	-
		25,000	-	-	-	-	-	-	-	-	-	25,000	-	-
Public Works Yard		56,950	-	-	-	-	-	-	-	-	-	56,950	-	-
		-	-	-	-	-	-	-	-	-	-	-	-	-
Building and Bylaw	HVAC Addition to Fire Department Training Tower	40,000	-	-	-	-	-	-	-	-	-	40,000	-	-
		15,000	15,000	-	-	-	-	-	-	-	-	40,000	-	-
Fire Department	Critical Equipment Replacement Tender Truck	55,600	-	-	-	-	-	-	-	-	-	55,600	-	-
		400,000	-	-	-	-	-	-	-	-	-	55,600	-	400,000
Engineering	Church Road Collector Widening Road and Sidewalk Improvement Program Rainwater Management Program Street Light Installation Program Downtown Art Bench Transit Stops enhancements	1,942,452	250,000	-	-	-	-	-	-	-	-	-	-	-
		250,000	130,000	-	-	269,405	-	1,223,047	200,000	120,000	-	-	-	-
Community Development	Public Space Enhancement Program Seniors/Youth Centre	50,000	-	-	-	-	-	-	-	-	-	-	-	-
		150,000	-	-	-	150,000	-	-	-	-	-	-	-	-
<b>Total</b>		<b>3,249,002</b>	<b>719,000</b>	<b>-</b>	<b>-</b>	<b>419,405</b>	<b>-</b>	<b>1,223,047</b>	<b>200,000</b>	<b>272,550</b>	<b>5,000</b>	<b>10,000</b>	<b>400,000</b>	

District of Sooke  
Draft Financial Plan 2017 - 2021  
2019 Capital Plan

Department	Project Name	2019	Funding Sources											
			Gen Ops Surplus	Taxes	Proceeds from borrowing	FER	Parks Rel	Casino	GST	Road DCC	Gas Tax	Capital Asses Replacement	Land Sal/SPA Reserve	
Council	Arts Advisory Panel	10,000	-	-	-	-	-	-	-	-	-	-	-	10,000
		10,000	-	-	-	-	-	-	-	-	-	-	-	10,000
General Government	Computer Equipment Replacement Plan	28,550	-	-	-	-	-	-	-	-	28,550	-	-	-
		28,550	-	-	-	-	-	-	-	-	28,550	-	-	-
Buildings	Dist. Parking Lot, Fire Hall 2 drain system Council Chamber upgrades	50,000	50,000	-	-	-	-	-	-	-	-	-	-	-
		10,000	10,000	-	-	-	-	-	-	-	-	-	-	-
		60,000	60,000	-	-	-	-	-	-	-	-	-	-	-
Public Works Yard		-	-	-	-	-	-	-	-	-	-	-	-	-
Fire Department		-	-	-	-	-	-	-	-	-	-	-	-	-
	Critical Equipment Replacement Replacement of Engine 3	59,100	-	-	-	-	-	-	-	-	59,100	-	-	-
		600,000	-	-	600,000	-	-	-	-	-	-	-	-	-
		659,100	-	-	600,000	-	-	-	-	-	59,100	-	-	-
Engineering	Charters Road Road and Sidewalk Improvement Program Rainwater Infrastructure Parks Dept. Equipment Streetlight Installation Program Transit Stop Enhancements	1,000,000	400,000	-	-	-	-	-	-	-	-	-	-	-
		250,000	250,000	-	-	-	-	-	-	400,000	-	-	-	-
		300,000	300,000	-	-	-	-	200,000	-	-	-	-	-	-
		12,000	12,000	-	-	-	-	-	-	-	-	-	-	-
		12,000	12,000	-	-	-	-	-	-	-	-	-	-	-
		1,574,000	974,000	-	-	-	-	-	-	400,000	-	-	-	
Community Development	Public Space Enhancement Program	100,000	100,000	-	-	-	-	-	-	-	-	-	-	-
		100,000	100,000	-	-	-	-	-	-	-	-	-	-	-
Total		2,431,650	1,134,000	600,000	600,000	-	-	-	-	400,000	87,650	-	-	10,000



District of Sooke  
Draft Financial Plan 2017 - 2021  
2020 Capital Plan

Department	Project Name	2020	Funding Sources											
			Gen Ops Surplus	Taxes	FER	Parks Re	Casino	GST	Road DCC	Gas Tax	Capital Asset Replacement	Improvement Financing	Land Sale	SPA Reserve
Council	Arts Advisory Panel	10,000	-	-	-	-	-	-	-	-	-	-	-	10,000
		10,000	-	-	-	-	-	-	-	-	-	-	-	10,000
Finance	Computer Equipment Replacement Plan	25,950	-	25,950	-	-	-	-	-	-	-	-	-	-
		25,950	-	25,950	-	-	-	-	-	-	-	-	-	-
Buildings	Carpets / Flooring FH 2 Door / Septic Furniture replacement	20,000	20,000	-	-	-	-	-	-	-	-	-	-	-
		10,000	10,000	-	-	-	-	-	-	-	-	-	-	-
		15,000	15,000	-	-	-	-	-	-	-	-	-	-	-
Fire Department	Critical Equipment Replacement Replacement of Car 1	-	69,000	-	-	-	-	-	-	-	-	-	-	-
		75,000	75,000	-	-	-	-	-	-	75,000	-	-	-	-
		144,000	69,000	-	-	-	-	-	-	75,000	-	-	-	-
Engineering	Brownsey widening Public Outdoor Space Road and Sidewalk Improvement Program Rainwater Infrastructure Parks Dept. Equipment Streetlight Installation Program Transit Stop Enhancements	1,200,000	413,395	-	-	-	-	-	-	-	-	-	-	-
		150,000	250,000	-	-	100,000	-	-	186,605	500,000	-	-	-	-
		250,000	300,000	-	-	-	-	-	-	150,000	-	-	-	-
		300,000	12,000	-	-	-	-	-	-	-	-	-	-	-
		12,000	12,000	-	-	-	-	-	-	-	-	-	-	-
Community Development	Public Space Enhancement Program	1,924,000	987,395	-	-	100,000	0	186,605	650,000	-	-	-	-	-
		100,000	100,000	-	-	-	-	-	-	-	-	-	-	-
		100,000	100,000	-	-	-	-	-	-	-	-	-	-	-
Total		2,248,950	1,227,345	-	-	100,000	-	186,605	650,000	75,000	-	-	10,000	



District of Sooke  
Draft Financial Plan 2017 - 2021  
2021 Capital Plan

Department	Project Name	2021	Funding Sources											
			Gen Ops Surplus	Taxes	FER	Parks Rel/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
Finance	Computer Equipment Replacement Plan	27,150	-	27,150	-	-	-	-	-	-	-	-	-	-
		27,150	-	27,150	-	-	-	-	-	-	-	-	-	-
Buildings	Carpets / Flooring FH 2 Door / Septic Furniture replacement	20,000	20,000	-	-	-	-	-	-	-	-	-	-	-
		10,000	10,000	-	-	-	-	-	-	-	-	-	-	-
		15,000	15,000	-	-	-	-	-	-	-	-	-	-	-
Fire Department	Critical Equipment Replacement	45,000	-	45,000	-	-	-	-	-	-	-	-	-	-
		50,100	-	50,100	-	-	-	-	-	-	-	-	-	-
Engineering	Grant Rd Connector (Otter Point to Gatewood) Road and Sidewalk Improvement Program Rainwater Infrastructure Parks Dept. Equipment Streetlight Installation Program Transit Stop Enhancements	1,940,000	568,931	-	-	-	-	-	-	-	671,069	700,000	-	-
		250,000	250,000	-	-	-	-	-	-	-	-	-	-	-
Community Development	Public Space Enhancement Program	300,000	300,000	-	-	-	-	-	-	-	-	-	-	-
		12,000	12,000	-	-	-	-	-	-	-	-	-	-	-
Total		12,000	12,000	-	-	-	-	-	-	-	671,069	700,000	-	-
		2,514,000	1,142,931	0	-	-	671,069	700,000	-	-	-	-	-	10,000
Total		100,000	100,000	-	-	-	-	-	-	-	-	-	-	-
		100,000	100,000	-	-	-	-	-	-	-	-	-	-	-
Total		2,746,250	1,365,181	-	-	-	-	-	-	671,069	700,000	-	-	10,000
		2,746,250	1,365,181	-	-	-	-	-	-	671,069	700,000	-	-	10,000

**District of Sooke**  
**Draft 2017 to 2021 Five Year Financial Plan**  
**Revenues**

<b>Revenues</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
<b>Net Taxes available for municipal purposes</b>					
Utility tax 1%	168,000	168,000	168,000	168,000	168,000
Grants in lieu of taxes	33,000	33,000	33,000	33,000	33,000
East Sooke Fire Protection - Local Service Tax	40,000	40,000	40,000	40,000	40,000
School tax administration fee	6,500	6,500	6,500	6,500	6,500
School District	4,684,038	4,684,038	4,684,038	4,684,038	4,684,038
Regional Hospital District	673,519	673,519	673,519	673,519	673,519
Capital Regional District	2,963,089	2,963,089	2,963,089	2,963,089	2,963,089
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	581,229	601,572	622,627	644,419	644,419
School District	(4,684,038)	(4,684,038)	(4,684,038)	(4,684,038)	(4,684,038)
Regional Hospital District	(673,519)	(673,519)	(673,519)	(673,519)	(673,519)
Capital Regional District	(2,963,089)	(2,963,089)	(2,963,089)	(2,963,089)	(2,963,089)
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	(581,229)	(601,572)	(622,627)	(644,419)	(644,419)
	<b>247,500</b>	<b>247,500</b>	<b>247,500</b>	<b>247,500</b>	<b>247,500</b>

**Sales and user fees**

Zoning and planning books	-	-	-	-	-
Financial and tax info services	14,000	14,000	14,000	14,000	14,000
NSF charges	500	500	500	500	500
Boat Launch Fees	15,000	15,000	15,000	15,000	15,000
Criminal Record Checks	18,000	18,000	18,000	18,000	18,000
Miscellaneous	2,000	2,000	2,000	2,000	2,000
Land Sale	-	-	-	-	-
Sewer service fee	-	-	-	-	-
Cost recovery - Administration	1,500	1,500	1,500	1,500	1,500

	2017	2018	2019	2020	2021
<b>Revenues</b>					
Cost recovery - Fire	7,000	7,000	7,000	7,000	7,000
Cost recovery - RCMP	-	-	-	-	-
Cost recovery - Engineering	1,200	1,200	1,200	1,200	1,200
Cost recovery - Planning	-	-	-	-	-
Cost recovery - Rec & Culture	4,000	4,000	4,000	4,000	4,000
First Nations	13,050	13,050	13,050	13,050	13,050
Oil tank inspections	-	-	-	-	-
School Site Acquisition Fees	1,500	1,500	1,500	1,500	1,500
	<b>77,750</b>	<b>77,750</b>	<b>77,750</b>	<b>77,750</b>	<b>77,750</b>

<b>Grants and contributions</b>					
Small Community Protection grant	340,000	340,000	340,000	340,000	340,000
Traffic Fine revenue sharing	85,000	85,000	85,000	85,000	85,000
Asset Management Training Grant	5,000	-	-	-	-
Provincial Climate Action Rebate Incentive	1,800	1,800	1,800	1,800	1,800
Street lighting cost sharing	1,500	1,500	1,500	1,500	1,500
Gas Tax Community Works grant	525,000	525,000	525,000	525,000	525,000
Developer contributions	-	-	-	-	-
Conditional Grants - Non-capital projects	30,000	-	-	-	-
Conditional Grants - Capital projects	60,000	-	-	-	-
	<b>1,048,300</b>	<b>953,300</b>	<b>953,300</b>	<b>953,300</b>	<b>953,300</b>

<b>Investment income</b>					
Interest	60,000	60,000	60,000	60,000	60,000
	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>

<b>Penalties and fines</b>					
Interest	50,000	50,000	50,000	50,000	50,000
Penalties	135,000	135,000	135,000	135,000	135,000
	<b>185,000</b>	<b>185,000</b>	<b>185,000</b>	<b>185,000</b>	<b>185,000</b>

<b>Licenses and permits</b>					
Business licenses	60,000	60,000	60,000	60,000	60,000
Road Closure Fee	-	-	-	-	-
Film Permit Fee	-	-	-	-	-

<b>Revenues</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Liquor Licence Application fee	318	318	318	318	318
ALR Application fees	520	520	520	520	520
Subdivision fees	52,500	52,500	52,500	52,500	52,500
Soil Deposition Fee	350	350	350	350	350
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
Building Permit Fees	370,000	370,000	370,000	370,000	370,000
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	250	250	250	250	250
Plumbing Permit Fees	30,000	30,000	30,000	30,000	30,000
Development permits	10,000	10,000	10,000	10,000	10,000
Development variance permits	2,000	2,000	2,000	2,000	2,000
Board of Variance fees	-	-	-	-	-
	<b>566,392</b>	<b>566,392</b>	<b>566,392</b>	<b>566,392</b>	<b>566,392</b>
<b>Lease and Rental</b>					
Lease - Kaltasin	21,700	-	-	-	-
Lease - City Hall	11,764	-	-	-	-
	<b>33,464</b>				
<b>Developer Cost Charges</b>					
DCC - Roads	100,000	100,000	100,000	100,000	100,000
	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>Casino revenue sharing</b>					
Casino revenue	250,000	250,000	250,000	250,000	250,000
	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>
<b>Total</b>	<b>2,568,406</b>	<b>2,439,942</b>	<b>2,439,942</b>	<b>2,439,942</b>	<b>2,439,942</b>

**District of Sooke  
Draft 2017 to 2021 Five Year Financial Plan  
Sewer Fund**

	2017	2018	2019	2020	2021
<b>Sewer Fund Revenues</b>					
<b>Operating</b>					
Parcel Tax	1,691,880	1,691,880	1,691,880	1,691,880	1,691,880
Revenue from increase in Parcel tax	-	-	-	-	-
Sewer Generation Charge	363,768	363,768	363,768	363,768	363,768
Other Fees					
DCC - Wastewater	100,000	100,000	100,000	100,000	100,000
Transfer from Future Sewer Expenditures	-	-	-	-	-
Transfer from DCC Wastewater Reserve	295,519	295,519	295,519	295,519	295,519
	<b>2,451,167</b>	<b>2,451,167</b>	<b>2,451,167</b>	<b>2,451,167</b>	<b>2,451,167</b>
Amortization offset	480,909	488,122	497,885	502,864	507,892
<b>Total Revenues</b>	<b>2,932,076</b>	<b>2,939,289</b>	<b>2,949,052</b>	<b>2,954,031</b>	<b>2,959,059</b>
<b>Expenditures</b>					
<b>Operating</b>					
Salaries	394,113	398,358	398,358	398,358	398,358
Benefits	96,777	97,250	97,250	97,250	97,250
Operator overtime	66,300	66,300	66,300	66,300	66,300
	557,190	561,908	561,908	561,908	561,908
<b>Operating costs:</b>					
Contractors and Consultants	257,500	257,500	257,500	257,500	257,500
Materials and Supplies	47,250	47,250	47,250	47,250	47,250
Freight and Courier	2,000	2,000	2,000	2,000	2,000
Chemicals	48,110	48,110	48,110	48,110	48,110
Licenses	1,200	1,200	1,200	1,200	1,200
Hydro Charges	82,400	82,400	82,400	82,400	82,400
Water Charges	6,630	6,630	6,630	6,630	6,630
Telephones and Data lines	18,585	18,585	18,585	18,585	18,585
Stationary, Printing and Office Expenses	3,000	3,000	3,000	3,000	3,000
Office machines and Furniture	2,000	2,000	2,000	2,000	2,000
Software	1,000	1,000	1,000	1,000	1,000
Computer Charges	3,000	3,000	3,000	3,000	3,000
Parking	200	200	200	200	200

Vehical Fuel	2,400	2,400	2,400	2,400	2,400	2,400
Vehicle Insurance	2,450	2,450	2,450	2,450	2,450	2,450
Vehicle Maintenance and Expenses	3,000	3,000	3,000	3,000	3,000	3,000
Memberships and Professional Dues	1,000	1,000	1,000	1,000	1,000	1,000
Recognition	100	100	100	100	100	100
Travel	5,200	5,200	5,200	5,200	5,200	5,200
Training and Tuition	6,000	6,000	6,000	6,000	6,000	6,000
	<b>493,025</b>	<b>493,025</b>	<b>493,025</b>	<b>493,025</b>	<b>493,025</b>	<b>493,025</b>
<b>Allocated admin costs:</b>						
- Finance staff admin (15%)	44,255	44,565	44,565	44,565	44,565	44,565
- IT staff admin (25%)	44,562	45,151	45,151	45,151	45,151	45,151
- Audit (50%)	6,000	6,000	6,000	6,000	6,000	6,000
- Property and Liability Insurance (50%)	58,345	58,345	58,345	58,345	58,345	58,345
	<b>153,162</b>	<b>154,061</b>	<b>154,061</b>	<b>154,061</b>	<b>154,061</b>	<b>154,061</b>
EPCOR, for operations as per agreement	-	-	-	-	-	-
Insurance	-	-	-	-	-	-
DCC Bylaw - Sanitary	25,000	-	25,000	-	-	25,000
Long Term Plans	65,000	12,500	12,500	12,500	12,500	12,500
Rehabilitation, repairs and maintenance	-	-	-	-	-	-
Ministry of Finance - Discharge fee	1,200	1,200	1,200	1,200	1,200	1,200
Repayment of prior years deficits	-	-	-	-	-	-
Transfer in to DCC Wastewater Reserve	100,000	100,000	100,000	100,000	100,000	100,000
	<b>1,394,577</b>	<b>1,322,694</b>	<b>1,347,694</b>	<b>1,322,694</b>	<b>1,322,694</b>	<b>1,347,694</b>
Transfer in to Sewer Reserve Fund	10,531	279,114	298,114	323,114	353,114	353,114
Amortization	480,909	488,122	497,885	502,864	507,892	507,892
<b>Total Operating Expenditures</b>	<b>1,886,016</b>	<b>2,089,930</b>	<b>2,143,693</b>	<b>2,148,672</b>	<b>2,148,672</b>	<b>2,208,700</b>
<b>Sewer Debt</b>						
MFA Long Term debt - principal repayment	295,519	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	389,840
<b>Total Sewer Debt</b>	<b>685,359</b>	<b>685,359</b>	<b>685,359</b>	<b>685,359</b>	<b>685,359</b>	<b>685,359</b>
<b>Capital</b>						
Non DCC Capital Projects	360,700	164,000	120,000	120,000	120,000	65,000
<b>Total Capital expenditures</b>	<b>360,700</b>	<b>164,000</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>65,000</b>
<b>Total expenditures</b>	<b>2,932,075</b>	<b>2,939,289</b>	<b>2,949,052</b>	<b>2,954,031</b>	<b>2,959,059</b>	<b>2,959,059</b>
<b>Sewer Fund Surplus (deficit)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**District of Sooke  
Draft 2017 to 2021 Five Year Financial Plan  
Sewer Expansion**

<b>Sewer Fund</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
<b>Revenues</b>					
<b>Operating</b>					
Parcel Tax	-	497,000	497,000	497,000	497,000
Sewer Generation Fees	-	87,500	87,500	87,500	87,500
Connection Fees					
Proceeds from Borrowing	-	4,500,000			
DCC - Wastewater					
		-	-	-	-
	-	<b>5,084,500</b>	<b>584,500</b>	<b>584,500</b>	<b>584,500</b>
Amortization offset	-	150,000	150,000	150,000	150,000
<b>Total Revenues</b>	-	<b>5,234,500</b>	<b>734,500</b>	<b>734,500</b>	<b>734,500</b>
<b>Expenditures</b>					
<b>Operating</b>					
Contractors and Consultants	-	257,500	257,500	257,500	257,500
Materials and Supplies	-	46,720	46,720	46,720	46,720
Freight and Courier	-	2,000	2,000	2,000	2,000
Chemicals	-	48,110	48,110	48,110	48,110
Licenses	-	1,200	1,200	1,200	1,200
Hydro Charges	-	25,000	25,000	25,000	25,000
Water Charges	-	6,500	6,500	6,500	6,500
Software	-	2,000	2,000	2,000	2,000
Computer Charges	-	3,000	3,000	3,000	3,000
	-	<b>392,030</b>	<b>392,030</b>	<b>392,030</b>	<b>392,030</b>
Amortization	-	150,000	150,000	150,000	150,000
<b>Total Operating Expenditures</b>	-	<b>542,030</b>	<b>542,030</b>	<b>542,030</b>	<b>542,030</b>
<b>Sewer Debt</b>					
MFA Long Term debt - principal repayment	-	87,170	87,170	87,170	87,170
MFA Long Term debt - interest repayment	-	105,300	105,300	105,300	105,300
<b>Total Sewer Debt</b>	-	<b>192,470</b>	<b>192,470</b>	<b>192,470</b>	<b>192,470</b>
<b>Capital</b>					
Expansion Project	-	4,500,000	-	-	-
<b>Total Capital expenditures</b>	-	<b>4,500,000</b>	-	-	-
<b>Total expenditures</b>	-	<b>5,234,500</b>	<b>734,500</b>	<b>734,500</b>	<b>734,500</b>
<b>Sewer Fund Surplus (deficit)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**District of Sooke  
Draft 2017 to 2021 Five Year Financial Plan  
Reserve Funds**

Description	2017	2018	2019	2020	2021
<b>Fire Protection Reserve</b>					
Opening Balance	113,995	448	448	448	448
Transfer In	-	-	-	-	-
Transfer Out	(113,547)	-	-	-	-
Interest	-	-	-	-	-
Closing Balance	448	448	448	448	448
<b>Park Land Reserve</b>					
Opening Balance	206,777	206,777	206,777	206,777	206,777
Transfer In	-	-	-	-	-
Transfer Out	-	-	-	-	-
Interest	-	-	-	-	-
Closing Balance	206,777	206,777	206,777	206,777	206,777
<b>Land Sale Reserve</b>					
Opening Balance	73,422	-	-	-	-
Transfer In	-	-	-	-	-
Transfer Out	(73,393)	-	-	-	-
Interest	-	-	-	-	-
Closing Balance	-	-	-	-	-
<b>Casino Revenue Reserve</b>					
Opening Balance	347,404	242,404	67,999	112,999	257,999
Transfer In	245,000	245,000	245,000	245,000	245,000
Transfer Out	(350,000)	(419,405)	(200,000)	(100,000)	-
Interest	-	-	-	-	-
Closing Balance	242,404	67,999	112,999	257,999	502,999
<b>Sooke Program Arts Reserve</b>					
Opening Balance	58,257	59,357	60,457	61,557	62,657
Transfer In	11,100	11,100	11,100	11,100	11,100
Transfer Out	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Interest	-	-	-	-	-
Closing Balance	59,357	60,457	61,557	62,657	63,757
<b>Seniors/Youth Facility Reserve</b>					
Opening Balance	150,677	200,677	250,677	250,677	250,677



Transfer In (from Casino)	50,000	50,000	-	-	-	-
Transfer Out	-	-	-	-	-	-
Interest	-	-	-	-	-	-
Closing Balance	200,677	250,677	250,677	250,677	250,677	250,677
<b>Capital Works Reserve (GST)</b>						
Opening Balance	62,965	22,965	32,965	92,965	192,965	192,965
Transfer In	10,000	10,000	60,000	100,000	150,000	150,000
Transfer Out	(50,000)	-	-	-	-	-
Interest	-	-	-	-	-	-
Closing Balance	22,965	32,965	92,965	192,965	342,965	342,965
<b>Emergency Road Repair and Snow Removal</b>						
Opening Balance	177,138	177,138	177,138	177,138	177,138	177,138
Transfer In	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Interest	-	-	-	-	-	-
Closing Balance	177,138	177,138	177,138	177,138	177,138	177,138
<b>Capital Improvement Financing Reserve</b>						
Opening Balance	54,894	35,461	42,461	54,461	66,461	66,461
Transfer In	20,567	12,000	12,000	12,000	12,000	12,000
Transfer Out	(40,000)	(5,000)	-	-	-	-
Interest	-	-	-	-	-	-
Closing Balance	35,461	42,461	54,461	66,461	78,461	78,461
<b>Community Amenities Reserve</b>						
Opening Balance	112,721	112,721	112,721	112,721	112,721	112,721
Transfer In	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Interest	-	-	-	-	-	-
Closing Balance	112,721	112,721	112,721	112,721	112,721	112,721
<b>Playing Field Reserve</b>						
Opening Balance	403,017	3,017	3,017	3,017	3,017	3,017
Transfer In	-	-	-	-	-	-
Transfer Out	(400,000)	-	-	-	-	-
Interest	-	-	-	-	-	-
Closing Balance	3,017	3,017	3,017	3,017	3,017	3,017
<b>Capital Asset Replacement Reserve</b>						
Opening Balance	634,335	404,097	164,554	190,172	528,572	528,572
Transfer In	32,815	33,007	113,268	413,400	513,531	513,531
Transfer Out	(263,053)	(272,550)	(87,650)	(75,000)	-	-
Interest	-	-	-	-	-	-

Closing Balance	404,097	164,554	190,172	528,572	1,042,103
<b>Road DCC Reserve</b>					
Opening Balance	2,063,851	2,008,793	885,746	985,746	899,141
Transfer In	100,000	100,000	100,000	100,000	100,000
Transfer Out	(155,058)	(1,223,047)	-	(186,605)	(671,069)
Interest	-	-	-	-	-
Closing Balance	2,008,793	885,746	985,746	899,141	328,072
<b>Wastewater DCC Reserve</b>					
Opening Balance	551,658	356,139	160,620	3,982	3,982
Transfer In	100,000	100,000	100,000	100,000	100,000
Transfer Out	(295,519)	(295,519)	(256,638)	(100,000)	(100,000)
Interest	-	-	-	-	-
Closing Balance	356,139	160,620	3,982	3,982	3,982
<b>Community Works Reserve (Gas Tax)</b>					
Opening Balance	807,717	233,147	558,147	683,147	558,147
Transfer In	525,000	525,000	525,000	525,000	525,000
Transfer Out	(1,099,570)	(200,000)	(400,000)	(650,000)	(700,000)
Interest	-	-	-	-	-
Closing Balance	233,147	558,147	683,147	558,147	383,147
<b>Sewer Reserve Fund</b>					
Opening Balance	306,108	316,639	595,753	854,986	982,581
Transfer In	10,531	279,114	298,114	323,114	353,114
Transfer Out	-	-	(38,881)	(195,519)	(195,519)
Interest	-	-	-	-	-
Closing Balance	316,639	595,753	854,986	982,581	1,140,176
<b>Revenue Smoothing Reserve</b>					
Opening Balance	71,000	-	-	-	-
Transfer In	-	-	-	-	-
Transfer Out	(71,000)	-	-	-	-
Interest	-	-	-	-	-
Closing Balance	-	-	-	-	-
<b>Reserve for Future Policing Costs</b>					
Opening Balance	88,615	173,615	258,855	344,095	429,335
Transfer In	85,000	85,240	85,240	85,240	85,240
Transfer Out	-	-	-	-	-
Interest	-	-	-	-	-
Closing Balance	173,615	258,855	344,095	429,335	514,575
<b>Carbon Tax Rebate Reserve Fund</b>					
Opening Balance	5,327	7,077	8,827	10,577	12,327

Transfer In	1,750	1,750	1,750	1,750	1,750	1,750
Transfer Out	-	-	-	-	-	-
Interest	-	-	-	-	-	-
Closing Balance	7,077	8,827	10,577	12,327	14,077	
<b>Opening Balance</b>	<b>5,881,534</b>	<b>4,550,378</b>	<b>3,575,319</b>	<b>4,131,871</b>	<b>4,729,601</b>	
<b>Transfers to Reserves</b>	<b>1,191,763</b>	<b>1,452,211</b>	<b>1,551,472</b>	<b>1,916,604</b>	<b>2,096,735</b>	
<b>Transfers from Reserves</b>	<b>(2,921,141)</b>	<b>(2,425,521)</b>	<b>(993,169)</b>	<b>(1,317,124)</b>	<b>(1,676,588)</b>	
<b>Interest</b>						
<b>Closing Balance</b>	<b>4,152,157</b>	<b>3,577,069</b>	<b>4,133,621</b>	<b>4,731,351</b>	<b>5,149,748</b>	

**District of Sooke  
Draft 2017 to 2021 Five Year Financial Plan  
PSAB Reconciliation**

Financial Plan on PSAB basis:	2017	2018	2019	2020	2021
<b>Revenues:</b>					
Financial Plan, Draft	19,398,635	23,520,270	18,454,142	18,690,251	19,243,279
<b>Less:</b>					
Transfers from other funds	(3,930,037)	(2,977,663)	(1,510,341)	(1,829,326)	(2,042,447)
Borrowings	(1,000,000)	(4,900,000)	(600,000)	-	-
Amortization offset	<u>(2,563,026)</u>	<u>(2,751,472)</u>	<u>(2,803,501)</u>	<u>(2,830,036)</u>	<u>(2,856,101)</u>
Total revenue	11,905,572	12,891,136	13,540,300	14,030,889	14,344,732
<b>Expenses:</b>					
Financial Plan, Draft	19,398,635	23,520,270	18,454,142	18,690,251	19,243,279
<b>Less:</b>					
Capital expenditures	(4,381,672)	(7,913,002)	(2,551,650)	(2,368,950)	(2,811,250)
Transfer to other reserves	(1,041,763)	(1,302,211)	(1,451,472)	(1,816,604)	(1,996,735)
Debt principal payments	<u>(869,247)</u>	<u>(823,488)</u>	<u>(875,826)</u>	<u>(875,826)</u>	<u>(733,826)</u>
Total expenses	13,105,953	13,481,569	13,575,194	13,628,871	13,701,469
Annual surplus	<u>(1,200,381)</u>	<u>(590,433)</u>	<u>(34,894)</u>	<u>402,018</u>	<u>643,263</u>

**District of Sooke  
Draft Financial Plan 2017 - 2021  
Summary of Adjustments**

	Page #	2017	2018	2019	2020	2021
Property Tax - Proposed Financial Plan from March 8, 2017		7,018,784	7,678,270	8,327,435	8,818,024	9,131,867
Non-market Change		163,673	130,000	130,000	130,000	130,000
Total Property Taxes (including Non-market change)		7,182,457	7,808,270	8,457,435	8,948,024	9,261,867
% increase per Proposed Five Year Financial Plan March 8, 2017		5.58%	6.90%	6.65%	4.26%	2.05%
<b>Adjustments</b>						
1 Community Service Agreements (Expiry Dec 31, 2017)	3	-	(89,725)	(89,725)	(89,725)	(89,725)
2 Annual Grants - Sooke Transition House Society - Crisis Centre correct name to Sooke Residents In Need Society - Crisis Centre)	3	-	-	-	-	-
3 IT Augmentation Contractor	7	-	(7,500)	(7,500)	(7,500)	(7,500)
4 Community Grants adjust to actual approved on March 22, 2017	3	(939)	-	-	-	-
Total adjustments		(939)	(97,225)	(97,225)	(97,225)	(97,225)
Amended Property Tax		7,017,845	7,581,045	8,230,210	8,720,799	9,034,642
Non-market Change		163,673	130,000	130,000	130,000	130,000
Total Property Taxes (including Non-market change)		7,181,518	7,711,045	8,360,210	8,850,799	9,164,642
Amended % increase		5.57%	5.56%	6.73%	4.31%	2.08%





## Covenant Requirements for Proposed Knox Church Development

### RECOMMENDATION:

THAT COUNCIL accept this report for information.

### Report Summary:

The purpose of this report is to provide Council with the list of covenant requirements registered to 2096, 2110 and 2120 Church Road.

### Previous Council Action:

At a meeting on January 9, 2017, Council passed the following resolution:

**MOVED** by Councillor Kasper, seconded by Councillor Pearson:

*THAT the matter of the Section 219 Covenant associated with 2110 and 2120 Church Road be referred back to Council for further consideration.*

### Report:

2096, 2110 and 2120 Church Road were rezoned in May, 2012 to *Knox Centre Comprehensive Development Zone* (CD11) and a section 219 covenant was registered to the properties. In 2013, at the owners request, amendments were made to the CD11 zone and to the section 219 covenant and these amendments, after a public hearing process, were adopted by Council in October, 2013. The section 219 covenant requirements are as follows:

1. Frontage dedication required from 2110 and 2120 Church Road to line up with existing front property line of 2096 Church Road and perpendicular to the front property line of the properties on the east side of Church Road prior to Development Permit issuance.
2. 2110 and 2120 Church Road properties must be consolidated into one property prior to Development Permit issuance.
3. Complete a detailed erosion and sediment control plan for implementation prior to commencement of any construction. The erosion and sediment control plan must take into account the best management practices outlined within the letter from Swell Environmental Consulting Ltd dated February 20, 2012 for the Streamside Protection and Enhancement Area (SPEA) and Riparian Assessment Area (RAA) located in the North West portion of the property.
4. Construct frontage improvements along Church Road as per Bylaw 65, Road cross section SDD-R01 complete with concrete sidewalk (where none currently exists), 2.5m parallel parking area and street lighting (Cyclone – model specification #NEL3001) prior to Building Permit issuance.

5. Sanitary sewer is to be designed and constructed as per the Sewer Serviceability Study that is to be completed prior to adoption of rezoning. All costs related to upgrading/installing sewer systems will be borne by the developer.
6. As per the Traffic Impact Assessment prepared by Boulevard Transportation group, the developer is to provide a bus stop with a waiting area (sign/seating/shelter) at the frontage of Church Road prior to occupancy permit. The bus stop location must be approved by BC Transit.
7. All driveways within public property are to be hard surfaced to the property line.
8. Install screening fence along the south property line of 2096 Church Road, west property line of 2096, 2110 and 2120 Church Road and the north property line of 2120 Church Road.

### **Legal Impacts:**

If Council wishes to amend the covenant, a public hearing with prescribed notice to neighbors and to the local paper will be required as the covenant was granted in connection with the rezoning. In addition, the owner of the property has to agree on any amendments Council proposes. The fee to hold a public hearing is \$1200.

### **Budget/Financial Impacts:**

Amenity contributions were not required for the project in 2012 because it was for an affordable assisted living facility. Although the owners are no longer proposing an assisted living facility at 2110 and 2120 Church Road, an amenity contribution would still not be required because the project, in partnership with Knox Vision Society and BC Housing, will be providing affordable rental housing for individuals and families in Sooke. Affordable housing is exempt from the Community Amenity Contribution Policy.

### **Frequently Asked Questions:**

#### **Why was a bus stop required?**

The Traffic Impact Assessment (TIA) was prepared by the Knox Church in support of their application in 2010, with an update in 2011 was based on a proposal for 146 units of senior adult housing, a church and commercial space on the three properties combined. A bus stop was recommended with waiting area (sign/shelter/seating) at the frontage of the subject property along Church Road.

BC Transit's recommendations were also based on the proposed density stated in the TIA and since the proposed facility was initially oriented towards seniors, a two-way service was recognized by BC Transit as desirable on this route. It was recommended that a two-way service would require a new transit stop to be located on Church Road adjacent to the Knox Centre project, as well as a shelter and a bench.

#### **Has the scope of the project changed since the initial rezoning proposal?**

Yes. The three properties 2110, 2120 and 2096 Church Road are no longer being developed together. 2110 and 2120 Church Road will be consolidated and developed as one property with the proposal to accommodate 40 apartment units, commercial space and the church. No development plans have been proposed for 2096 Church Road.



**What process would need to take place to review the bus stop requirement?**

The owner would need to make application to amend the covenant. The application fee to schedule a public hearing is \$1200. BC Transit would be part of the referral process.

**Attached Documents:**

[Traffic Impact Assess - selection of pages](#)

[BC Transit response August 2013](#)

[CD11 zone](#)

TRAFFIC IMPACT ASSESSMENT FOR KNOX COMMUNITY CENTRE  
CHURCH ROAD, SOOKE, BC

## 1.0 INTRODUCTION

Boulevard Transportation Group Ltd. was retained by *A.J. Finlayson Architect Ltd.* to undertake a traffic impact assessment for the proposed Knox Community Centre development (senior residence facility with a church redevelopment) on Church Road in Sooke, BC.

The development is comprised of three lots – 2096, 2110 and 2120 Church Road. The site is located on the west side of Church Road between Throup Road and Sooke Road. The study area includes Church Road from Throup Road to Sooke Road. There are the two key intersections in the study area: Throup Road/Church Road and Church Road/Sooke Road. See **Figure 1** for the study area and site location.

The study includes an analysis of the long term conditions in order to provide a clear view of the impacts on the surrounding road network after full build-out and occupancy. The study will identify on and off site improvements required. Study recommendations and conclusions are intended to provide safe and efficient movement of pedestrians, bicycles and vehicular traffic to/from and within the proposed development while minimizing the impact to non-site trips.

## 2.0 BACKGROUND INFORMATION

### 2.1 Existing Road Network

Sooke Road (Highway 14) is an undivided two lane rural arterial road under the jurisdiction of the Ministry of Transportation and Infrastructure (MoT). Sooke Road is currently the only east-west collector/arterial road which connects Phillips Road to Grant Road/Ella Road.

Church Road is a collector road under the jurisdiction of the District of Sooke. Church Road is currently at a rural standard with limited paved shoulders for pedestrians and cyclists; however, the Transportation Master Plan recommends bicycle lanes and sidewalks. Throup Road is a collector road connecting to Church Road and providing access connections to two existing schools. There are limited paved shoulders or separate provisions for cyclists or pedestrians on Throup Road. The ultimate cross section for Throup Road includes bicycle facilities and sidewalks.

The intersection of Sooke Road/Church Road is a signalized 'T' intersection with Church Road on the north side of Sooke Road. An eastbound left turn lane (25m parallel length) and a wide westbound through lane (to allow right turns to 'slip' past a through vehicle) are provided on Sooke Road. On Church Road southbound left and right turn lanes are provided (left turn lane is 15m). The intersection

will be four-legged within the next year or so as the Maniners Village (south area of the intersection) development is currently being constructed.

Thrup Road/Church Road is an unsignalized three legged intersection. The westbound movement (from Thrup Road onto Church Road) is currently stop controlled. There are no separate turn lanes at the intersection. Thrup Road is part of the District's planned Connector Road project and will ultimately extend east to Phillips Road and west to Otter Point Road.

## 2.2 Land Use

The existing land use on the proposed development site is a church with a graveyard (Knox Presbyterian Church) and two single family houses. The land use within the surrounding area of the site is currently a mixture of single family residential, agricultural (farm), and institutional (RCMP office). There are commercial areas along Sooke Road approx. 300m south of the development.

The land use for the proposed development is 114 units of senior adult housing (Knox Sooke Community Centre) with a church attached. The proposed senior facility includes centralized amenities such as dining, lounge, multi-purpose room, and church space. The development lot size is approximately 0.76 ha (1.88 acres) and the proposed sanctuary area is 370 m<sup>2</sup> (4,000 ft<sup>2</sup>). See Figure 2 for the site plan and proposed accesses.

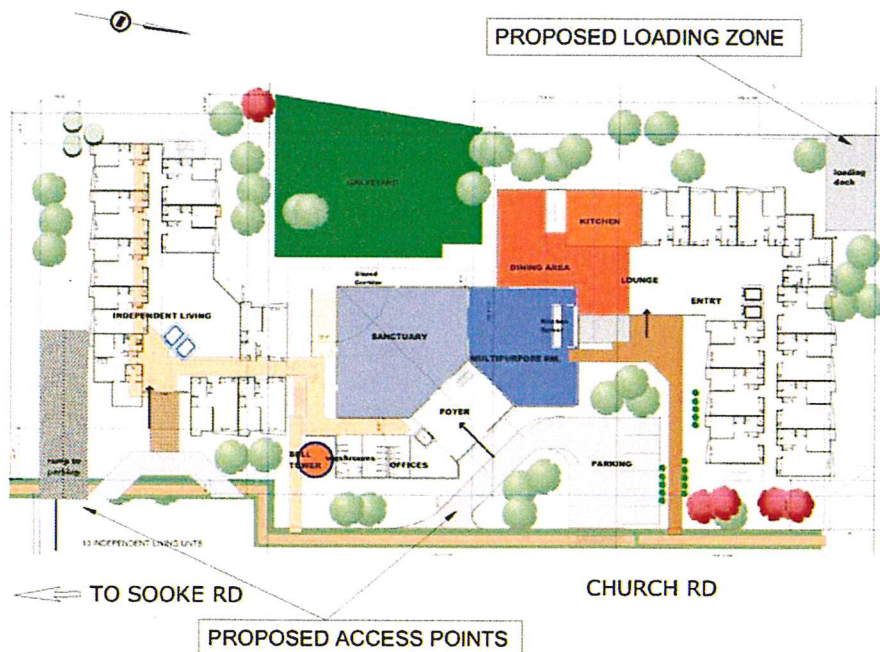


Figure 2: Site Plan and Access Points

### 2.3 Site Access

The site will be accessed from Church Road. One access (ramp to the underground parking lot) is proposed at the south end of the Church Road frontage. There is another access proposed on Church Road in the middle of the development frontage with surface parking. For delivery trucks, a loading zone is proposed on the northwest corner of the site and this is considered only accessible from Anna Marie Road (dead end).

### 3.0 TRIP GENERATION

The proposed development is a senior community centre (114 units) with a church. As the existing church will be replaced by the proposed church space of the centre, it is expected that the Sunday church traffic will not be significantly different from existing (the traffic data collected already includes the existing church traffic adjacent to the site). However, the Sunday church traffic is analyzed based on the addition of proposed sanctuary area as a worst case scenario. It is assumed that 50% of the Sunday service attendees come from the centre itself; therefore, only 50% of the total trip generation (church traffic) will be added for the Sunday peak hour analysis.

Three different peak hour periods are considered as worse cases of the week: PM peak hour, school PM peak hour and Sunday peak hour. Trips were generated for the site based on the proposed land use and the Institute of Transportation Engineers (ITE) *Trip Generation Manual (8th Edition)*. The proposed development (senior centre and church) will generate 20 trips in the PM peak hour and 42 trips in the Sunday peak hour. The school PM peak hour was determined to not be greater than the typical PM peak hour. The existing trips from the two single family lots were not subtracted from the trips generated as a conservative assumption. **Table 1** outlines the PM (weekday) and Sunday peak hour trip generation for full build-out of the proposed development.

The proposed site is a residential development for seniors. Residential land use does not generate pass-by trips. Therefore the generated trips were directly used for the analysis without any trip modifications.



on the City's cross-section plan. Therefore, consideration for future bike lanes is required when determining the sidewalk location.

## 8.2 Transit

The community bus service (Transit Route #63) is provided along Church Road of the development frontage. Currently this route (Sooke town loop) provides service four times each weekday. Along Sooke Road, transit service (Route #61) is provided to/from Langford/Victoria between every 20 minutes to every 1 hour. There is a bus stop (Route #61) on Sooke Road at Church Road (300m south of the site). A bus stop is recommended with waiting area (sign/seating/shelter) at the frontage of Church Road.

## 9.0 CONCLUSIONS

The proposed development with 114 units of senior adult housing (Knox Sooke Community Centre) will generate 20 trips in the PM peak hour and 42 trips in the Sunday peak hour.

The intersection of Church Road/Sooke Road is currently operating at a LOS C or better except for the westbound through movement (LOS D) in the PM peak hour. This intersection is proposed to be four-legged with improvements as the Mariners Village development proceeds; these changes are included in the impact analysis for the proposed Knox Community Centre. The addition of the development traffic will not change the levels of service for any movements at the intersection based on the 2013 opening day three peak hour periods (PM/School PM/Sunday) analysis. Additional delays with the development will be minimal (maximum 1.0 second for any movements) in the PM peak hour.

At Thrup Road/Church Road, the westbound movement stop-controlled is currently operating at a LOS D in the school PM peak hour while operating at a LOS B in the PM/Sunday peak. The resulting LOS D occurs only for a half hour (2:45 PM to 3:15 PM) in the school PM peak hour. The development traffic will not affect any levels of service at the intersection in the three peak hour periods.

In the long term (2023: 10 year horizon after opening day), the Connector Road will be utilized as an alternative east-west route in the future. Based on the projected 2023 traffic volumes with the offset 'T' configuration, at Thrup Road/Church Road the westbound movement stop-controlled will drop to a LOS F. However, the failing level of service is due to existing (projected) traffic. For the future traffic control at Thrup Road/Church Road, a roundabout would be preferred to a traffic signal considering overall traffic volumes and safety. A one lane roundabout (ICD 35m or larger) will

accommodate the future traffic demand at the intersection. The intersection of Church Road/Sooke Road is will be operating at a LOS C or better with/without the development in the 2023 three peak hour periods.

The accesses proposed on Church Road are appropriately located based on the sight distance. The proposed accesses will be a full movement. At the proposed two accesses on Church Road, all movements will be operating at a LOS A or B in the peak hours. At the site access/Church Road, a left turn lane is not warranted based on the 2013 or 2023 post development volumes.

There are sidewalks on the west side of Church Road from Sooke Road to the existing Knox Church. Sidewalks are required along the frontage for pedestrians and scooter users. There are currently no bike lanes on Church Road, but bike lanes are proposed according to the Transportation Master Plan. The current right-of-way (13m to 16m) at the site frontage is not enough to implement the proposed new cross-section for collector roads. Additional property may be required for the cross-section improvements.

The site is located close to the town centre and is within the walking distance to the Evergreen shopping mall. Currently transit route #63 (community bus) provides service to downtown on Church Road and route #61 provides service from Sooke Road (town centre) to Langford and Victoria.

## 10.0 RECOMMENDATIONS

The developer is to provide the following as part of the development to satisfy the traffic improvements required:

- A sidewalk along the Church Road frontage.
- Property required for the proposed new cross-section (right-of-way) on Church Road in the future.
- A bus stop with waiting area (sign/seating/shelter) at the frontage of Church Road

\* The City should ensure a roundabout can be constructed at the Throup Road/Church Road intersection in the future.



## Development Referral Response

August 6, 2013

**Development Location:** 2096, 2110 & 2120 Church Road (File No.: PLN01043)

**Local Government:** District of Sooke

**Transit System:** Victoria Regional Transit System

### Overall Transit Impact

The proposed site:

- Is located directly on a transit route and has a transit stop located opposite the property.
- Is expected to be a significant trip generator.
- The existing transit route, the 63 Otter Point Community Bus, currently provides one-way service and operates in a loop. is a weekday-only, basic service route (4 trips per day) through rural Sooke. The route connects at Sooke Town Centre with the 61 Sooke/Langford/Downtown conventional service.
- As the proposed facility is oriented particularly towards seniors, in the future two-way service may be desirable on this route. Two-way service would require a new transit stop to be located on Church Rd adjacent to this facility, and a shelter and bench would also be recommended.

### Land Use

- The proposed densities are supportive of transit.

### Bus Stops and Stations

- As the **existing** transit stops along Church Road are not universally accessible, it is recommended that accessible pads be installed.
- Provisions should be made for room to accommodate a **future** transit stop, shelter, and bench.

### BC Transit Level of Support

- BC Transit has no objection to the proposed development as it is consistent with transit-supportive land use.

Thank you for the opportunity to review this proposed development. If you have any questions or would like further comments on this proposal, please contact:

Alison McDonald  
Transportation Planner  
BC Transit Planning Dept.  
Phone: 250-385-2551 ext 5341  
Email: [alison\\_mcdonald@bctransit.com](mailto:alison_mcdonald@bctransit.com)

# Knox Centre CD Zone

# CD11

**811.1 Purpose:** This zone provides for assisted living, multi-family, commercial and institutional uses within the District of Sooke. *(amended by Bylaw No. 641, adopted January 23, 2017)*

**811.2 Permitted Uses:**  
*(amended by Bylaw No. 577 adopted October 14, 2013)*

**Principal Uses: Area A**

- a) Apartment Building
- b) Assisted Living Facility
- c) Community Care Facility

*(amended by Bylaw No. 641, adopted January 23, 2017)*

**Principal Uses: Area B**

- a) Assisted Living Facility
- b) Community Care Facility
- c) Cooperative housing
- d) Health services
- e) Institutional use
- f) Office
- g) Personal services
- h) Restaurant
- i) Retail

**Accessory Uses: Area A and Area B**

- a) Assembly Use
- b) Cemetery
- c) Employee Housing
- d) Health Services
- e) Horticulture
- f) Institutional use
- g) Office
- h) Parking lot, parkade
- i) Personal services
- j) Place of worship
- k) Restaurant

**811.3 Minimum Lot Size for Subdivision Purposes:** 7000 m<sup>2</sup>

**811.4 Maximum Height:**

- a) Principal Buildings: 15 m
- b) Accessory Buildings: 9 m

**811.5 Maximum Lot Coverage:** 50% *(added by Bylaw No. 577 adopted October 14, 2013)*

**811.6 Minimum Setbacks:**

Use	Front Lot Line	Flanking Lot Line	Side Lot Line	Rear Lot Line
Principal Building or Structure	3 m	2 m	3 m	4.5 m
Accessory Buildings or Structures	4.5 m	4.5 m	1.2 m	4.5 m



811.7

**Conditions of Use:**

Recession plan rules may apply for buildings and structures more than 6 m in height. See General Regulations.

The provisions of the RM4 zone apply to apartment buildings without commercial uses on the first storey. *(amended by Bylaw No. 641, adopted January 23, 2017)*

811.8

**Subject Property Map:** The official map for this CD zone is kept by the Corporate Officer, and forms part of this bylaw. The Subject Property Map is provided for information purposes only. *(added by Bylaw No. 577 adopted October 14, 2013)*





## Correspondence

March 8, 2017 – March 20, 2017

Date Received	Description
Mar 8, 2017	CRD Media Release – Get Involved in the Gulf Island Regional Trails Plan
Mar 8, 2017	Letter dated March 1, 2017 from the Village of Queen Charlotte regarding Haida Gwaii Tsunami Pole Pilot Project Final Report
Mar 9, 2017	Email from BC Healthy Living regarding Communities on the Move
Mar 9, 2017	Email from MLA Peace River North regarding MLA Pat Pimm's First Nations Stakeholder Advisory Committee Report
Mar 10, 2017	Email from Creatively United for the Planet Society regarding Sustainability Showcase scheduled for Earth Day, April 22, 2017
Mar 10, 2017	Letter from the Ministry of Jobs, Tourism and Skills Training and Minister Responsible for Labour regarding Canada Starts Here: The BC Jobs Plan
Mar 13, 2017	Copy of a letter addressed to Capital Regional District Parks dated March 9, 2017 from Island Health regarding Kemp Lake Foreshore Access Infrastructure Improvement Proposal
Mar 13, 2017	Email from Steps to the Future Child Care Society – Kids Quest Programs regarding occupancy issues for 6038 & 6046 Sooke Road
Mar 14, 2017	Email from Thomas Kowalchuk regarding Evergreen Shopping Centre as option for Vancouver Island Regional Library (VIRL) Sooke Location
Mar 14, 2017	Email from Otter Point resident, Ron Barry regarding VIRL Sooke Library Location
Mar 14, 2017	Emails regarding VIRL Sooke Library Location from the following Sooke residents: Bindy Sweett, Carolyn and Bill Wyngaards, and Marlene Barry
Mar 14, 2017	Email from Amy Jameson and Robert Hillard regarding Sooke Kids Quest building at 6038 & 6046 Sooke Rd
Mar 14, 2017	Email from Sooke Region Chamber of Commerce regarding Media Release – 17 <sup>th</sup> Annual Business Excellence Awards
Mar 15, 2017	Email from Cathy Peters regarding Youth and Child Exploitation
Mar 15, 2017	Email from Harrison Hot Springs regarding Provincial Private Moorage Program Support Letter addressed to District of Coldstream
Mar 15, 2017	Email from Sooke Region Chamber of Commerce regarding Trophy Sponsorship for the 17 <sup>th</sup> Annual Business Excellence Awards

Mar 16, 2017	Letter dated March 8, 2017 from City of Victoria Office of the Mayor regarding Advice on the Future of the McPherson Playhouse
Mar 16, 2017	Letter dated March 10, 2017 from CRD regarding Monthly Animal Control Summary – February 2017
Mar 17, 2017	Email from Capital Regional District regarding Fruit and Nut Trees Available to the Community
Mar 20, 2017	Email from Bike to Work Society regarding 2017 Bike to Work Week Invitation Launch
Mar 20, 2017	Letters regarding Banning Plastic Bags in Sooke Businesses from the following Sooke residents:  Alex Mcdonald, Hailey Steele, Mike Henschel, Michelle Lacombe, Alison Sudlow, Drue Juien, Jason Young, Lexey Dumont and Emerald Arthurs
Mar 20, 2017	Email from Western Canada Marine Response Corporation regarding Invitation to Tour an Oil Spill Response Exercise for Victoria Harbour



Making a difference...together

## Media Release

For Immediate Release

March 8, 2017

### Get Involved in the Gulf Islands Regional Trails Plan

Victoria, BC- The Capital Regional District (CRD) is developing a regional trails plan for Galiano, Mayne, North and South Pender, Salt Spring and Saturna Islands. The plan will identify a conceptual regional trail route on each of the islands, and include direction for implementation.

“Regional Trails in the CRD are envisioned to be major routes for recreation and active transportation that connect communities and key regional destinations,” said David Howe, CRD Southern Gulf Islands Electoral Area Director. “In general, each regional trail route on the islands will provide a ‘spine’ or ‘loop’ that other trails can connect with to create a broader network. The goal is that each regional trail will connect the ferry terminal to at least one key destination on the island.”

“The Gulf Islands Regional Trails Plan will help foster tourism, recreation, active transportation, and economic development on the islands by setting a direction for the development of a regional trail on each of the six islands,” said Wayne McIntyre, CRD Salt Spring Island Electoral Area Director. “It complements the Experience the Gulf Islands initiative, and once developed, the trails will provide infrastructure for pedestrians and cyclists to travel between ferry terminals and some key recreation, tourism and commercial areas on the islands. This expansion of walking and cycling opportunities on the islands will also provide connectivity to trails and active transportation routes on Vancouver Island and the BC mainland.”

The CRD will engage the public through two rounds of consultation: one prior to drafting the plan and the second to review the draft. The trail plan will be finalized in 2018, following public consultation. Trail construction on the islands will take place over many years as funding is identified.

The public is invited to get involved in the development of the Gulf Islands Regional Trails Plan. Drop in at an open house, being held on each island, to provide input on preferred route options and priorities. Comments may also be provided online by **March 31, 2017**. Watch newspapers and visit the website for details [www.crd.bc.ca/project/gulf-islands-regional-trails-plan](http://www.crd.bc.ca/project/gulf-islands-regional-trails-plan)

Attachments: [Gulf Islands Regional Trails Bulletin](#)

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

-30-

**For media inquiries, please contact:**

Andy Orr, Senior Manager

CRD Corporate Communications

Tel: 250.360.3229

Cell: 250.216.5492



# Gulf Islands Regional Trails Plan



Making a difference...together



Mayne Islands Photo © Chana Gruber

## Inside this Bulletin

- Background
- What's Planned
- Timeline
- Map
- Demonstration Project
- Experience the Gulf Islands Initiative
- Get Involved

The Capital Regional District is developing a regional trails plan for Galiano, Mayne, North and South Pender, Salt Spring and Saturna Islands. The plan will identify a conceptual regional trail route on each of the islands, and include direction for implementation.

## Background

The Board-approved *CRD Regional Parks Strategic Plan 2012-2021* includes an action that CRD staff “In partnership with other public agencies, local government and private landowners, initiate planning for the regional trails system on Salt Spring Island and Southern Gulf Islands.” Planning for a system of trails on the Southern Gulf Islands was initiated in 2013 and public input was gathered regarding potential trails in 2014. This information will be used to inform the development of the plan in 2017.

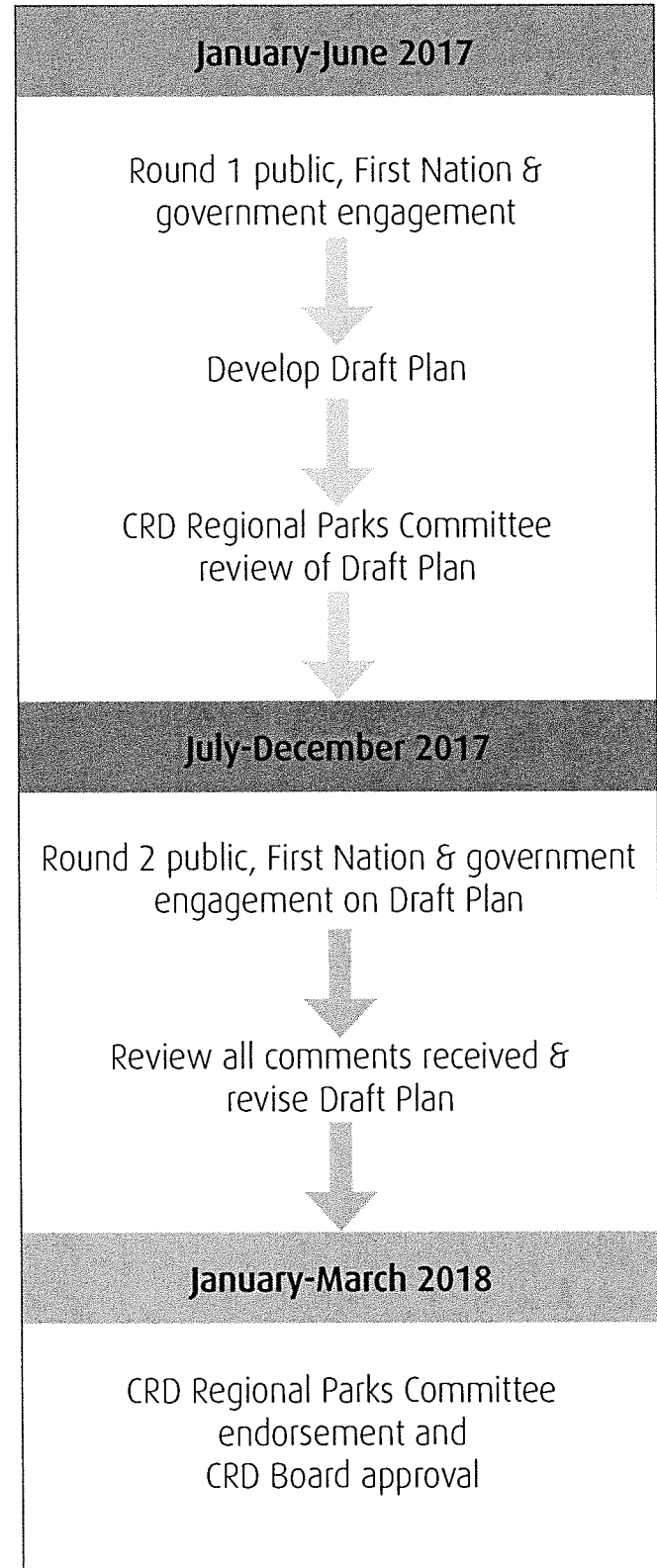
## What’s Planned

Regional Trails in the CRD are envisioned to be major routes for recreation and active transportation that connect communities and key regional destinations. The Gulf Islands Regional Trails Plan will identify a regional trail route on each of Galiano, Mayne, North and South Pender, Salt Spring and Saturna islands. The project area is shown on the map (page 3).

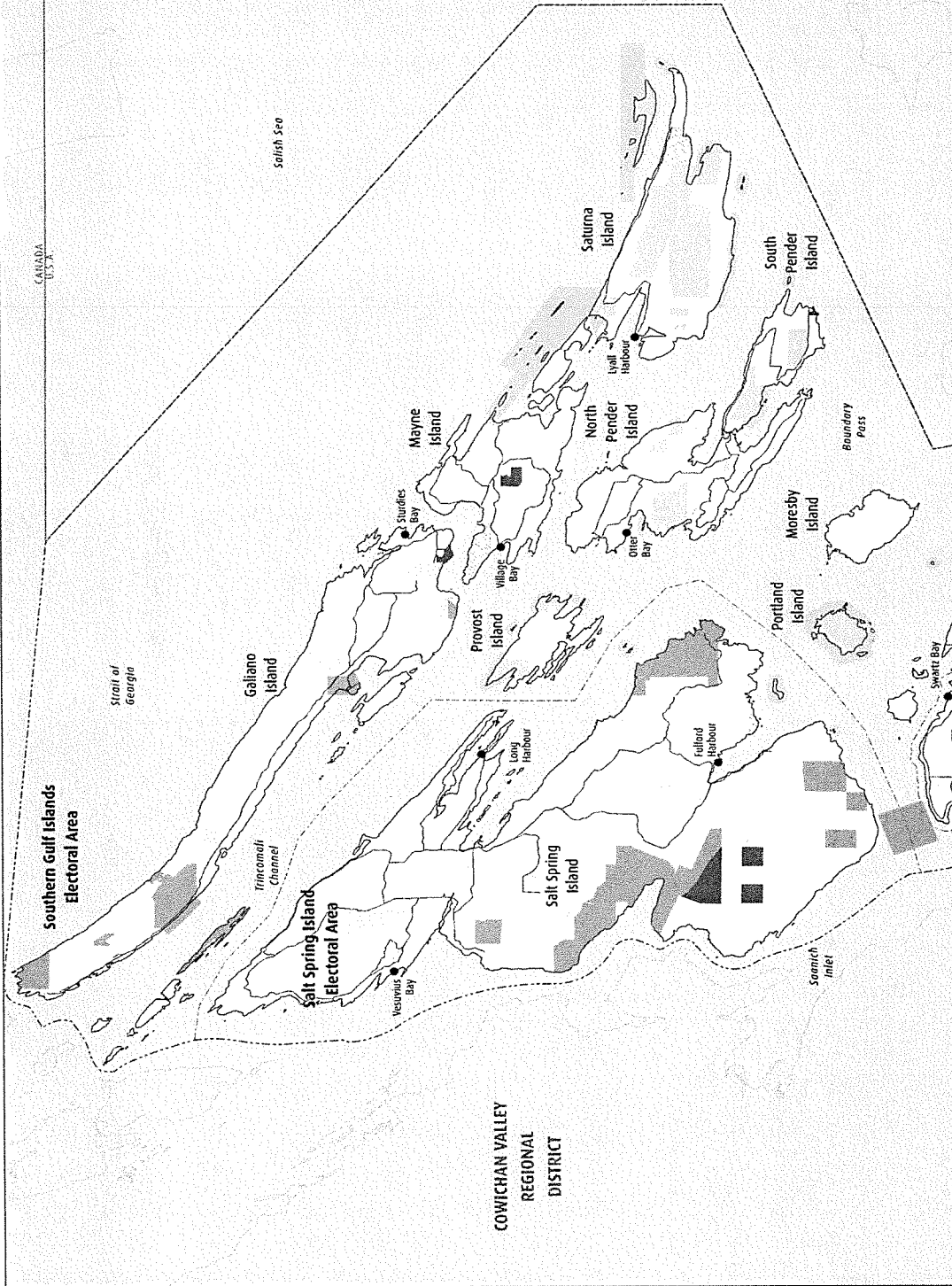
In general, each regional trail route will provide a ‘spine’ or ‘loop’ that other trails can connect with to create a broader network. The goal is that each regional trail will connect the ferry terminal to at least one key destination on the island. Where possible and feasible, preference will be given to locating the regional trail along road rights-of-way. Although the preference for regional trails is to be separate from roads, in some cases on-road sections may be required. In addition to identifying the general route for the regional trail on each island, the plan will also include policies relating to trail priorities and development.

***Detailed individual trail planning, design and construction is outside of the scope of this project.***

## Timeline







**Capital Regional District**  
**Gulf Islands Regional Trails Plan**  
**Project Area**

- Regional Park
- Gulf Islands National Park Reserve
- Provincial Protected Area
- Community Park
- Municipal / Electoral Area Boundary
- Capital Regional District Boundary
- International Boundary
- Major Road
- First Nation Reserve
- Lake / Ocean
- Ferry Terminal

**CRD**  
 Making a difference...together

Projection: UTM ZONE 10N WAD 83

Important: This map is for general information only. It is not intended to be used for legal purposes. The CRD will not be liable for any damages, direct or indirect, arising from the use of this map or information on this map that may be changed by the CRD at any time.

## Regional Trail Demonstration Project

A project has been initiated on Mayne Island to plan and develop a regional trail from the Village Bay ferry terminal to Miners Bay. The trail will be designed to accommodate pedestrians and cyclists. This demonstration project will inform the design and development of future routes identified in the Gulf Islands Regional Trails Plan. Construction of the demonstration trail will occur at a later date, when funding is secured.

## Experience the Gulf Islands Initiative

The intent of the Experience the Gulf Islands (ETGI) initiative is to enhance the social, environmental and economic sustainability of the islands. The ETGI Concept Plan recognizes that having regional trails will advance the intent of the ETGI initiative and recommends a coordinated approach by the various local and regional trail planning groups. Find out more at [sustainableislands.ca](http://sustainableislands.ca).



Making a difference...together

### For more information:

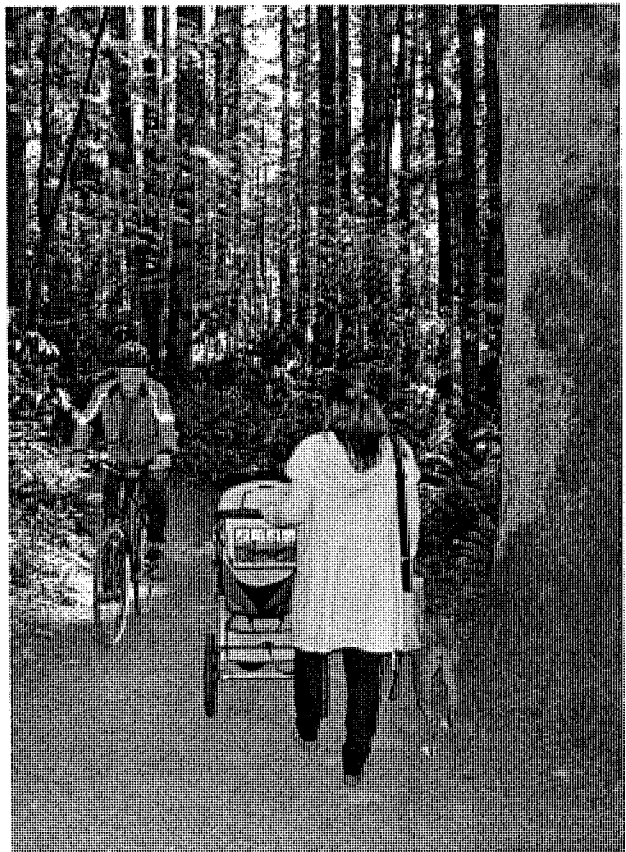
**CRD Regional Parks**

**T: 250.478.3344 | [crdparks@crd.bc.ca](mailto:crdparks@crd.bc.ca)**

**[www.crd.bc.ca/project/gulf-islands-regional-trails-plan](http://www.crd.bc.ca/project/gulf-islands-regional-trails-plan)**

## Get Involved

The CRD will engage the public through two rounds of consultation: one prior to drafting the plan and the second to review the draft. The trail plan will be finalized in 2018, following public consultation. Trail construction on the islands will take place over many years as funding is identified. Watch newspapers and the website for project announcements [crd.bc.ca/project/gulf-islands-regional-trails-plan](http://crd.bc.ca/project/gulf-islands-regional-trails-plan)



Trail use in the Capital Regional District



March 1, 2017

Liz Cookson  
Executive Coordinator  
Association of Vancouver Island and Coastal Communities  
Local Government House  
525 Government Street  
Victoria BC V8V 0A8

Dear Liz,

**Re: Haida Gwaii Tsunami Pole Pilot Project Final Report**

The Village of Queen Charlotte is very pleased to provide the Association of Vancouver Island and Coastal Communities with a copy of the final report for our Haida Gwaii Tsunami Pole Project. We would appreciate your assistance with distributing this report to your membership.

The Tsunami Pole Project was a collaboration with involvement from BC Hydro, TELUS, Emergency Management BC and all of the local governments on Haida Gwaii, both Haida and municipal. The project aims to reduce the risk of injury and/or fatality in the event of a tsunami by utilizing existing infrastructure to place visual indicators of inundation and safe zones in communities across Haida Gwaii.

These visual indicators will be used in place of the typical tsunami warning zone street signs to instruct visitors and residents on where the hazard zones are and where it is safe to go in the event of a tsunami. This project is the first of its kind. The attached report provides an overview of the project including a tsunami hazard and impact analysis, the research and development of the idea, recommendations and guidelines for implementation and a communications strategy and marketing tools. We are currently waiting for the weather to dry up to allow us to paint our poles and we are planning our grand opening this summer.

Your members may find this report to be helpful in their own planning efforts and we would be happy to discuss any aspects of the project or provide more information for anyone who is interested. Our hope is that this project can be duplicated in other tsunami prone communities. We would also be happy to provide contact information and a reference for Carmin Moore, the Royal Roads University Intern from their Master's in Disasters and Emergency Management Program who took the idea and made it a practical reality.

Yours truly,

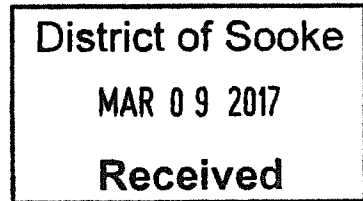
Greg Martin  
Mayor

Attachment

## Cassidy Thagard

---

**From:** Ally Fleck <afleck@bchealthyliving.ca>  
**Sent:** Thursday, March 09, 2017 2:30 PM  
**To:** Info  
**Subject:** Communities on the Move



Good afternoon,

My name is Ally Fleck, and I am with the BC Healthy Living Alliance. I am contacting you about an innovative initiative called 'Communities on the Move' – a way to join forces with other municipalities and organizations calling for more provincial funding for active transportation and public transit. I would like to encourage Sooke to sign on to the declaration.

### What is Communities on the Move?

The Communities on the Move declaration is intended to outline a vision for a healthy transportation system that meets the needs of all British Columbians.

- It lays out core values of safety, health, equity, environmental sustainability and economic opportunity that guide the vision and recommendations.
- The recommendations include a call for significant provincial investments in transit, active transportation planning and facilities, and support for rural transportation, in addition to measures to enhance access among vulnerable populations and to improve safety.

The ultimate goal is to convince provincial decision-makers to put in place the necessary funding and policy supports for a robust, active and public transportation system that serves all British Columbians.

### Why endorse Communities on the Move?

The declaration will shine a spotlight on the resources needed by communities to provide residents with more and healthier transportation options.

By signing on to the declaration, you will be joining together with other local governments, health organizations, unions, community advocates and businesses to make a strong united call for the provincial government to increase investment in community infrastructure.

### How to endorse Communities on the Move?

We encourage you to show your support for Communities on the Move, please visit [http://www.bchealthyliving.ca/movebc\\_declaration/](http://www.bchealthyliving.ca/movebc_declaration/) to add your endorsement.

Together, we can create communities that have convenient, healthy, and affordable transportation options for all! I would be happy to speak with you by phone or e-mail if you have any questions about the declaration or the endorsement process.

Cheers,

Ally Fleck, B.Sc.  
Practicum Student  
BC Healthy Living Alliance  
#310 – 1212 West Broadway  
Vancouver, BC V6H 3V2  
Tel: 604-629-1630  
Fax: 604-629-1633

Original to File No. 0320-01	
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"/>	

**Cassidy Thagard**

**From:** Pimm, Pat <P.Pimm@leg.bc.ca>  
**Sent:** Wednesday, March 08, 2017 3:35 PM  
**To:** 100 Mile House; Abbotsford ; Alert Bay ; Anmore; Armstrong ; Ashcroft; Barriere ; Belcarra; Bowen Island; Burnaby; Burns Lake; Cache Creek; Campbell River ; Canal Flats; Castlegar; Chase; Chetwynd; Chilliwack; Clinton; Coldstream; Colwood; Comox; Coquitlam; Courtenay; Cranbrook; Creston; Cumberland; Dawson Creek; Delta; Duncan; Elkford; Enderby; Esquimalt; Fernie; Fort Nelson and Area; Fort St. James; Fort St. John; Fraser Lake; Fruitvale; Gibsons; Gold River; Golden; Grand Forks; Granisle; Greenwood; Harrison Hot Springs; Hazelton; Hope; Houston; Hudsons Hope; Invermere; Jumbo Glacier Mountain; Kamloops; Kaslo; Kelowna; Kent; Keremeos; Kimberley; Kitimat; Ladysmith; Lake Country District; Lake Cowichan; Langford; Langley; Lantzville; Lillooet; Lions Bay; Logan Lake; Lumby; Lytton; Mackenzie; Maple Ridge ; Masset; McBride; Merritt; Metchosin; Midway; Mission; Montrose; Nakusp; Nanaimo; Nelson; New Denver; New Hazelton; New Westminster; North Cowichan; North Saanich; North Vancouver; Oak Bay; Oliver; Osoyoos; Parksville; Peachland; Pemberton; Penticton; Pitt Meadows; Port Alberni; Port Alice; Port Clements; Port Coquitlam; Port Edward; Port Hardy; Port McNeill; Port Moody; Pouce Coupe; Powell River; Prince George; Prince Rupert; Princeton; Qualicum; Queen Charlotte; Quesnel; Radium Hot Springs; Revelstoke; Richmond; Rosland; Saanich; Salmo; Salmon Arm; Sayward Valley; Sechelt; Sicamous; Sidney; Silverton; Slokan; Smithers; Info; Spallumcheentwp; Sparwood; Squamish; Stewart; Summerland; Sun Peaks Municipality; Surrey; Tahsis; Taylor; Telkwa; Terrace; Tofino; Trail; Tumbler Ridge; Ucluelet; Valemount; Vancouver; Vanderhoof; Vernon; Victoria; View Royal; Warfield; Wells; West Kelowna; West Vancouver; Whistler; White Rock; Williams Lake; Zeballos

**Subject:** FW: Just happened in the legislature

Original to File No. 0400-50	Copy to:
For Action by:	MAYA
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"/>

District of Sooke  
 MAR 09 2017  
 Received

Good afternoon all Mayors and councils

- I want to say that I just had the fortunate opportunity to be able to get leave of the Legislature to table a report called MLA Pimm's First Nations Stakeholder Advisory committee Report. The link to this report is enclosed in this article, but what I found extremely undemocratic was that the Speaker of the House would not allow me to congratulate the non-partisan Peace Country constituents for all the hard work that they did in helping me put this amazing report together. I have to assume that the Speaker or someone in the Legislature did not want to see the contents of this report that shows nearly 1.5 million acres of land in the Province of British Columbia is currently under what is called Notice of Interest by MARR or Ministry of Aboriginal Relations and Reconciliations. What NOI or Notice of Interest means is that once a Ministry identifies a parcel of land that their Ministry have an Interest in, they then apply to Forest Lands, Natural Resource Operations to establish an NOI on those properties. Once a NOI has been established on a parcel of land it is nearly impossible for any other Ministry or member of the public to have the NOI changed.

There are 9 Ridings in the Province, including the two Peace Country ridings that make up 80 percent of the 1.5 million acres of land currently under NOI in the Province. These 9 Ridings are: Peace River North and Peace River South (over 20 percent of the total with nearly 400,000 acres of land currently in First Nations discussions), Stikine, Skeena, Caribou - North, Caribou-Chilcotin, Fraser-Nicola, Chilliwack-Hope and Vancouver - Sea to Sky. There are also 56 Ridings in the Province that have absolutely no NOI lands within

their Boundaries. I guess you can probably guess that it would be Ridings like Victoria area, Vancouver area, Fraser Valley area, and Okanagan areas of the Province. I find it extremely nauseating that these 56 Ridings have no problem talking about and giving away lands in the rural areas of the Province but they sure's hell won't even talk about the lands in their own Regions! Please take time to read the report that my non-partisan committee put together, and if you have any questions, I would be very happy to have a discussion on this topic. I want to clarify for all readers that my non-partisan committee is not opposed to these discussions but they are very concerned at the same time that these discussions have been happening in complete Secrecy.

Pat Pimm – MLA Peace River North

<http://www.patpimmmla.bc.ca/committeereport>

Sent from my iPad

**Cassidy Thagard**

---

**From:** Randy Clarkston <randy@westcoastdesign.net>  
**Sent:** Thursday, March 09, 2017 7:10 AM  
**To:** Info  
**Subject:** FW: Stinky Public

District of Sooke  
MAR 09 2017  
Received

---

**From:** Randy Clarkston [mailto:randy@westcoastdesign.net]  
**Sent:** Thursday, March 09, 2017 7:09 AM  
**To:** 'mailto:mayorandcouncil@sooke.ca'  
**Subject:** Stinky Public

Mayor and Council:

Would the D.O.S consider moving the Media desk from its present position ?  
A member of the Media – appears to find the public too stinky to sit in front of them.  
If you smoke cigarettes , or have pets you are asked to move.  
I think you could consider another place for them far away from the stinky public.  
(notice that I mentioned no names – as I don't want to be a bully )

Thank you  
Stinky Randy



**Randy Clarkston**  
**WestCoast Design**  
250-642-8803  
6449 Sooke Road  
randy@westcoastdesign.net  
mdc@shaw.ca

Original to File No. 0220-01	
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"/>



This email has been checked for viruses by Avast antivirus software.  
[www.avast.com](http://www.avast.com)

Cassidy Thagard

Original to File No.	0830-01
For Action by:	
Mayor	<input checked="" type="checkbox"/>
Council	<input checked="" type="checkbox"/>
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Corporate Services	<input type="checkbox"/>
Development Services	<input type="checkbox"/>
Financial Services	<input type="checkbox"/>
Fire	<input type="checkbox"/>
Other	<input type="checkbox"/>

From: Creatively United for the Planet Society <info@creativelyunited.org>  
 Sent: Friday, March 10, 2017 12:23 PM  
 To: Info  
 Subject: TV show, free community portal, local showcase

**District of Sooke**  
**MAR 10 2017**  
**Received**



EARTH DAY 2017  
**APRIL 22**  
 ART • MUSIC • DISPLAYS • WORKSHOPS  
 6TH ANNUAL CREATIVELY UNITED FOR THE PLANET SOCIETY  
**SUSTAINABILITY SHOWCASE**  
 FEATURING LOCAL INNOVATORS AND CHANGEMAKERS IN ACTION

**CREATIVE UP-CYCLING WORKSHOP**

ORDER OF CANADA WINNER  
**ANN MORTIFEE**

EMMY-NOMINEE  
**PAULINE LE BEL**

**VANCOUVER ISLAND'S LARGEST ELECTRIC VEHICLE SHOW**

**TRANSPORTATION, ENERGY, BUILDING & FORESTRY SYMPOSIUMS**

**This April we will be making history!** Not only will we be debuting *This Is Leadership*, our new television feature to showcase and celebrate local individuals, businesses, groups and organizations making a difference in our community, we will host Vancouver Island's largest electric vehicle show as part of the **6th Annual Creatively United Earth Day Festival & Sustainability Showcase** to be held on **Earth Day, April 22**, from **10 am to 5 pm**, at the **Royal BC Museum**, 675 Belleville St.

Produced in partnership with SHAW, *This Is Leadership* recognizes that **leadership is in the inspired actions that people take to improve the quality of life in their community**. Thanks to Shaw TV veterans Chris Weatherhead, Orlando Carillo and Daphne Goode, members of our volunteer team received valuable training in all aspects of television production. Our first show features Reliable Controls, one of Victoria's largest and greenest high tech firms with offices in more than 13 countries in the world.

This television show and our free online community portal, [ThisIsLeadership.org](http://ThisIsLeadership.org), is an **opportunity for our community to share their stories, events and provide a source of inspiration and connection**. Both were created in response to on-going requests to keep the conversations going and growing that start each year at our annual sustainability showcase held during Earth Week.

This year's Creatively United community festival and sustainability showcase on **April 22nd** will include presentations by Order of Canada singer, composer, author, storyteller and keynote speaker **Ann Mortifee**; Emmy-nominated screenwriter, award-winning novelist and storyteller **Pauline Le Bel**; textile artist and creative up-cyclist **Jaime Murdoch**; international award-winning energy reduction leader **Tom Zaban** and many others.



Innovation, people making a difference, creativity, live music, displays, connections, informative panels, food and fun sums up what people can expect to enjoy.

University of Victoria Engineering students will showcase amazing new technologies, community groups will share resources and information on topics ranging from A-Z, and workshops include: Net Zero Buildings – Cost Savings and Benefits; Forests and Communities for the Future; The Life of a T-Shirt, a creative, hands-on upcycling and educational workshop; and Birds, Beauty and the Salish Sea.

Try an electric bike, a community acupuncture session, make an artsy postcard with a message, play the game Marbles to Megawatts and listen to live music ranging from unique world beat to classic favorites within Carson Hall on the main floor of the Royal BC Museum. Admission is free with some ticketed events.

On April 23rd, you can enjoy a personalized tour of one of Victoria's leading high tech firms or take a day-long inspirational workshop. To learn more, please visit our new festival website at [www.creativelyunited.org](http://www.creativelyunited.org).

In the spirit of community,

Frances Litman  
Community Connector/Coordinator  
2012 CRD EcoStar + 2017 Victoria Community Leadership Award Winner  
on behalf of Creatively United For The Planet  
and This Is Leadership (a Creatively United community initiative)





**District of Sooke**  
**MAR 10 2017**  
**Received**

Ref: 115270  
 BC Jobs Plan 5-year update  
 in Mayor Correspondence Binder

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

Original to File No. <b>0400-20</b>	
For Action by:	Copy to:
Mayor	<input checked="" type="checkbox"/> <b>MAYA</b>
Council	<input checked="" type="checkbox"/> <b>COUNCIL</b>
CAO	<input checked="" type="checkbox"/> <b>TERESA</b>
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 Tait:

**Canada Starts Here: The BC Jobs Plan** was launched five years ago to strengthen, diversify and grow our economy and support long-term job creation in our province.

We are now seeing the significant benefits of these efforts. When we launched the BC Jobs Plan, British Columbia (BC) ranked third among provinces in economic growth and ninth in job creation. Today, we are first in both areas, and many economists across the country expect BC to be a leader in economic growth over the next two years.

The 5-Year Update outlines a renewed focus on the key sectors that have made up the backbone of our economic strategy, but also builds on where we see further opportunities for growth. In particular, B.C.'s vibrant technology sector is playing an increasingly integral role. Not only is technology a growing, high-wage sector, but it also directly contributes to the Province's competitiveness by creating new efficiencies, connections, and opportunities across all sectors.

At the core of the BC Jobs Plan, and a priority for government, is the goal to diversify, grow and strengthen the economies of every region in BC. The focus on key sectors, both traditional and emerging, supports economic resilience for the province. Our fiscal discipline and strong economy mean that we have the capacity to invest in our people, the environment, communities and business. These fundamentals help prepare all of BC to compete in a rapidly changing and often uncertain global environment

As a leader in your community, you are also a partner in our province's economic development. You are a major stakeholder in the future of our economy, which is why we are sending you the BC Jobs Plan 5-Year Update. The document can also be found at [www.bcjobsplan.ca](http://www.bcjobsplan.ca).

.../2

This update highlights significant achievements we have made over the past five years. We engaged with a wide variety of stakeholders, representing a number of industries and sectors from across the province to inform 25 new targets. These new targets will help ensure that our businesses, communities and citizens are well positioned for enduring economic prosperity.

We hope, as you read through the 5-Year Update, you feel confident in our commitment to drive diversity and growth in every region across the province. It is our hope that you will assist in distributing the province's economic development strategy, the BC Jobs Plan 5-year Update, to citizens in your region and community to inform them of the benefits of a diverse and strong economy.

Best wishes for you and your community in 2017.

Sincerely,



Shirley Bond  
Minister of Jobs, Tourism and Skills Training  
and Minister Responsible for Labour



Greg Kylo  
Parliamentary Secretary  
The BC Jobs Plan

Enclosure



District of Sooke  
 MAR 13 2017  
 Received



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

March 9, 2017

Mike MacIntyre, Manager  
 Capitol Regional District (CRD) Parks  
 490 Atkins Ave  
 Victoria, BC V9B 2Z8

Dear Mr. MacIntyre,

**Re: Kemp Lake Foreshore Access Infrastructure Improvement Proposal**

This office received a complaint regarding the aforementioned proposal by the CRD and Freshwater Fisheries Society of BC located at the end of Milligan Road on Kemp Lake.

Kemp Lake is currently used as a source of water for domestic purposes to the residences of the Kemp Lake Waterworks District, which holds an operating permit (Permit No.: 6030389) for a water supply system under the *Drinking Water Protection Act* (DWPA) and *Regulation* (DWPR) with this office.

At this time this office is not in support of this project moving forward as it would likely increase activity in a watershed that has no Drinking Water & Watershed Protection Plans (DWWP) in place. The KLWD also has extremely limited options in controlling the activities in its watershed which already include: sources of contamination (livestock, water fowl and sewerage systems), human recreational activity and agricultural land use. Further improvements to the lakes access have the potential to exacerbate and compound these problems.

This office is not aware of any “support for the initial project proposal in 2012” as stated on page 3 of the draft “Kemp Lake Foreshore Access Infrastructure Improvement Proposal” dated January, 2017. If any documentation regarding this offices support exists please forward it to this office for review.

If an alternative source for drinking water is approved by this office for the KLWD then this office would reconsider this proposal for review. Please keep this office included in any future proposals regarding recreational water activities in your electoral area.

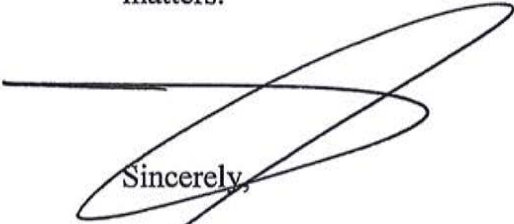
Gateway Office

201 - 771 Vernon Avenue, Victoria, BC V8X 5A7

Tel: 250-519-3401 | Fax: 250-519-3402

*Excellent health and care, for everyone, everywhere, every time.*

Feel free to contact me at 250.519-3645 if you have any questions or concerns regarding these matters.



Sincerely,

Rory Beise  
Land Use/Drinking Water Consultant

c.c.: Dr. Richard Stanwick, Chief Medical Health Officer  
Dr. Murray Fyfe, Medical Health Officer  
Craig Nowakowski, Supervisor  
Joanne Lum, Senior Environmental Health Officer  
Kevan Brehart, Chair Board of Trustees, Kemp Lake Waterworks District  
JDF Electoral Area Parks and Recreation Advisory Commission, 3-7450 Butler Road,  
Sooke, BC V9Z 1N1  
Freshwater Fisheries Society of BC #101, 80 Regatta Landing, Victoria, BC, V9A 7S2  
Mayor Maja Tait, District of Sooke, 2205 Otter Point Road, Sooke BC, V9Z 1J2

RB/gch

**Cassidy Thagard**

---

**From:** Christine McGuinness [REDACTED]  
**Sent:** Monday, March 13, 2017 1:21 PM  
**To:** Info  
**Cc:** theresa.caiger@viha.ca; Tony Bastone; jjamesarchitect; jessicaruthwatkins; jennifer hoffman; sarahandrick; annaeslater; npallot; lauren fisher; ljtaylor30; sheriross34  
**Subject:** Steps to the Future Child Care Society - Kid's Quest Programs  
**Attachments:** Scan\_Doc0144.pdf; Scan\_Doc0145.pdf; Scan\_Doc0146.pdf  
**Importance:** High

Dear Ms.Tait & Council Members: Please find enclosed a letter regarding the occupancy issues for 6038 & 6046 Sooke Rd. houses, as our society is struggling to get definitive answers regarding our occupancy during compliance work. **Our society is at risk of shutting down with over 84 children in our care presently and 25 children on our waitlist!** Sincerely Yours, Christine McGuinness - Society Coordinator.

CC: 4320-20

Original to File No. 0220-01	
For Action by:	Copy to:
Mayor	<input checked="" type="checkbox"/> MATA
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"/>

<b>District of Sooke</b> MAR 13 2017 <b>Received</b>
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CC: 4380-20

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

Dear Madames/Sirs:

March 13<sup>th</sup>, 2017

It is with extreme frustration and exhaustion that we write this letter. Our society (Steps to the Future Child Care Society - Kid's Quest programs) and quite frankly our managers, are at the point of breaking down and financially losing everything that we have worked so hard for over the past 20 years.

Our first application for ALR "non-farm use" was brought to the District office Nov. 2<sup>nd</sup>, 2015. This was after zoning meetings in 2014. Our application clearly stated 60 school age children to start, with the hope of preschool age children in the future. We are continuing to get calls for child care spaces (3 families on Friday March 10<sup>th</sup> alone). I don't think anyone is arguing the need for child care in this community.

As a society we have done everything that has been asked of us from zoning, Vancouver Island Health Authority our licensing body, to the Sooke Fire Department who has inspected the houses 4 times over the past year, to the business license end of our application.

When the Kid's Quest Too program still occupied the "Dance Studio" at the Evergreen Centre we were asked to do a couple of jobs in order to comply with our building safety. The jobs were done and in the year that we were there we never received our business license. When I called Medea Mills (the staff that first called me regarding our license) in Sept. 2016 I told Ms. Mills that we were negotiating the 6038 property with 2 houses and would we need a building inspection again? I was asked if we were doing any renovations to the houses. I said not at the present time however, we are requesting a license for 3-5year olds and would need to put in sinks and toilets. I was told that "if there are no renovations being done then no, we do not need an inspection but, we would need to apply for a permit once we were intending to put the sinks and toilets in." This question was asked of Ms. Mills 3 times during our application process, with the same answer. Sheri Ross - Manager of Kid's Quest School Age Care also called the District office and spoke to Joyce Meija in 2016 confirming that we do not need a building inspection done, with the same answer as above. This is us doing our due diligence, if the District personnel do not have the answer, they should be putting us through to someone who does. We also went through 4 Readings and a Public Hearing with no building inspectors reports. "No comment or No report" is recorded in the minutes.

On Feb. 15<sup>th</sup>, 2017 we received an email from the District of Sooke office saying that the building inspectors will be coming to the 6038 property on Feb. 17<sup>th</sup>. Not, could we meet with them and when? We were wondering how they were intending to get in if we were not

District of Sooke  
 MAR 13 2017  
 Received Page 108 of 155



available. On Friday Feb. 17<sup>th</sup> both Tony Bastone & Brad Metzger came to see the houses. They apologized profusely that this inspection had not happened sooner and said that they were told it was licensed for 10 children. It is clearly stated on the application 60 children and even Mr. Howat spoke to our application at one of the readings. They also said that they would work with us to help make these facilities compliant and that they would “not hold us up” with our license for occupying the other house which was due March 1<sup>st</sup>. The building inspectors spent 15 - 20 minutes looking through the “back house” 6046 that is occupied and 10 minutes on the “front house” 6038 as they had other engagements. At the time they suggested that we hire an engineer to do a “Code Compliance Report”. We called an engineer that day who advised us to get a written list of what exactly the inspectors needed from us, which I emailed in a request twice to Tony.

On Monday Feb. 27<sup>th</sup> Sheri Ross received a call from our licensing officer saying that her office received a call from Mr. Howat saying that he has “safety concerns” with our houses. He did not state what the concerns were. The license that was ready to be issued that day and all our movers that were in place for the next evening, were put on hold.

We were then advised to hire an architect not an engineer to inspect, create a report and oversee any compliance work needing done. (\$120.00/hour). On Thursday March 2<sup>nd</sup> we had an architect come and do an inspection. After 2 hours Mr. James told us that he felt both houses were extremely well built and could see no “life & safety” concerns if we were to occupy either house while doing compliance work on the buildings. Mr. James said that he would connect with Mr. Bastone to discuss the building codes as there were many gray areas “discrepancies” in the codes.

Our position is this, 1 house is occupied with 20 children that came from the dance studio where our children had to walk to school on the busiest road in Sooke, share public washrooms with drug addicts that would come in off the street, asbestos removal workers from downstairs, no kitchen for us to make hot snacks for our P.M. program, and drink potable water. We had to ask for 2 extensions on that lease and the property managers were not willing to extend any further. The School District has also given our Saseenos programs 4 extensions and have made it absolutely clear that we will not be able to operate over Spring Break (March 20<sup>th</sup> on). Our society is a not for profit charity and cannot afford both rent and mortgage, which is what we have been forced to do this month.

Continued...

Page -3-

All we are asking for is a compromise from all parties to allow the occupancy of the first house immediately with the condition of continuing our work to meet compliance codes.

We are requesting a meeting of all parties including Sooke District Mayor & Council Members at the 6038 property on Wed. March 15<sup>th</sup> at 12:30 p.m. in order for us to come to a reasonable decision on how our society can continue to offer the safe, secure and consistent care that the families of this community have paid for and enrolled their children in.

Otherwise, the parents are considering seeking legal action and media coverage.

Please, let us get on with the best care we can possibly offer in this wonderful environment that we have worked so hard to obtain.

Sincerely Yours,

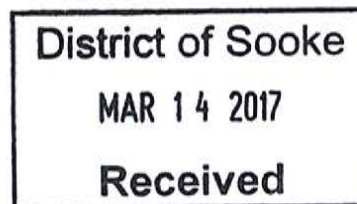
A handwritten signature in black ink, appearing to read "Christine McGuinness". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Christine McGuinness - Society Coordinator  
Sheri Ross - Kid's Quest School Age Care Mgr.

**Cassidy Thagard**

---

**From:** Amy Jameson [REDACTED]  
**Sent:** Tuesday, March 14, 2017 12:52 PM  
**To:** Info; thersa.caiger@viha.ca; ottadance@shaw.ca  
**Subject:** 6038 Sooke Road Kids Quest  
**Attachments:** Kids Quest.pdf



To Whom it May Concern,

I have just received the attached document in regards to the Sooke Kids Quest building at 6038 Sooke Road. Shame on you Sooke Council. This is appalling! This is a non profit group caring for our babies not a money driven corporation taking from our community. Our children need a safe environment for care which is not readily available in the Sooke area. The parents of these elementary age students - myself included - are working parents bring home our incomes and economy into to Sooke. We all rely on this centre so that we can go earn an income and support our young families. There has been no legitimate reason given for this hold up. The hoops that the program have been made to jump through time and time again need to stop. The cost incurred due to these hoops need to stop. Our children need this space and they need it today!!

I will help this fight. I will post on Social Media. I will share this completely unacceptable process with whom ever will listen. This is your opportunity to right your wrongs and do the right thing for the children of Sooke.

I hope to meet you all tomorrow at the property 6038 Sooke road for a clear explanation of how this process for application will be resolved.

Amy Jameson and Robert Hillard  
Parents and Sooke Residents

Original to File No. 0220-01	
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 checked="" type="checkbox"/> GABRIEL
Development Services	<input checked="" type="checkbox"/> ROB
Financial Services	<input checked="" type="checkbox"/> BRENT
Fire	<input type="checkbox"/>
Other	<input checked="" type="checkbox"/> PATTI

**Cassidy Thagard**

---

**From:** Bindy Sweett [REDACTED]  
**Sent:** Monday, March 13, 2017 4:54 PM  
**To:** Info  
**Subject:** Library location

I am hoping that Sooke council agrees to have the new library built within the town centre. I believe this is a cornerstone of community, a place that brings people of all ages together, & should be accessible to all.

Thank you,  
Bindy Sweett  
Sooke resident

Original to File No. 0360-20	
For Action by:	Copy to:
Mayor <input type="checkbox"/>	<input checked="" type="checkbox"/> NATA
Council <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> COUNCIL
CAO <input checked="" 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"/>	

<p><b>District of Sooke</b></p> <p>MAR 14 2017</p> <p><b>Received</b></p>
---

**Cassidy Thagard**

---

**From:** Telus [REDACTED]  
**Sent:** Monday, March 13, 2017 5:31 PM  
**To:** Info  
**Subject:** Library location

**District of Sooke**  
**MAR 14 2017**  
**Received**

To the Sooke Council,  
We would like to request that you please vote to locate the new library on the Wadams Way site.  
It is the most central location available, with easy walking access from all over Sooke.  
The potential for additional future community uses on this site only adds to it's appeal.  
The Seaparc site is far less accessible and would require most folks to access it by vehicle.  
Sincerely,  
Carolyn and Bill Wyngaards

Sent from my iPad

Original to File No. 0360-20	
For Action by:	Copy to:
Mayor <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> MAJA
Council <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> COUNCIL
CAO <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> TERESA
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"/>

## Cassidy Thagard

---

**From:** Ron & Marlene Barry [REDACTED]  
**Sent:** Monday, March 13, 2017 7:06 PM  
**To:** Info  
**Subject:** Please keep the library in the town centre

I believe the library will be too far out of the way at SEAPARC for some. It needs to be in a more central location. I hope you have some control and can steer them into a more community minded focus.

Good luck.

TTFN  
Marlene Barry  
2295 King Road, Sooke, B.C. V9Z 0K7  
Sooke Business owner

District of Sooke
MAR 14 2017
Received

Original to File No. 0360-20	
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"/>	

# Cassidy Thagard

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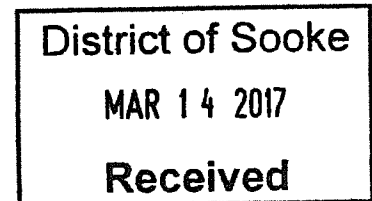
**From:** Ron & Marlene Barry <[REDACTED]>  
**Sent:** Monday, March 13, 2017 4:22 PM  
**To:** Info  
**Subject:** library location

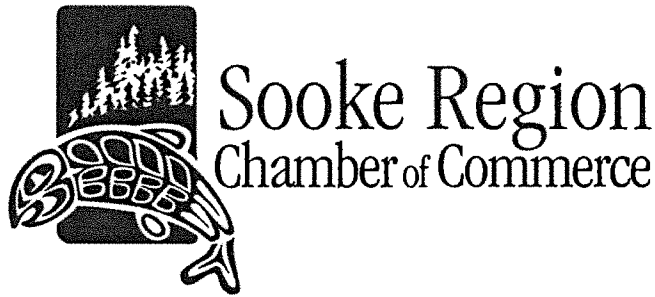
I think if you look at all small communities across B.C. and beyond you will see that the libraries are in or within walking distance of the core. This makes sense of course, that is where people are doing the various things they need or want to do.

Cost is important but if the library gets less use or requires more driving to get there what benefit is it to the community no matter what money is saved? Our library is currently a desirable social place, let's try to keep that component.

Ron Barry  
Otter point

Original to File No. 0360-20	
<b>For Action by:</b>	<b>Copy to:</b>
Mayor <input checked="" type="checkbox"/>	MAYA
Council <input checked="" type="checkbox"/>	COUNCIL
CAO <input checked="" type="checkbox"/>	TERESA
Corporate Services <input type="checkbox"/>	
Development Services <input type="checkbox"/>	
Financial Services <input type="checkbox"/>	
Fire <input type="checkbox"/>	
Other <input type="checkbox"/>	





Contact Aline Doiron, Office Manager  
Telephone (250) 642-6112  
Email info@sookeregionchamber.com  
Website sookeregionchamber.com

FOR IMMEDIATE RELEASE  
March 14, 2017

## 17<sup>TH</sup> ANNUAL BUSINESS EXCELLENCE AWARDS April 1<sup>st</sup>, 2017

Sooke, BC – The Sooke Region Chamber of Commerce would like to congratulate the **134 nominees** for the 17<sup>th</sup> Annual Business Excellence Awards.

“We are pleased to see this many businesses nominated”, says President Kerry Cavers. “We have so many deserving businesses in the Region doing great things. We probably could have had double the nominees!”

The Business Excellence Awards ceremony will be held on Saturday April 1<sup>st</sup> at the Prestige Oceanfront Resort. Tickets are available until March 24<sup>th</sup> and are \$65 per person or \$500 for a table of 10.

The winners of the awards are chosen by an independent panel of three judges. They are tasked with reviewing all the nominations, and the support letters, and choosing the business that best exemplifies excellence in each category.

“I know that there are many rumours swirling out there about the awards – that it’s all about who you know, that only Chamber members or friends of the Board win, or that the judging is too subjective or rigged. I’ve even heard it referred to as a popularity contest rather than business excellence awards. I think it is great that everyone cares this much about the awards to get so fired up but it saddens me that this kind of talk could detract from all the hard work of the award winners.”

Each year the nominations are scrutinized by a panel of three judges. In years past the panel has been comprised of one person from the District of Sooke, one person of influence, and one citizen at large. Business owners in the Region, Chamber staff, and Board of Directors are not eligible to be judges. Following last year’s awards, the Chamber did a survey of the nominees, attendees and Chamber members to try to improve upon the awards process. The most notable response was the desire for the judges to have greater business acumen and for the businesses to be judged more objectively.

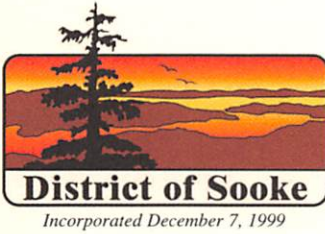
See page 2...



"To address the feedback that was received from our survey, the Chamber implemented the option of businesses providing a letter to support their nomination allowing them to tell the judges things about their business that perhaps their nominators wouldn't know. Nominees are not identified as Chamber or non-Chamber members when given to the judges and it was clarified that a business could win in more than one category if they were the most deserving. We also revised our criteria for who could be judges and sought out individuals with substantial business experience in a variety of fields. Our esteemed judges this year are Dr. Brian White, Professor and MATM Program Head, School of Tourism and Hospitality at Royal Roads University; Patrick Marshall, Economic Development Consultant with Capital EDC, and; Julie Lawlor, Executive Director with the Westshore Chamber of Commerce."

To buy your ticket for the awards banquet, which includes appetizers, dinner, entertainment and both a live and silent auction, you can go to the Chamber website at [www.SookeRegionChamber.com](http://www.SookeRegionChamber.com) or visit the Chamber office in person at 1A, 6631 Sooke Road in the Seaview Business Centre. Show your support for our local businesses, and for the Chamber, by coming out to cheer on the nominees.





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

File No. 0360-20

March 14, 2017

Sooke & Electoral Area Parks and Recreation Commission  
2168 Phillips Road  
Sooke, BC  
V9Z 0Y3

**Re: Location of Sooke Library**

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This letter is to advise that at its March 13, 2017 Regular Council meeting the District of Sooke Council made the following resolution:

*THAT Council direct staff to inform the SEAPARC Commission that the District of Sooke does not support the proposed SEAPARC location for the new library site.*

Please do not hesitate to contact me should you have any questions.

Sincerely,

Gabryel Joseph  
Acting Chief Administrative Officer

---

**Subject:** FW: Vancouver Island Regional Library Sooke Location Proposal  
**Attachments:** Evergreen Shopping Centre.pdf  
**Importance:** High

---

**From:** SYLVIA & THOMAS [<mailto:SJ-TK@Telus.net>]  
**Sent:** Tuesday, March 14, 2017 10:04 AM  
**To:** Gabryel Joseph <[gjoseph@sooke.ca](mailto:gjoseph@sooke.ca)>  
**Subject:** FW: Vancouver Island Regional Library Sooke Location Proposal  
**Importance:** High

---

**To:** 'executivedirector@virl.bc.ca'; 'janderson@virl.bc.ca'; 'jadams@virl.bc.ca'; 'mtait@sooke.ca'; 'bberger@sooke.ca'; 'rkasper@sooke.ca'; 'elogins@sooke.ca'; 'bparkinson@sooke.ca'; 'kpearson@sooke.ca'; 'krey@sooke.ca'; 'tsullivan@sooke.ca'  
**Subject:** Vancouver Island Regional Library Sooke Location Proposal  
**Importance:** High

I would like to propose that the V.I.R.L. and Sooke Council consider the location at the Evergreen Shopping Centre, 6660 Sooke Road, as a location for the new Sooke Library.

I have attached a .PDF with the logistics of the Shopping Centre which also includes the site plan for the Center. The part of the Evergreen Shopping Centre that I am suggesting is the area where the Royal Bank burnt down in July, 2013 adjacent to Sooke Road and is shown as "Developing Pad Opportunity".

The site plan shows that the "Shovel Ready" area should fit the needs not only of the V.I.R.L. but also the growing population of Sooke. It is located in the center of town with abundant parking and ease of access for Library patrons. With the right design a new Library built here would be one of the crowning jewels of Sooke.

I understand that the V.I.R.L. does not necessary wish to lease property to obtain their objectives. I would suggest that Sooke Council negotiate for the above parcel of land with the thought of it been donated to the District of Sooke in exchange for various tax benefits over the coming years.

Hopefully, the V.I.R.L. and Sooke Council will not make any decision concerning the location for a new Library this week but take the additional time to look at this proposal. Deferring a decision for an extra week or two may end in a Win-Win solution for one and all.

Thomas Kowalchuk  
250.642.2471  
[SJ-TK@Telus.net](mailto:SJ-TK@Telus.net)

# EVERGREEN SHOPPING CENTRE

SOOKE, BRITISH COLUMBIA



## DEMOGRAPHICS

3 KM TRADE AREA

5 KM TRADE AREA

Based on 2011 Census

### POPULATION

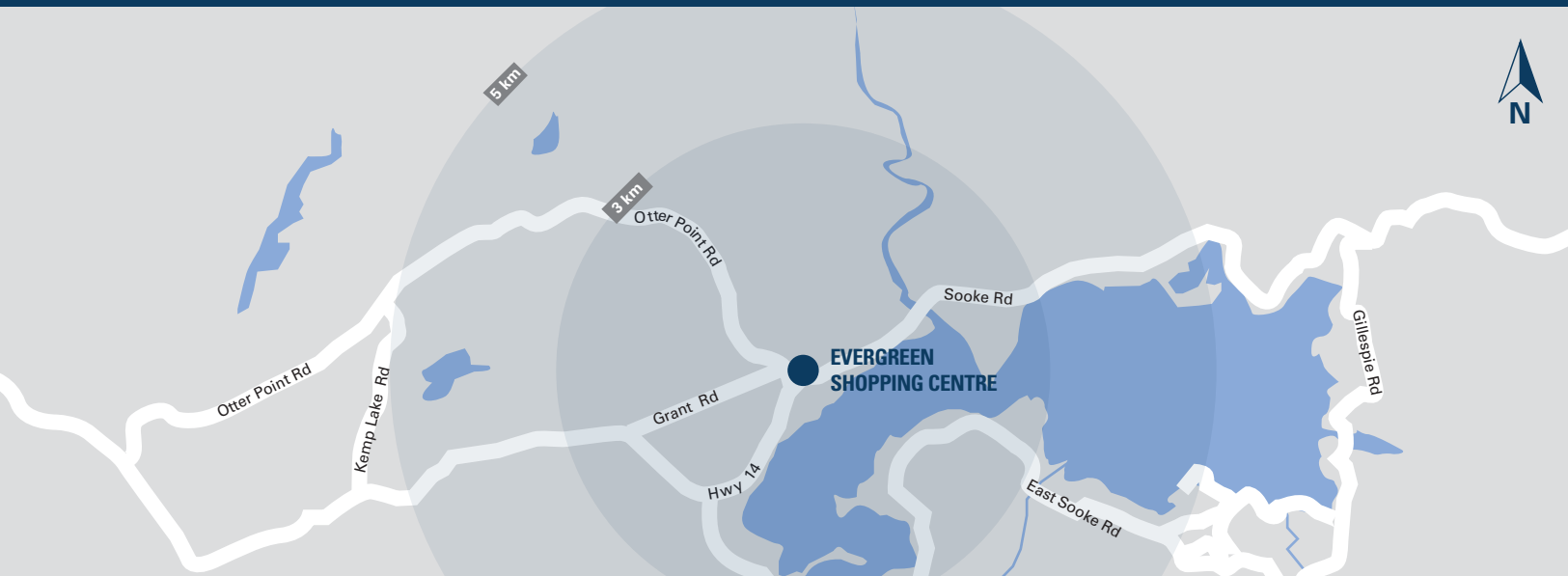
2011 Census	9,944	12,366
2016 Estimated	10,881	13,436
Age Breakdown:		
15-19	620	752
20-29	752	1,357
30-39	1,676	2,002
40-49	1,687	2,028
50-59	1,545	2,056
60-64	631	860
Total Household	3,905	4,960
Average Household Income	\$72,776	\$74,261

## ETHNIC BREAKDOWN

<b>Total Other Minority Population</b>	10,817	13,408
Black	97	94
Asian	87	80
Chinese	65	80

Stats Canada 2011

Traffic Counts On Sooke Rd 14,490

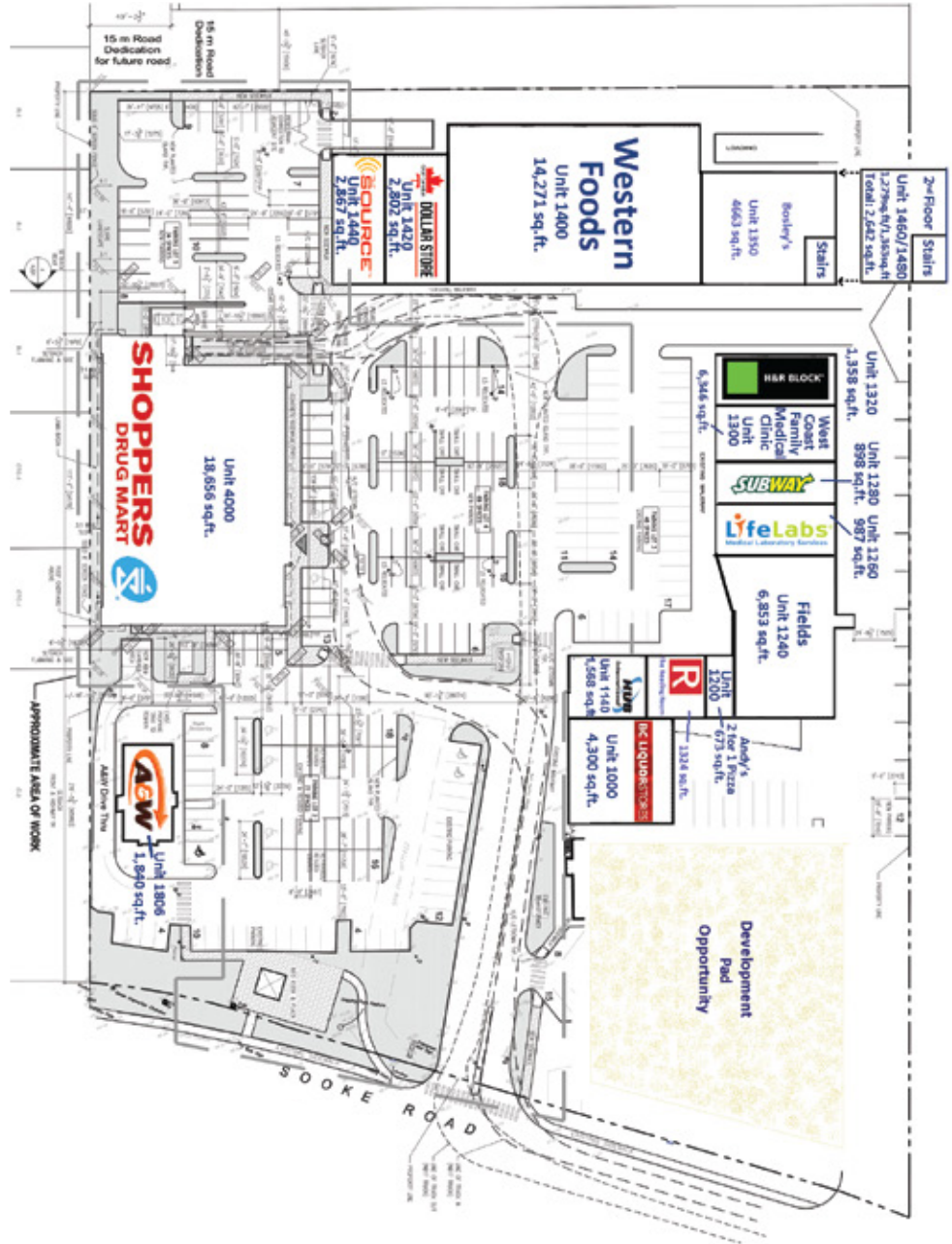


**TENANT LISTING**

**RETAIL**

TENANT NAME	AREA
1806 A & W	1,840 SQ FT
1200 ANDY'S 2 FOR 1 PIZZA	673 SQ FT
1000 BC LIQUOR STORES	4,300 SQ FT
1350 BOSLEY'S	4,663 SQ FT
1420 DOLLAR STORE	2,802 SQ FT
1260 FIELDS	987 SQ FT
1320 H&R BLOCK	1,358 SQ FT
1140 HUB INTERNATIONAL	1,568 SQ FT
1260 LIFE LABS	987 SQ FT
1360 READING ROOM	2,903 SQ FT
4000 SHOPPERS DRUG MART	18,656 SQ FT
1280 SUBWAY	893 SQ FT
1440 THE SOURCE	2,867 SQ FT
1300 WEST COAST FAMILY MEDICAL CENTRE	6,346 SQ FT
1400 WESTERN FOODS	14,271 SQ FT
<b>SECOND FLOOR OFFICES:</b>	
1460 STAGE WEST PLAYERS	1,279 SQ FT
1480 STEP TO THE FUTURE CHILD CARE SOCIETY	1,363 SQ FT

**SITE PLAN**



**Cassidy Thagard**

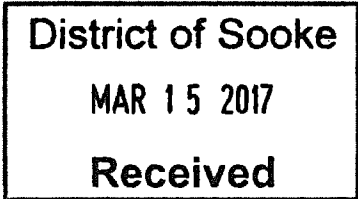
**From:** Cathy Peters [redacted]  
**Sent:** Tuesday, March 14, 2017 3:36 PM  
**To:** [redacted]  
**Subject:** youth and child exploitation: recommendations to help stop it  
**Importance:** High

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

Dear Mayor and Councillors,  
My name is Mrs. Cathy Peters and I have mailed 2 letters and this is my 2<sup>nd</sup> email to your community. I hope your Council receives this information.  
Our address is: [redacted], North Vancouver [redacted]

I have been raising awareness to the issue of human trafficking/sexual exploitation, youth and child exploitation and youth porn use/addiction for the past 4 years, and have been speaking publicly for the past 2 years since the "Protection of Communities and Exploited Persons Act" became Federal law. **I am collaborating with the RCMP serious crimes unit at headquarters in Surrey, BC.**

My goal is to **"traffick-proof" every community** in BC.  
Because of the internet, the global sex trade, of which we are part, is growing rapidly. Demand for paid sex is growing, and consequently the "supply" must increase. Children are the targets. There is a nasty underbelly of criminal activity developing in every community of BC in this area, and it must stop.  
Below are some recommendations/considerations for your community.



Most Sincerely, Mrs. Cathy Peters (speaker/advocate)

**Recommendations/considerations:**

1. Positive, healthy **role-models** are needed for our youth. Mentorship is invaluable. "The Boys Club Network" is a good example of what is working in the Lower Mainland. Their goal: men mentoring boys to be "good men". Moosehide Campaign is gaining traction for aboriginal men and boys: founder Paul Lacerte.
2. Consider carefully who you give **business licenses** to in your community. Massage and body rub parlours, escort services, adult entertainment centers, holistic health centers, tattoo parlours, nail spas, day spas, modelling agencies, strip clubs and casinos can all be endemic to human sex trafficking.
3. Pornography use is fueling human sex trafficking. Individuals will act out on what they view (Dr. Gail Dines; author of Pornland). **Child pornography** is growing rapidly; both production and consumption. Western Canada has the highest rates in the country, and Victoria is the "child porn capital" of the country according to Statistics Canada research and this tool found at this Macleans link <http://www.macleans.ca/news/canada/canada-most-dangerous-cities-2016-safe-your-city/> Joel Conway of Fortress Foundation in Victoria has begun a "Men End Exploitation" movement, addresses youth porn use, and is an expert in social media and understanding our youth. <http://fortress-foundation.com/> Joel suggests "WiFi family friendly zones" in public areas; an idea being used in Europe. HE presented this concept to Victoria mayor Lisa Helps. Joel Conway is an outstanding resource and he is working with the VicPd and Saanich police.
4. **Sexual assault** in this country is an issue. Leader Rona Ambrose has put forward a private members bill that all judges in this country are trained in this area of the law. This bill has support from all parties. According to UBC law professor Benjamin Perrin in his new book "Victim Law" 95% of sexual assault in Canada is not reported. Only 6 out of 100 women report. Why? Women feel unsafe, nervous, alone, afraid to reach out to those who will support and do not have high expectations of the criminal justice system. We need to support

victims and to encourage them to report. (Read Robyn Doolittle series in the Globe and Mail on sexual assault cases).

5. **Motion M-47** motion by MP Arnold Viersen; "The Public Health Effects of Violent Sexual Material on our youth" passed unanimously in the House of Commons and is now being studied in Health Committee at the Federal level. This is presenting ground-breaking research in the world. There is recognition that there are serious harms and dangers on the internet that we need to educate our children about. "Education is our greatest weapon".
6. Encourage "**cyberspace safety programs**" in schools and community centers in order to encourage good humane digital citizens.
7. As I present to high schools, colleges, youth groups and boys clubs, **2 themes recur: Girls** who have been sexually abused/assaulted suffer trauma and PTSD. "While the perpetrator may pay for a night, she will pay with her life." (Quote from a frontline service provider). Girls do not get past the assault experience. Trauma counseling is needed; both in schools and communities.  
**Boys** (many girls as well) are telling me they are hooked on porn and want help. "Fightthenewdrug" and its online program "Fortify" is successful for many young people. Otherwise, there are no other specific programs available to assist youth yet. This is a new area of "substance abuse". "Children of the Street Society" out of Coquitlam and founded by Diane Sowden is doing excellent work in the schools. They offer a parent toolkit online. <http://www.childrenofthestreet.com/parent-toolkit>
8. Please **pass on this information** to your law enforcement teams, frontline service providers, educators, health authorities.



## Cassidy Thagard

---

**From:** Jaclyn Bhatti <JBhatti@harrisonhotsprings.ca>  
**Sent:** Wednesday, March 15, 2017 10:22 AM  
**Subject:** Provincial Private Moorage Program Support Letter  
**Attachments:** 2017.03.14 - District of Coldstream Support.LTR.pdf

District of Sooke

MAR 15 2017

Received

Good morning,

Please see the attached letter.

Thank you,



**Jaclyn Bhatti**  
Clerk / Receptionist

Municipal Office:  
P.O. Box 160, 495 Hot Springs Road  
Harrison Hot Springs, BC V0M 1K0  
E [jbhatti@harrisonhotsprings.ca](mailto:jbhatti@harrisonhotsprings.ca)  
P 604 796 2171 F 604 796 2192

[www.harrisonhotsprings.ca](http://www.harrisonhotsprings.ca)

Original to File No. 0400-20	
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"/>

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**HARRISON HOT SPRINGS**  
*Naturally Refreshed*

File: 0530-01

March 13, 2017

District of Coldstream  
9901 Kalamalka Road  
Coldstream, BC V1B 1L6


**Attention: Mayor and Council**

Dear Mayor and Council:

Thank you for your letter of February 22, 2017 seeking Council's support regarding the Provincial Private Moorage Program.

At the March 6, 2017 Council Meeting, Council endorsed your resolution and supports your efforts to ensure that local government requirements are protected in relation to the construction of docks in our communities.

Sincerely,



Leo Facio  
Mayor

cc: Council  
Union of British Columbia Municipalities

Municipal Office: P.O. Box 160, 495 Hot Springs Road, Harrison Hot Springs, BC V0M 1K0  
E [info@harrisonhotsprings.ca](mailto:info@harrisonhotsprings.ca) W [www.harrisonhotsprings.ca](http://www.harrisonhotsprings.ca)  
T 604 796 2171 F 604 796 2192

Cassidy Thagard

District of Sooke

MAR 15 2017

Received

From: Maja Tait  
Sent: Wednesday, March 15, 2017 4:03 PM  
To: Info  
Subject: FW: Trophy Sponsorship: 17th Annual Business Excellence Awards

Council mail please

From: Sooke Region Chamber of Commerce [mailto:info@sookeregionchamber.com]  
Sent: Tuesday, March 14, 2017 4:44 PM  
To: Maja Tait <mtait@sooke.ca>  
Subject: Trophy Sponsorship: 17th Annual Business Excellence Awards

Original to File No. 0230-20	
For Action by:	Copy to:
Mayor <input checked="" type="checkbox"/>	MAYA
Council <input checked="" type="checkbox"/>	COUNCIL
CAO <input checked="" type="checkbox"/>	TERESA
Corporate Services <input type="checkbox"/>	
Development Services <input type="checkbox"/>	
Financial Services <input type="checkbox"/>	
Fire <input type="checkbox"/>	
Other <input type="checkbox"/>	



Sooke Region  
Chamber of Commerce

## 17th Annual Business Excellence Awards Trophy Sponsorship

Hello Maja Tait, Mayor,

Successful business professionals like yourself understand the importance of supporting and encouraging other local businesses. Working together we can create a thriving business community. Thank you for sponsoring a 2015 Sooke Region Chamber of Commerce Business Excellence Awards at our 16th annual awards ceremony last year. We see the awards displayed proudly at each of the winner's place of business. The sense of accomplishment and pride in recognition bolsters many a business owner to keep persevering through the tough times and has encouraged them to become more involved in our business community.

We would be grateful should you wish to sponsor an award again this year. Sponsorship of one of our 9 main awards remains the same at only \$250 and includes one ticket to the event and the opportunity to present the award to the winner on stage in front of 150 of Sooke's finest business community members.

New this year are our Super Awards. Sponsorship of a Super Award is only \$500 and

includes 2 tickets to the event as well as the opportunity to say a few words as to why your business chose to sponsor this award and to present the award to the winner on stage.

In addition to exposure for your business through our Facebook marketing, recognition on our website and post-event online and print marketing, you will also have your name as sponsor engraved on the physical award given to the winner.

**Please advise by Friday, March 17th if you would like be an award sponsor. We will confirm on the 21st if you were successful in securing a sponsorship spot.**

Currently, the possible categories left are:

AWARDS (\$250 investment):

- Professional Services Excellence Award
- Retail and Services Excellence Award
- Manufacturing and Industry Excellence Award
- Dining and Hospitality Excellence Award
- Trades and Skilled Labour Excellence Award
- Home-Based Business Excellence Award
- Not-For-Profit Organization Excellence Award
- New Business of the Year Excellence Award
- Business of the Year Excellence Award

SUPER AWARDS (\$500 investment):

- Innovation and Technology Excellence Award
- Sustainability and Leadership Excellence Award
- Community Spirit and Advocacy Excellence Award

In addition to sponsorship, there is also the opportunity to donate an item to the Live or Silent auction. Proceeds from the auctions will be used to support the Sooke Region Chamber of Commerce, our initiatives and our members.

I will personally follow up with you later this week. I look forward to chatting with you.

Yours truly,  
Kerry

**Kerry Cavers, President**  
**Sooke Region Chamber of Commerce**  
**Office: (250) 642-6112**  
**Cell: (250) 514-4484**  
**Email: [president@sookeregionchamber.com](mailto:president@sookeregionchamber.com)**  
**Web: [sookeregionchamber.com](http://sookeregionchamber.com)**

Sooke Region Chamber of Commerce | Unit 1A 6631 Sooke Road, Sooke, BC V9Z 0A3 Canada

[Unsubscribe mtait@sooke.ca](mailto:mtait@sooke.ca)

[Update Profile](#) | [About our service provider](#)



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

March 8, 2017

Dear Mayor Tait,

Original to File No. 0400-50	
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"/>

The City of Victoria is reaching out to you for advice in considering the future of the McPherson Playhouse.

We've put together a working group comprised of Royal and McPherson Theatre Society (RMTS) Board Directors and staff, my Deputy City manager and staff, and Councillors Pam Madoff and Marianne Alto, to contemplate opportunities for municipal support for the McPherson Theatre, beyond the status quo.

We've given this team a few months to speak with you, seek your counsel, and return with a plan for the McPherson's future operation. We've asked that this work be completed by mid-June 2017.

At that time, the City of Victoria will propose options to the CRD for 2018 and beyond, reliant on the outcomes of our conversations with you, and the further direction of Victoria City Council. That timing will enable timely CRD and/or municipal budget considerations for 2018 and future years.

Here's how you can help.

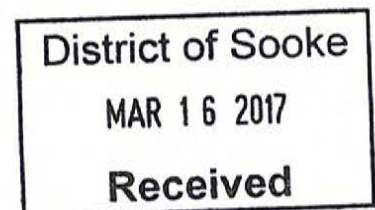
I'm asking you to allow a few members of this team to attend one of your upcoming Council meetings, make a short presentation, and hear your questions and feedback.

One of my colleagues will follow up with you by phone to find a convenient date.

Thank you, in advance, for your consideration and guidance.

Yours truly,

Lisa Helps  
 Victoria Mayor



**News release**  
For immediate release

District of Sooke  
MAR 16 2017  
Received

## Construction starting on Capital Regional District's Wastewater Treatment Project

**Victoria, British Columbia, March 16, 2017**— The governments of Canada and British Columbia are investing a total of approximately \$459 million in wastewater infrastructure investments in the Capital Regional District (CRD) that will create jobs, better protect our environment and address regional challenges.

Construction gets underway in April on the redesigned McLoughlin Point Wastewater Treatment Plant in the Township of Esquimalt. The \$385 million project is being funded by the Government of Canada, the Government of British Columbia and the CRD.

This is the first of three integrated projects totalling an estimated \$765 million to put in place a modern, efficient wastewater treatment system for the CRD's core area. The Wastewater Treatment Project includes:

- The McLoughlin Point Wastewater Treatment Plant, which will provide tertiary treatment to the core area's wastewater and includes a pipeline from Ogden Point to McLoughlin Point and a new marine outfall for treated water into the Juan de Fuca Strait;
- A Residuals Treatment Facility at the Hartland Landfill, which will turn residual solids into "Class A" biosolids; and
- A conveyance system, which will carry wastewater from across the core area to the treatment plant, and residual solids to the Residuals Treatment Facility.

Once all project components are completed by the end of 2020, CRD residents and businesses will have a modern wastewater treatment solution that is environmentally sensitive to the surrounding marine ecosystem, and will serve their needs well into the future.

### Quotes

"The Government of Canada recognizes that we need a solid partnership with all orders of government to support the infrastructure that will prepare us for the future and create the good, well-paying jobs to help the middle class grow and prosper today. Investing in this Capital Regional District wastewater treatment solution is an investment in our environment and, in the longer term, the jobs and livelihoods of those working in British Columbia's aquaculture industries."

*The Honourable Amarjeet Sohi, Minister of Infrastructure and Communities*

"The Government of B.C. is making record investments in modern, safe infrastructure projects across the province, such as this Wastewater Treatment Project. This is a great example of a successful partnership between all levels of government. Together we are providing for a project that will enhance the local amenities and improve the health and safety for the growing, vibrant communities while also creating approximately 7,000 direct and indirect jobs that will benefit families throughout the CRD. This investment is possible because of our strong fiscal plan and through it, we are building a brighter future for B.C."

*The Honourable Peter Fassbender, Minister of Community, Sport and Cultural Development*

"After a lot of discussion, planning and hard work, I am pleased that we are moving ahead with wastewater treatment in the Capital Regional District's core area."

*Barbara Desjardins, Capital Regional District Chair*

Original to File No. 0400-40	
For Action by:	Copy to:
Mayor	<input checked="" type="checkbox"/> MARY
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"/>

## Quick facts

- The CRD's \$765 million Wastewater Treatment Project involves the construction of three separate projects:
  - The McLoughlin Wastewater Treatment Plant and Marine Outfall project (WWTP project);
  - A residuals treatment facility; and
  - A wastewater conveyance system project.
- Government of Canada is contributing up to \$120 million through the Building Canada Fund – Major Infrastructure Component towards the McLoughlin Point Wastewater Treatment Plant; and up to \$50 million through the Green Infrastructure Fund towards the conveyance system project.
- The Government of British Columbia will provide up to \$248 million towards the three components of the project.
- P3 Canada will provide up to \$41 million towards the Residuals Treatment Facility through the P3 Canada Fund.
- The Capital Regional District is providing \$306 million for the three project components and will be responsible for any additional costs.
- The Government of Canada will provide more than \$180 billion in infrastructure funding over 12 years for public transit, green infrastructure, social infrastructure, transportation that supports trade, and Canada's rural and northern communities.
- The Government of B.C. is making record investments in modern, safe infrastructure projects throughout the province and in doing so, creating high paying, family supporting jobs.

## Associated links

Government of Canada's \$180-billion+ infrastructure plan: <http://www.budget.gc.ca/fes-eea/2016/docs/themes/infrastructure-en.html>

Federal infrastructure investments in BC: <http://www.infrastructure.gc.ca/map-carte/bc-eng.html>

Initial funding announcement: <http://www.infrastructure.gc.ca/media/news-nouvelles/2012/20120716victoria-eng.html>

Building Canada Fund: <http://www.infrastructure.gc.ca/prog/bcf-fcc-eng.html>

Green Infrastructure Fund: <http://www.infrastructure.gc.ca/prog/gif-fiv-eng.html>

P3 Canada Fund: <http://www.p3canada.ca/>

B.C. Ministry of Community, Sport and Cultural Development: <http://www.gov.bc.ca/cscd>

Capital Regional District's Wastewater Treatment Project: <https://www.crd.bc.ca/project/wastewater-treatment-project>

- 30 -

## Contacts

### Brook Simpson

Press Secretary  
Office of the Minister of Infrastructure and Communities  
613-219-0149  
[Brook.Simpson@canada.ca](mailto:Brook.Simpson@canada.ca)

### Capital Regional District

Andy Orr  
250-360-3229

### Ministry of Community, Sport and Cultural Development

250-356-6334

### Infrastructure Canada

613-960-9251  
Toll free: 1-877-250-7154

[media@infcc.gc.ca](mailto:media@infcc.gc.ca)  
Twitter: [@INFC\\_eng](https://twitter.com/INFC_eng)  
Web: [Infrastructure Canada](http://InfrastructureCanada.ca)



Making a difference...together

Bylaw and Animal Care Services  
212-2780 Veterans Memorial Pkwy  
Victoria, BC, Canada V9B 3S6

T: 250.474.3351  
F: 250.391.9727  
[www.crd.bc.ca/animal](http://www.crd.bc.ca/animal)

District of Sooke  
MAR 16 2017  
Received

March 10, 2017

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

Original to File No. 0400-90.	
For Action by:	Copy to:
Mayor	<input checked="" type="checkbox"/> NATA
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"/> MEDEA

**RE: Monthly Animal Control Summary**

---

Please find the attached summary report for Animal Control Services.

If you have any questions or concerns, please feel free to contact me.

Sincerely,

Coral-Lee Henderson  
Administrative Coordinator  
250-474-3351 ext. 31



## District of Sooke - Animal Control Summary 2017

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Patrol Hours - General	48.00	48.00											96.00

### ENFORCEMENT ACTIONS

Warning Notices	4	12											16
Municipal Tickets	1	0											1
<b>Total Actions:</b>	<b>5</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17</b>

### IMPOUNDS

Impounds - Cats	1	0											1
Impounds - Dogs	0	1											1
Impounds - Livestock	0	0											0
Impounds - Other	0	0											0
<b>Total Impounds:</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>

### SHELTER REVENUE RECEIVED

Impound Fees	\$ -	\$ -											\$ -
Boarding Fees	\$ -	\$ -											\$ -
<b>Total Fees Received</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

### Dangerous Dogs in Sooke

KODA	HUSKY	KING, JOANNE	7090	GRANT RD W	SOOKE
KODA	HUSKY X	SOBIE, JANICE / KING, MIKE	7180	FRANCIS RD	SOOKE
ZOEY	HUSKY X	KING, JOANNE	7090	GRANT RD W	SOOKE
SAMPSON	MASTIFF	BOHN, KURT	1424	GILLESPIE RD	SOOKE
KING	PIT BULL	BARZ, WILL	1598	O'NEILL RD	SOOKE
RUBY	RHODESIAN RIDGEBACK	DRYBURGH, MIKE	6110	BRECON DR	SOOKE
BOOMER	RHODESIAN RIDGEBACK	DRYBURGH, MIKE	6110	BRECON DR	SOOKE
SABLE	ROTTWEILER X	GILLIE, BRIGIT	6526	COUNTRY RD	SOOKE

**Calls for Service Totals**

Received From: Feb 1, 2017 To: Feb 28, 2017

Class	Problem	# Received	# Completed
-------	---------	------------	-------------

**Workgroup: BAC-SOOKE**

CAT	AT LARGE	3	0
DOG	AT LARGE	6	2
	ATTACK - DOMESTIC	3	2
	BARKING	4	2
IMPOUND - DOG	IN SHELTER	1	0
	<b>Workgroup Totals</b>	<b>17</b>	<b>6</b>

\* Note: Class and Problem are not reported if there is no data for the time period.

**Calls for Service Totals**

Received From: Jan 1, 2017 To: Feb 28, 2017

Class	Problem	# Received	# Completed
<b>Workgroup: BAC-SOOKE</b>			
CAT	AT LARGE	4	1
DOG	AT LARGE	8	4
	ATTACK - DOMESTIC	3	2
	BARKING	7	4
IMPOUND - CAT	EUTHANIZED	1	1
IMPOUND - DOG	IN SHELTER	1	0
	<b>Workgroup Totals</b>	<b>24</b>	<b>12</b>

\* Note: Class and Problem are not reported if there is no data for the time period.

## Cassidy Thagard

**From:** Jeff Weightman <jweightman@crd.bc.ca>  
**Sent:** Friday, March 17, 2017 11:09 AM  
**Subject:** 150 Fruit and Nut Trees Available to the Community

District of Sooke  
MAR 17 2017  
Received

Good Morning Friends and Colleagues,

Please see below for an opportunity for food and fruit trees. Let me know if you have any questions.

Sincerely,

Jeff

PS. My apologies in advance if you have already received this.

### Jeff Weightman, MCIP, RPP, PMP

Planner, Planning and Protective Services | Regional Planning  
Capital Regional District | 625 Fisgard Street, Victoria, BC V8W 2S6  
T: 250.360.3162 | F: 250.360.3159 | [jweightman@crd.bc.ca](mailto:jweightman@crd.bc.ca) | [www.crd.bc.ca](http://www.crd.bc.ca)  
Please consider the environment before printing this email.



Original to File No. 0400-90	
For Action by:	Copy to:
Mayor	<input checked="" type="checkbox"/> NAJA
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"/>

Want some fruit or nut trees for your community?

[View this email in your browser](#)



**Are you interested in adding new fruit and nut trees and bushes to your community or school garden, or a public space?**

## **The Good Food Network**

**is partnering with the Capital Regional District (CRD) and Le Coteau Nursery to distribute 150 fruit and nut trees and shrubs across the Capital Region in celebration of Canada's 150th Birthday.**

### **Who can take part?**

- Must be in the Capital Regional District
- A local government, municipal or First Nation
- School District or School
- A community organization

### **What can we plant?**

You get to choose! You can either plant a bare root food tree or shrub this spring, or a potted food tree or shrub in the fall. You can apply for up to 20 trees. A list of Le Coteau products is available for download [here](#). A limited number of potted food trees may be available to be planted in the fall, so spring planting is strongly encouraged. Plants must be picked up from [Le Coteau Nursery](#).

### **What do we need to do to apply?**

- Review the eligibility criteria
- Download and fill out the [application](#)
- If application will not download copy and paste from text at the end of this email.

### **Eligibility criteria:**

- Ability to plant on public land (with written permission from landowner/manager, or outline of how that permission will be solicited) in the capital region that is publicly accessible
- Demonstrate capacity and expertise for planting and long term care/maintenance. Note that all planting supplies (i.e. mulch, tools, stakes, wires) are the responsibility of the food tree recipient.
- Demonstrate capacity to collect and utilize food tree products OR partnership with Lifecycles or similar organization
- Planted and managed by a community organization, local government, school district or First Nation
- Ability to pick up and transport trees to planting location
- Ability to plant between April 15, 2017 and May 30, 2017. A limited number of trees/shrubs may be available to plant in the fall of 2017. This will be assessed on a case-by-case basis.
- Demonstrate how planting food trees positively contributes to the surrounding community/area
- Commitment to adhere to best practices, applicable regulations and maintenance requirements established by landowner/manager
- Willingness to acknowledge Le Coteau nursery for the donation AND to be identified publically in a media release as having participated
- Commitment to provide and share a photo and short story about your planting

\*There is no minimum number of trees you can you request.

[Download Application](#)

(If application will not download copy and paste from text at the end of this email)

**Deadline is 4pm April 3, 2017.**

**Email your questions or submission to [info@crfair.ca](mailto:info@crfair.ca)**

**You will be notified by April 7, 2017**

**More about the initiative:**

This initiative is a partnership between the Good Food Network (Capital Region Food and Agriculture Initiative Roundtable, or CRFAIR), the CRD Capital Regional District and Le Coteau Nursery. Rob Harris from Le Coteau is donating 150 food trees (nuts or fruits) and shrubs (i.e. blueberries) to organizations in the CRD region to celebrate Canada's 150<sup>th</sup>. Food trees must be planted on land that can be accessed by the public (i.e. not on farms) this spring and fall. Through this initiative we have the potential of creating community orchards and bring food trees to neighborhoods across the Capital Regional District! Recipient organizations are responsible to pick-up, plant, maintain and harvest the trees. The Good Food Network and its partners will share the wonderful community stories with the broader public, and will work to ensure equitable tree distribution across the region.

For more information or questions please contact CRFAIR at [info@crfair.ca](mailto:info@crfair.ca), working on behalf of the Good Food Network, and project partners



**150 Fruit and Nut Trees Application Form**

**Please keep answers to approximately 150 words or less for each question**

1. Name of Applicant:

1. Name of Organization/entity:

1. Contact email and telephone number:

1. When and where the fruit and nut trees be planted (map, address and municipality):

1. Is this part of an existing garden or orchard, or a new planting? Please describe your project:

1. Who is the land owner or manager? Please attach a letter showing permission to plant the trees on their land. If the permission has not yet been granted, outline how and from whom the permission will be sought.

Permission Letter attached? Circle Yes No

o

1. How many fruit trees, nuts and shrubs are you applying for?

1. How will the trees be transported and planted?



1. How will the trees be harvested and cared for over the longer term?

1. How will the harvest be used?

1. How will the trees benefit the community?

1. Are you willing to share your story with CR FAIR and the CRD to use in a media release (photo and 100 words submitted to [info@crfair.ca](mailto:info@crfair.ca) after you have planted the trees?)

2.

1. Are you willing to acknowledge le Couteau nursery for the donation AND give permission to be acknowledged publically for your planting efforts and the location of your planting in our media release?

Circle Yes No

For more information or questions please contact CRFAIR at [info@crfair.ca](mailto:info@crfair.ca), working on behalf of the Good Food Network, and project partners



*Copyright © 2017 CRFAIR, All rights reserved.*

You are receiving this message as a contact of the Capital Region Food and Agriculture Initiatives  
Roundtable

**Our mailing address is:**

CRFAIR  
Box 46002 Quadra  
Victoria, BC V8T 5G7  
Canada

[Add us to your address book](#)

Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#)

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.

**Cassidy Thagard**

---

**From:** Amelia Potvin <amelia@biketowork.ca>  
**Sent:** Monday, March 20, 2017 11:54 AM  
**To:** Info  
**Subject:** Launch Invitation: 2017 Bike to Work Week

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



Dear Mayor Tait,

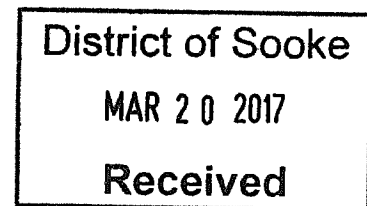
You are cordially invited to the 23<sup>rd</sup> annual Greater Victoria Bike to Work Week launch event. Join us as we unveil the 2016 poster and t-shirt design, and kick-off the six-week countdown to Bike to Work Week, while enjoying snacks and refreshments from our local sponsors.

Bike to Work Week started right here in Greater Victoria 22 years ago. April 12<sup>th</sup> marks the official kick-off of team registration, enrollment, and enthusiasm. Join elected officials from all levels of government, members of the business community, media, sponsors, and team leaders to celebrate commuter cycling!

**What:** The 23<sup>rd</sup> annual Greater Victoria Bike to Work Week launch  
**When:** Wednesday April 12<sup>th</sup>, 11:00 – 12:45, formal program starting at noon  
**Where:** Centennial Square

**Getting there:** As parking is limited, please consider active transportation.  
\*Free bike valet will be provided

Please **RSVP** by **April 5th** to [amelia@biketowork.ca](mailto:amelia@biketowork.ca)



We hope you will join us to connect, share stories, and celebrate with colleagues, the community and other commuter cyclists!

See you there,

*Andrew Cripps*

**Andrew Cripps**  
**President**

The Greater Victoria Bike to Work Society  
201 – 531 Yates Street, Victoria, BC V8W 1K7  
250-920-5775  
[www.biketoworkvictoria.ca](http://www.biketoworkvictoria.ca)

District of Sooke  
 MAR 20 2017  
 Received

Alex Mcdonald



Sooke, BC



March 17, 2017

Dear Mrs. Tate

I strongly believe you should ban the plastic bag from Sooke grocery stores because the effect on the environment is too strong. There are a lot of foreign places that have already done his such as South Africa, Uganda, Somalia, Kenya, Ethiopia and more including one of the most populated places on earth China. Still an estimated 500 billion to 1 trillion bags are used worldwide every year.

Many places have a small tax on bags but I think we should faze them out completely as there are so many better options like the reusable bag. Plastic bags increase our need for oil and a high percentage of them end up in the ocean, in the great pacific garbage patch. These are some of the reasons we as the city of Sooke need to enforce a ban.

Thank you,

Alex Mcdonald

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

To whom it may concern,

Why is it expected of us to be using plastic bags? They all eventually end up in the ocean (more specifically in the great pacific garbage patch) and never fully decompose. They break down into smaller pieces of plastic which animals consume and if you eat seafood you do too. This is a huge environmental issue around the world. By making simple changes we can reduce this problem. More and more countries, cities and towns have started to figure this out. Example; Italy, Brazil, South Africa, Uganda, Somalia, Rwanda Botswana, Kenya, Ethiopia, China, Bangladesh and 17 states and 98 cities of the US have banned plastic bags or are in the process of doing so. Seeing their progress and how successful it has been is really inspiring. I think we could make some changes in our local areas to reduce the amount of plastic bags. Grocery stores used to always ask "Paper or Plastic". Why give the option? Now I know paper bags are not totally environmentally friendly either but they are still better than plastic bags because they will eventually decompose unlike plastic. Also you can either recycle or burn your paper bags after you are done using them. Reusable bags are still becoming more popular so we are not in need to give out so many bags in stores anyways. You don't even necessarily need a bag when you have shopping carts you can roll and unload your items directly into your car. It can take some time to actually ban the plastic bag and I understand that. So as a first step; having more stores pay a plastic recycling fee or creating a plastic bag tax may be a good start. In stores you are not able to do so in it would be nice to see posters put up giving information on the plastic bags dangers to the environment and encouraging customers to think twice about needing a bag. I am tired of watching this all happen I think it is time we start acting on this issue and working towards finding solutions/alternatives for the plastic bag.

Sincerely, Hailey Steele

Original to File No. 0220-01	
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"/>

District of Sooke  
MAR 20 2017  
Received

Mika Henschel  
Sooke, BC

March 16, 2016

Mayor Maja Tait  
Sooke Council  
2205 Otter Point Road  
Sooke, BC

Dear Mayor Maja Tait:

We need to control the amount of plastic use in sooke. We can do this by banning the plastic bag. Plastic bags are a huge contribution to plastic pollution worldwide.

Plastic bags will never break down, they will only break down into smaller pieces. Most plastic waste, including plastic bags will end up in the Great Pacific Garbage Patch. This poses an enormous threat to marine ecosystems and the health of our oceans. Being a coastal community, the health of the ocean is very important to us.

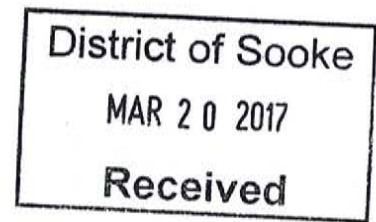
Many countries have banned the plastic bag completely. Countries such as South Africa, Uganda, Kenya and Ethiopia have total bans in place on plastic bags. We might be a small community but we would make a very big impact if we banned the bag. Our community can lead others to a greener future. An average of five trillion plastic bags are produced yearly, worldwide. When we think about the effect plastic has globally, it is overwhelming. However, to make a global impact our first step is to think and act locally.

Whatever action you decide to take or not to take, it will affect someone or something. Whether that's reducing the harm of our environment and ocean, or doing nothing and contributing to the mindless consumption of plastic. We can invest in compostable solutions, we have reusable bags. The solutions are there. What we need to do is take the initiative to ban the bag so that people will take action and use the resources we already have.

Sincerely,

Mika Henschel

Original to File No. 0220-01	
For Action by:	Copy to:
Mayor <input checked="" type="checkbox"/>	M.A.J.A
Council <input checked="" type="checkbox"/>	COUNCIL
CAO <input checked="" type="checkbox"/>	TERESA
Corporate Services <input type="checkbox"/>	
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Financial Services <input type="checkbox"/>	
Fire <input type="checkbox"/>	
Other <input type="checkbox"/>	



March 16<sup>th</sup>, 2017

Michelle Lacombe



Sooke, Bc

Maja Tait  
2205 Otter Point Road  
Sooke, Bc

Dear Mayor Maja Tait

Original to File No. 0220-01	
For Action by:	Copy to:
Mayor <input checked="" type="checkbox"/>	MAYA
Council <input checked="" type="checkbox"/>	COUNCIL
CAO <input checked="" type="checkbox"/>	TERESA
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Other <input type="checkbox"/>	

District of Sooke  
MAR 20 2017  
Received

After seeing the harm plastic bags do to the environment, I think as a community we should ban them. Plastic bags pollute our land and water causing innocent animals to die and wreaking havoc on our environment we call home.

Plastic bags are made from non-renewable resources, and take an extremely long time to decompose. They are not a walk in the park to recycle either, the bags tend to get caught in the recycling machinery so most recycling facilities do not have a capacity to recycle therefor they do not accept them. Already other governments are banning them more than 40 governments and municipalities have banned the bags.

The United Nations Environmental Program Secretariat has recommended a ban on all plastic bags globally. We don't need plastic bags there is many alternatives available! Reusable bags are great they are cheap and most of the time free. Since paper bags are compostable they make an awesome alternative as well. A plastic bag is used for what? A couple hours? Sometimes just a couple minutes! Yet those same bags take 20-1000 years to decompose. As a community banning the plastic bag is the first step to a better, greener Sooke.

Sincerely,  
Michelle Lacombe





District of Sooke  
MAR 20 2017  
Received

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

Original to File No. 0220-01	
For Action by:	Copy to:
Mayor <input checked="" type="checkbox"/>	MAYA
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Financial Services <input type="checkbox"/>	
Fire <input type="checkbox"/>	
Other <input type="checkbox"/>	

Alison Sudlow  
6218 Sooke Road  
Sooke, B.C.  
V9Z 0G7  
March 14, 2017

Dear Mayor Tait,

I am a grade [redacted] student from [redacted] School. I am in an Environmental Studies class where we learn about how we can help our world environmentally. Something that's been standing out to me is how destructive the plastic bag is. Many places around the world have started banning the plastic bag. South Africa, Uganda, Somalia, Rwanda, Botswana and Kenya are some countries that have banned the plastic bag, and we should do the same.

8 million tons of plastic are put into our oceans each year and plastic bags account for a lot of this. Less than one percent of plastic bags are recycled, so if people cannot seem to recycle them, we should stop using them all together. Animals often mistake plastic bags for food, for example, turtles mistake plastic bags for jellyfish and consume the plastic bags. The plastic bag takes up to five hundred years to break down and when it does, it will turn into microscopic plastic that will continue to be eaten by sea creatures.

Charging for plastic bags is a good start; however more needs to be done to encourage shoppers to use reusable bags. A jumpstart to more reusable bag use could be a Sooke district initiative where reusable bags are sold as a fundraiser for a project that benefits the people of Sooke. Although we are a small town, we can set a strong example of stewardship for the province. In order to put thing project together a multi-aged committee around this would ensure that all consumers embrace this project.

Yours Truly,

[redacted]  
Alison Sudlow

District of Sooke  
 MAR 20 2017  
 Received

Original to File No. 0220-01	
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"/>	
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Other <input type="checkbox"/>	

Drue Julien  
 [Redacted]  
 Sooke, B.C. [Redacted]  
 [Redacted]

March 15, 2017

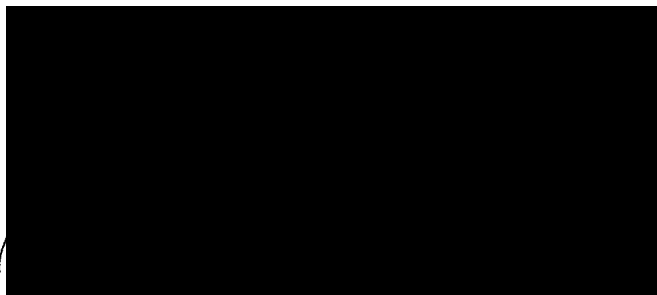
Dear Maja Tait and Sooke Council,

I am writing to inform you that the plastic bag needs to be banned from Sooke. Other cities, and even whole countries have began doing this. A few example of countries are: China, Kenya, and Botswana. I recently went to Aspen where they banned the plastic bag, and I barely even noticed. If these places are able to ban the plastic bag, then I think it is possible for our town Sooke to get rid of the plastic bag as well.

Plastic Bags are used one time, and then thrown in the garbage. Many of these bags end up in our ocean and are mistaken for food by marine animals. Once a plastic bag ends up in the ocean it will take upwards of twenty years to break down. It has been estimated that by 2050 there will be more plastic in the ocean than fish. By panning the plastic bag, Sooke would help play a part in saving our oceans. These bags are polluting our ocean and killing the Marine life.

Instead of stores handing out one time use plastic bags to every customer, they could use boxes or paper bags. Stores could also encourage their shoppers to buy a reusable bag that can be taken with them each time they shop. Plastic Bags are not a necessity, and banning the plastic bag is small thing Sooke can do to help better our environment.

Thank you for taking the time to read this letter, and consider the removal of plastic bags from Sooke.



Jason Young

Sooke BC

14th March 2017

**Mayor Maja Tait**

District of Sooke  
2205 Otter Point Road  
Sooke BC V9Z 1J2

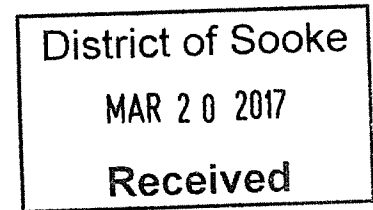
Dear Maja Tait

I am interested in environmental issues and would love to make a difference in Sooke. When dealing with environmental problems it is always better to take small steps towards big changes and would like to reduce the use of plastic bags in Sooke. Plastic bags take approximately 10-20 years to decompose in our environment, with very few being recycled and the rest harming our environment by polluting our land and waters.

Stores in Sooke hand out hundreds of plastic bags every day and almost all of them end up in the landfill or in our oceans. Many sea birds and mammals are dying from ingesting plastic bags which they are not able to digest. Countless amounts of different plastics are harming our environment as well but would love to see the small step towards a more environmentally friendly community by removing the use of plastic bags in Sooke stores.

Sincerely, Jason Young

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



District of Sooke  
MAR 20 2017  
Received

Lexey Dumont  
Sooke, BC



March. 15, 2017

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

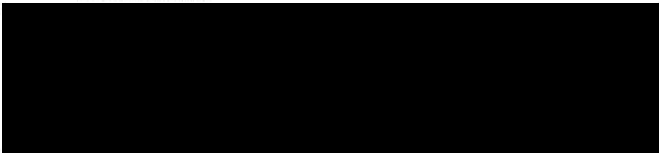
To Maja Tait & Sooke Council:

My name is Lexey Dumont, I am grade [redacted] student from [redacted]. I am writing this letter because plastic bags are becoming a danger to the environment and Sooke needs to ban them. Plastic bags are used everywhere and if we could lower the amount plastic bags that end up in our ocean, it would save multiple animals lives as well as the ecosystem. Banning the plastic bag would benefit our community in many ways and help keep plastic bags out of the landfill.

Plastic bags are being banned in cities and countries all over the world, for example Hawaii, Rwanda and San Francisco has banned plastic bags. Less than 1% of plastic bags are recycled, if plastic bags are not recycled then they end up in the landfill, the ocean, in trees and in animals stomachs. For example, turtles see plastic bags floating in the ocean and they eat them because they think it is a jelly fish. Plastic bags can take up from 10-20 years to decompose and they do not fully decompose, they break down into microscopic pieces of plastic.

If Sooke could get everyone to use reusable bags and banned the plastic bag, it would benefit our community and environment immensely. Stores putting a tax on plastic bags was a start but it is not enough, we need to stop using plastics bags now before they become too big of a problem to deal with. There is too much plastic bags being put into our landfills and environment. Please take this into consideration and ban the plastic bag.

Sincerely,



Lexey Dumont

Original to File No. 0220-01	
For Action by:	Copy to:
Mayor <input checked="" type="checkbox"/>	MAYA
Council <input checked="" type="checkbox"/>	COUNCIL
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Fire <input type="checkbox"/>	
Other <input type="checkbox"/>	

Emerald Arthurs

[Redacted], Sooke BC

March 17<sup>th</sup>, 2017

District of Sooke  
MAR 20 2017  
Received

Dear Maja Tate and Sooke Council,

I am writing to tell you that the plastic bag needs to be banned from the town of Sooke. Plastic bags may be convenient but are unnecessary and extremely damaging to the environment. Plastic bags end up in the ocean and destroy habitat as well as kill oceanlife. Many countries such as Australia and Bangladesh have banned plastic bags already when the negative effects of plastic bags was realized. The town of Sooke could greatly benefit the habitants and ecosystems, as well as reduced our overall use of plastics. Thank you for taking the time to read this letter, and I hope this will be considered.

Sincerely,

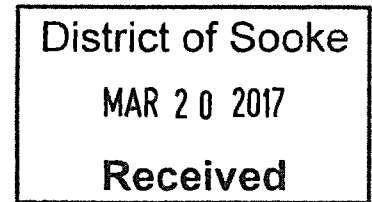
[Redacted Signature]

Original to File No. 0220-01	
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"/>

**Cassidy Thagard**

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**From:** Michael Lowry <michael@wcmrc.com>  
**Sent:** Monday, March 20, 2017 3:51 PM  
**To:** Info  
**Cc:** Maja Tait  
**Subject:** Invitation to tour oil spill response exercise in Victoria  
**Attachments:** Invitation to tour oil spill response exercise in Victoria.pdf



Dear Mayor & Council,

On May 3<sup>rd</sup>, Western Canada Marine Response (WCMRC) will be holding an oil spill response exercise for a spill scenario in Victoria Harbour. We respectfully invite you to join us for a tour of the Incident Command Post. During the tour, a Liaison Officer will provide the group with an overview of the ICS structure and explain the different roles and responsibilities of Unified Command, Planning Unit, Science Table and the Joint Information Centre.

- **Date:** Wednesday, May 3, 2017
- **Time:** 10am to 11am
- **Location:** Spirit Rooms, Inn at Laurel Point, 680 Montreal Street, Victoria

If you are interested in attending or have any questions, please contact me at 604.293.3380 or [michael@wcmrc.com](mailto:michael@wcmrc.com)

Cheers,  
Michael

**Michael Lowry** | Manager, Communications

(604) 293-3380 | Head Office: 206-3500 Gilmore Way, Burnaby, B.C. V5G 0B8

Western Canada Marine Response Corp

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





6476A Norcross Road, Duncan, B.C. V9L 5T3  
T 250-746-9443 | [www.wcmrc.com](http://www.wcmrc.com)

March 20, 2017

Sent via email: [mayorandcouncil@sooke.ca](mailto:mayorandcouncil@sooke.ca)

Mayor Tait and Council  
District of Sooke

**RE: Invitation to tour an oil spill response exercise for Victoria Harbour**

Dear Mayor Tait and Council,

Western Canada Marine Response (WCMRC) will be holding an oil spill response exercise for a spill scenario in Victoria Harbour. To maintain our Transport Canada certification WCMRC holds a number of exercises on a three-year cycle. Every year we hold a table-top exercise that simulates a spill of 1,000 tonnes of petroleum.

The exercise is operated through the Incident Command System (ICS), which is an international standard command and control system used to manage emergency incidents. WCMRC exercises include participation from the Canadian Coast Guard, Transport Canada, Department of Fisheries and Oceans, Environment and Climate Change Canada, BC Ministry of Environment, EMBC, local municipalities and First Nations.

We respectfully invite you to join us for a tour of the Incident Command Post. During the tour, a Liaison Officer will provide the group with an overview of the ICS structure and explain the different roles and responsibilities of Unified Command, Planning Unit, Science Table and the Joint Information Centre.

**Date:** Wednesday, May 3, 2017

**Time:** 10am to 11am

**Location:** Spirit Rooms, Inn at Laurel Point  
680 Montreal Street, Victoria

Our mandate, under the Canada Shipping Act, is to maintain a state of preparedness in the event of an oil spill and to deliver safe and effective spill response services for BC's coastal waters. We are the only Transport Canada certified response organization for Canada's West Coast. We believe that by working together with the communities in which we operate we can achieve our shared goal of protecting the environment by preparing for the worst.

If you are interested in attending or have any questions, please contact me at 604.293.3380 or [michael@wcmrc.com](mailto:michael@wcmrc.com).

Sincerely,  
Michael Lowry  
Manager, Communication

