



## District of Sooke

### Agenda

Monday, March 13, 2017

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

Regular Council Meeting @ 7:00 p.m.

In-Camera Meeting Immediately Following Open Portion

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 13, 2017 Regular Meeting of Council, be adopted as circulated.

#### 4. ADOPTION OF MINUTES

Minutes of the Regular and Special meetings of Council:

5 - 23

- January 30, 2017 - Committee of the Whole
- February 27, 2017 - Regular Council Meeting
- March 6, 2017 - Committee of the Whole
- March 8, 2017 - Special Council Meeting

[Committee of the Whole - 30 Jan 2017 - Minutes - Pdf](#)

[Regular Council - 27 Feb 2017](#)

[Committee of the Whole - 06 Mar 2017](#)

[Special Council Meeting - 08 Mar 2017](#)

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
- March 8, 2017 - Special Council Meeting

#### 5. DELEGATIONS

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

- Presentation

## Agenda for the Regular Council Meeting of the District of Sooke - March 13, 2017

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### 6. PUBLIC QUESTION AND COMMENT PERIOD

### 7. BYLAWS

- 7.1. **Future Policing Costs Reserve Bylaw No. 653** 25 - 32  
[Future Policing Costs Reserve Bylaw No. 653 - Pdf](#)

THAT *The District of Sooke Future Policing Costs Reserve Bylaw No. 653*, be rescinded at Third Reading.

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

### 8. REPORTS REQUIRING ACTION

- 8.1. **Development Permit Renewal for Ayre Manor** 33 - 46  
[Development Permit Renewal for Ayre Manor - Pdf](#)

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.

- 8.2. **Remedial Action - 6723 Ayre Rd** 47 - 65  
[Remedial Action - 6723 Ayre Rd - Pdf](#)

THAT Council direct staff to take remedial action regarding Unsightly Premises at 6723 Ayre Road to ensure compliance with Bylaw No. 296, *Unsightly Premises and Objectionable Situations Bylaw, 2007*.

- 8.3. **Remedial Action - 7165 Grant Road West** 67 - 82  
[Remedial Action - 7165 Grant Road West - Pdf](#)

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

- 8.4. **Morwenna Holdings Ltd.** 83 - 84  
[Budget Transfer - Pdf](#)

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.

- 8.5. **2017 - 2021 Five Year Financial Plan** 85 - 117  
• See separate 2017- 2021 Five Year Financial Plan pkg

[2017-Mar-13-budget-pkg](#)

## Agenda for the Regular Council Meeting of the District of Sooke - March 13, 2017

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### 9. NEW BUSINESS

### 10. CORRESPONDENCE

119 - 144

[Corrs-March 13, 2017 Regular Council](#)

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

### 11. COUNCIL AND CAO VERBAL REPORTS

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

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

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

### 14. ADJOURNMENT





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

**COUNCIL PRESENT:**

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

**STAFF PRESENT:**

Teresa Sullivan, Chief Administrative Officer  
Gabryel Joseph, Director of Corporate Services  
Rob Howat, Director of Development Services  
Danica Rice, Planner II  
Jennifer Royer-Collard, Corporate Services Assistant

**ABSENT:**

Councillor Logins

**1. CALL TO ORDER**

The meeting of the Committee of the Whole was called to order at 6:05 p.m.

**3. APPROVAL OF THE AGENDA**

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

THAT the agenda for the January 30, 2017 meeting of the Committee of the Whole, be approved as circulated.

**CARRIED.**

**In Favour:** Councillor Berger, Councillor Pearson, Councillor Kasper, Councillor Parkinson, Councillor Reay

**Absent:** Mayor Tait, Councillor Logins

**1. NEW BUSINESS/SUPPLEMENTARY INFORMATION**

No new business or supplementary information was provided.

**4. REPORTS (Public Input to follow each item)**

**4.1 Business Licensing**

The Chief Administrative Officer provided information to Council regarding:

- Possible future directions for business licensing in the District
- Noted a majority of businesses not currently holding a valid business license

- The possibility of license for the life of a business
- Direction from Council is requested pertaining to Council's desired direction of business licensing in the District

Council Discussion:

- Financial impacts
- Opportunities to attract businesses into the community
- Bylaw enforcement
- Standards from other local municipalities
- Inter-municipal licensing
- Administrative requirements
- Cost revenue analysis

Public Input:

- Diane Bernard, Sooke resident and local business owner, spoke in favor of maintaining business licensing. Business licenses provide legitimacy when operating with other companies and overseas accounts. It is a requirement to provide documentation of licensing when applying for a loan through any financial institution.
- Britt Santowski, Sooke resident and local business owner, spoke in favor of maintaining business licensing. Would like to see a portion of the funds collected go back into the community to support growing businesses.

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

THAT the Committee of the Whole recommend that Council direct staff to provide a report on the past five-year history of local business licenses, as well as inter-municipal.

**CARRIED.**

**In Favour:** Councillor Kasper, Councillor Parkinson, Councillor Berger, Councillor Pearson, Councillor Reay

**Absent:** Mayor Tait, Councillor Logins

4.2 **Official Community Plan**

Development Services staff made a presentation regarding the Draft goals and key directions based on consultation to date regarding the Official Community Plan. The following additional information was provided:

- Review of communities vision for the future
- Legal requirements
- Council's 2017 Strategic Plan goals
- Key directions compilation.

The Chief Administrative Officer provided the following information:

- For Council to be involved in the OCP, they will need to answer questions sent in a package via email in the previous week.

Mayor Tait arrived at 6:42 p.m.

- Council's desired direction of the OCP needs to be identified. Which items will be included and where do they rank in importance:
  - Economic, industrial, agriculture, development permit areas, sewer, water, commercial.

Council discussion:

- Importance of a practical document, that will refresh and contain items of previous importance that are still valued
- Industrial land, designation and future usage
- Zoning, realistic goals, and viewing the services required for area before changing designation
- Timeline, formulate plan of completing with items enclosed that the District can obtain in the short and long term
- Legal ramification - would like to review a raw version of what is legally required in this document
- Final length and language contained within the document
- Master plans may need to be revisited and/or amended. Time constraints.
- Break down of review over 2-3 Committee of the Whole meetings during the next few months, with staff guidance.

Public Input

- Brit Santowski, Sooke resident, spoke about the need to ensure the OCP final document reflects the will of the people.

**2. NEW BUSINESS**

No new business arose in the meeting.

**6. ADJOURNMENT**

**MOVED** That the meeting be adjourned at 7:45 p.m.

**Certified Correct:**

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**Maja Tait**  
**Mayor**

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







**MINUTES**  
**District of Sooke**  
**Regular Council Meeting**  
**February 27, 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

**STAFF PRESENT:**

Teresa Sullivan, Chief Administrative Officer  
Gabryel Joseph, Director of Corporate Services  
Kenn Mount, Fire Chief  
Sarah Temple, Corporate Services Assistant

**ABSENT:**

Councillor Logins

**1. CALL TO ORDER**

Mayor Tait called the meeting to order at 6:31 p.m.

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

**2017-64**

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

**CARRIED.**

**3. CALL TO ORDER - OPEN PORTION**

Mayor Tait called the open portion of the Regular Council meeting to order at 7:08 p.m. in the Council Chamber.

**4. NEW BUSINESS/SUPPLEMENTARY INFORMATION**

No new business or supplementary information provided for this meeting.

**5. APPROVAL OF THE AGENDA**

**2017-65**

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

THAT the agenda for the February 27, 2017, Regular 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

**6. ADOPTION OF MINUTES**

Minutes of the Regular and Special meetings of Council:

- February 14, 2017 - Regular
- February 20, 2017 - Special

**2017-66**

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

THAT the minutes of the February 14, 2017, Regular meeting of Council and the February 20, 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

**7. DELEGATIONS**

**7.1. Community Grant Application - Journey Middle School Youth Council**

- Corporal Scott Hilderley

Cpl. Scott Hilderley of the RCMP Strategic Prevention Services, addressed Council and spoke regarding the upcoming Y.E.S.2Know Youth Empowerment Summit at Journey Middle School. The intention of the summit is to build developmental assets beyond the walls of the school and the student's regular curriculum. Cpl. Hilderley is seeking \$500 in funding to cover costs associated with the summit.

**Council Discussion:**

- The summit is scheduled for 9-3 on Wednesday, March 1. Council is welcome to attend.
- Council would like feedback on the outcome of the event.

**2017-67**

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

THAT Council award a Community Grant to the Journey Middle School Youth Council for the "Y.E.S.2Know" Youth Summit in the amount of \$500.

**2017-68**

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

**Amendment to the motion:**

THAT Council increase the grant awarded to \$525.

**CARRIED.**

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

**Absent:** Councillor Logins

7.2. **Amenity Policy**

- Herb Haldane

Herb Haldane addressed Council and spoke regarding the *Community Amenity Contribution Policy*. Mr. Haldane provided Council with minutes of 2013 Council and Land Use and Environment Committee meetings that directed staff to amend the 2010 *Community Amenity Contribution Policy*, and stated that he believes the 2010 *Community Amenity Contribution Policy* is no longer valid. Mr. Haldane further stated that these minutes were not available on the District of Sooke website and that Council decisions should be easily accessible to members of the public.

**Council Discussion:**

- Any mistake on the website should be corrected immediately.
- If changes were approved to the 2010 *Community Amenity Contribution Policy*, the document should be refreshed.

**2017-69**

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

THAT Council extend the 5 minute speaking time allocated to Mr. Haldane.

**CARRIED.**

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

**Absent:** Councillor Logins

**8. PUBLIC QUESTION AND COMMENT PERIOD**

There were no comments from members of the public.

**9. BYLAWS**

**9.1. Sewer Reserve Fund Bylaw No. 661, 2017.**

**2017-70**

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

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

**CARRIED.**

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

**Absent:** Councillor Logins

**10. CORRESPONDENCE**

**Council Discussion:**

- Correspondence received from the Capital Regional District regarding the 50th Anniversary Legacy Quilt, a section of which Mayor Tait displayed to Council.
- Correspondence received from Terrance Martin regarding river access through a portion of development in Sunriver Estates. Staff to report to Council at March 13th Regular Council meeting regarding access to the river through this section of land. Specifically, is vehicle access possible, is access too steep and/or too narrow, is the area environmentally sensitive and does the map attached to Mr. Martin's correspondence depict more small lots than approved by Council?

**2017-71**

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

THAT staff draft a letter for the Mayor's signature, thanking the Sooke Lion's Club for arranging the 2016 Santa Parade and asking them to continue to organize the Santa Parade in 2017.

**CARRIED.**

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

**Absent:** Councillor Logins

**2017-72**

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

THAT the correspondence received January 30, 2017, through February 21, 2017, be received for information.

**CARRIED.**

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

**Absent:** Councillor Logins

**11. COUNCIL AND CAO VERBAL REPORTS**

11.1. Council Reports (verbal)

- Councillor Reay reported on attending the CREST board meeting, CREST finance committee meeting, and the upcoming VIRL executive committee meeting.
- Councillor Berger reported on SEAPARC's plans to install an electric vehicle charging station, with electrical wiring to support an additional charging station in the future.
- Councillor Kasper reported on attending a special CRD board meeting and provided an update on the mediation process for the Regional Growth Strategy, as well as an update on the CRD Health and Housing Committee.
- Mayor Tait provided an update on the UBCM Executive meetings and five areas of focus for local government advocacy in the coming year: infrastructure, finance and revenue, protective services, climate action and affordable housing. At the UBCM Convention in September, meetings will be requested with the ALC, the Minister of Health, and Minister of Transportation with coordinated and well-written briefing notes, as well as a highlight sheet to be distributed on the day of the meetings. Mayor Tait further provided an update on marijuana legislation and advocacy work on behalf of local governments to push for Provincial and Federal oversight, and/or funding to pay for local policing, health inspection, bylaw enforcement, building inspectors etc should the responsibility fall to municipalities.

11.2. CAO Report (verbal)

- Budget Process

The Chief Administrative Officer provided an update on the budget process and scheduled upcoming meetings. At the March 6 Committee of the Whole meeting, a report outlining historical trends and growth in Sooke will be presented, in advance of budget discussions. In the coming year, staff will endeavor to have the budget approved by December 31st.

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

12.1. At the In-Camera portion of the February 14, 2017 Regular Council meeting, the following items were released to the public:

- Lot A appraisal (Nov 19, 2013)
- Motion: THAT Council support the Mayor and staff to meet with representatives from the Sooke/Westshore Health Action Team, South Island Division of Family Practice, local physicians, and others, as needed to look at the feasibility of creating a Primary Care Home.

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

**2017-73**

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

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

**CARRIED.**

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

**Absent:** Councillor Logins

**14. ADJOURNMENT**

THAT the meeting be adjourned at 10:15 p.m.

**Certified Correct:**

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**Maja Tait**  
**Mayor**

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



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

**COUNCIL PRESENT:**

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

**STAFF PRESENT:**

Teresa Sullivan, Chief Administrative Officer  
Brent Blackhall, Director of Financial Services  
Gabryel Joseph, Director of Corporate Services  
Rob Howat, Director of Development Services  
Kenn Mount, Fire Chief  
Jennifer Royer-Collard, Corporate Services Assistant

**ABSENT:**

Councillor Logins

**GUESTS:**

Autumn Longley, Senior Financial Manager, Contract Policing, Corporate Management & Comptrollership Branch, RCMP  
Syvia Poon, Acting Financial Manager, Municipal Policing, Corporate Management & Comptrollership Branch, RCMP  
Jeff McArthur, Staff Sergeant, Detachment Commander, Sooke RCMP

**1. CALL TO ORDER**

Mayor Tait called the meeting to order at 6:03 p.m.

**2. NEW BUSINESS/SUPPLEMENTARY INFORMATION**

No new business or supplementary information was provided for this meeting.

**3. APPROVAL OF THE AGENDA**

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

THAT the agenda for the March 6, 2017 Committee of the Whole 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

**4. DELEGATIONS**

**4.1 RCMP Corporate Management and Comptrollership Branch Presentation**

Staff from the RCMP Comptrollership Branch provided a PowerPoint presentation (which is attached and forms part of these minutes) to Council regarding:

- Planning and Invoicing Cycle
- Direct Costs (FTE - pay, allowances, overtime, support staff)
- Indirect Costs (division administration - health/ leave, national programs - police dog services, recruiting, training)
- Looking Forward
  - No significant changes assumed (2.5% retro not included)
  - 12 members at Sooke Detachment.
  - Issues at higher level: under negotiation - severance, "E" Division (BC) Head Quarters, legislative changes - Bill C42 (eliminated Civilian members - does not affect Sooke).
  - 2018/19 RCMP Financial Plan may or may not include member pay increase
  - Increased fees for training

Council provided input to the presenters regarding the services provided by the RCMP for the District of Sooke.

- Disappointment with lack of cost sharing with the rural areas
- Length of time taken to have another member brought on board.
- Concerns with lack of coverage in the community.
- Inquired about quarterly billing; estimate to actual.
- Funding and impact on detachment when members are off (sick or leave of absence).
- Direct costs (shared detachment).

Staff Sergeant McArthur addressed council regarding the cost sharing and how the finances are distributed between the District and the Province.

**Public Input**

Mark Whiteson, Sooke resident, spoke regarding the need for Policing increases, for the short and long term, for the community.

**5. REPORTS (Public Input to follow each item)**

**5.1 Chief Administrative Officer Report**

The Chief Administrative Officer provided an overview of her report, framing the budget for financial discussions, service levels, highlight historical trends, and affects on growth in the community. A few key items discussed included:

- Anticipated costs for the future.
- Fixed costs.
- Road repairs and drainage issues.
- Diversify revenue increases.
- Areas where staff need direction from Mayor and Council.



**6. NEW BUSINESS**

No new items were presented.

**7. ADJOURNMENT**

**MOVED by Councillor Pearson, seconded by Councillor Reay:**  
THAT the Committee of the Whole meeting be adjourned.

**CARRIED.**

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

**Absent:** Councillor Logins

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

**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 8, 2017 6:30 PM**  
**Council Chamber**  
**2225 Otter Point Road**  
**Sooke, BC**

**COUNCIL PRESENT:**

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

**STAFF PRESENT:**

Teresa Sullivan, Chief Administrative Officer  
Brent Blackhall, Director of Financial Services  
Gabryel Joseph, Director of Corporate Services  
Kenn Mount, Fire Chief  
Russ Cameron, Interim Fire Chief  
Jeff McArthur, RCMP Staff Sergeant  
Patti Rear, Deputy Corporate Officer  
Sarah Temple, Corporate Services Assistant

**ABSENT:**

Councillor Pearson

**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**

**2017-74**

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

THAT the agenda for the March 8, 2017 Special Meeting of Council, be adopted as circulated.

**CARRIED.**

**In Favour:** Councillor Kasper, Councillor Parkinson, Mayor Tait, Councillor Berger, Councillor Reay

**Absent:** Councillor Logins, Councillor Pearson

**2017-75**

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

THAT the agenda for the March 8, 2017 Special Council meeting be amended to add Public Question and Comment after each departmental presentation.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, Councillor Parkinson, Councillor Reay

**Absent:** Councillor Logins, Councillor Pearson

Councillor Logins arrived at 6:35 p.m.

#### **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 Chief Administrative Officer gave an overview of the 2017 budget, including an overview of planned expenditures, Council commitments, and Council's top ten strategic priorities.

The Director of Finance gave an overview of total expenditures, total revenues, cost drivers, historical budget and tax information, budget components, including debt servicing, capital expenditures, transfers to reserves, and operating expenditures.

##### Council discussion:

- Copies of all staff PowerPoints will be provided to members of Council and posted on the District of Sooke website.
- Accounting and technology support costs associated with operating the wastewater treatment plan are being covered by the sewer fund.
- Capital cost of \$300,000 for sewer operations are required regardless if the services are provided by a contractor or municipal employees.
- Clarification that Lot A land purchase was made with previous surplus funds. A loan from the Municipal Finance Authority for the land purchase is shown on the debt servicing portion of the budget. This is a low interest loan that is being paid using these previous surplus funds. There are no current tax implications for this land purchase.

##### Public Question and Comment:

- Ellen Lewers, Sooke resident, requested a copy of staff PowerPoint presentations.

##### **a. General Government Services - Council:**

The Director of Corporate Services presented an overview of the proposed Council budget, as outlined in the draft 2017 - 2021 *Five Year Financial Plan*.

Council discussion:

- Clarification sought regarding remaining terms for Community Service Agreements and requirement to provide ongoing reporting. Council can request a presentation from Community Service Agreement holders as well.
- Staff to investigate the remaining terms and remove future years from the Financial Plan.
- Staff to ensure Community Service Agreement holders are aware of the upcoming expiration of their agreements and provide Council with options to renew.
- Discussion of "line item" community grants. These groups are included for consideration this year only and will need to apply for funding each year starting in 2018.
- New 2017 Community Grant applications are due by March 15 and will be reviewed by Council on March 22 and March 23.

Public Question and Comment:

- Ellen Lewers, Sooke resident, inquired about the reduced expense for 2016 Council salaries.

**2017-76**

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

THAT Council direct staff to contact all existing Line Item Grants and Service Agreement holders prior to September 2017.

**CARRIED.**

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

**Absent:** Councillor Pearson

b. **General Government Services - CAO's Office:**

The Chief Administrative Officer presented an overview of the proposed CAO's Office budget, as outlined in the draft 2017 - 2021 *Five Year Financial Plan*.

Council discussion:

- Moving funds from operating contingency allows for operating flexibility without having to amend the budget and bylaw each time.
- Council will be kept updated regarding Municipal and Regional District Tax (MRDT) program.
- Discussion of increased legal costs. Staff to determine a process to ensure Council is kept apprised of ongoing legal costs.

Public Comment:

- Ellen Lewers, Sooke resident, spoke regarding the Economic Development working group, the Economic Development Officer position, and the CAO Contingency fund.

c. **Protective Services - Fire Department and Emergency Program:**

The Fire Chief and Interim Fire Chief presented an overview of the proposed Fire Department and Emergency Program budget, as outlined in the draft 2017 - 2021 *Five Year Financial Plan*.

Council discussion:

- Ensure adequate resources for firefighters, including Personal Protective Equipment and access to training.
- Discussion of replacement and repair schedule for turnout gear.
- CREST rates will be increasing and new radios will be provided in 2018.
- Clarification of cost recovery mechanism available through the Province for forest firefighting.
- Departmental projections are based on maintaining current service levels.
- All legal and WorkSafe requirements are met.

Public Question and Comment:

- Ellen Lewers, Sooke resident, asked for clarification regarding access to provincial forest firefighting resources, service levels related to first responder calls, the SCBA replacement plan, and repairs to firefighting apparatus.

Mayor Tait informed staff she would forward a letter to the province acknowledging the recent announcement of BC Ambulance service funding increases and encouraging ambulance resources for Sooke.

d. **Protective Services - Policing:**

The Director of Financial Services and the RCMP Staff Sergeant presented an overview of the proposed Policing budget, as outlined in the draft 2017 - 2021 *Five Year Financial Plan*.

Council discussion:

- Budget does not show funding for a Community Liaison Officer and the Crime Reduction Action team from 2017 onward. Staff to investigate if these programs are being discontinued and explore opportunities to advocate for continued services.
- Clarification that amount for Police Based Victim's Services has been moved from Community Grants to Protective Services. The amount included in the budget as presented does not represent an increase in funding.
- Discussion of potential cost savings from a previously budgeted officer position.
- Desire to fund an additional RCMP Officer position as early as September 2017. Staff will bring forward a report outlining the process for requesting this position.
- Discussion of crime prevention techniques using environmental design.

**2017-77**

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

THAT Council request an additional RCMP officer for the Sooke detachment as early as September 2017.

**CARRIED.**

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

**Absent:** Councillor Pearson

**6. ADJOURNMENT**

**2017-78**

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

THAT the meeting be adjourned at 9:07 p.m.

**CARRIED.**

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

**Absent:** Councillor Pearson

**Certified Correct:**

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**Maja Tait**  
**Mayor**

---

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







## Future Policing Costs Reserve Bylaw No. 653

---

### **RECOMMENDATION:**

1. THAT *The District of Sooke Future Policing Costs Reserve Bylaw No. 653*, be rescinded at Third Reading.
2. THAT *The District of Sooke Future Policing Costs Reserve Bylaw No. 653*, be Re-Read a Third time.

### **Previous Council Action:**

On December 12, 2016 Council rescinded Third Reading of *The District of Sooke Future Policing Costs Reserve Bylaw No. 653*, to:

1. replace the word "RCMP" with "policing" throughout the bylaw
2. replace the wording in section 2 of the bylaw to replace the words "special policing, major crimes or expenditures." with "and/or policing expenditures, including, but not limited to, special policing and major crimes investigations."
3. remove the word "major" before the word "policing" in section 5(a)

These changes can be viewed in the first attachment to this report.

On January 9, 2017 Council asked staff to bring Bylaw No. 653 forward for discussion during upcoming budget deliberations, which is taking place this month.

### **Report:**

Since *The District of Sooke Future Policing Costs Reserve Bylaw No. 653* was not adopted in 2016 as anticipated, the amount of the initial deposit to the reserve has increased to reflect the actual internal Future Policing Reserve amount at the end of 2016. It is anticipated that the reserve will only be funded for the years 2017 to 2021, and thus, has been reflected in the amended bylaw. Section 4 has been amended to remove part (c) and alpha-numerically re-numbered accordingly. The amendments can be seen in the second attachment, with the third attachment showing the current form of the bylaw which will potentially receive Third Reading at this meeting.

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

The reserve will be funded from 2017 to 2021 to lessen the financial impact on taxation, for the transition of policing costs from a 70% coverage to 90% coverage that occurs when the District's population reaches 15,000. The amounts have been reflected in this year's 2017-2021 Five Year Financial Plan.

### **Strategic Relevance:**

*Fiscal Sustainability*

*Excellence in Management and Governance*

**Attached Documents:**

[653-Policing Costs Reserve, 2016 at Third Reading-Dec2016](#)

[653-Policing Costs Reserve, 2016 - amendments](#)

[653-Policing Costs Reserve, 2016 - March 2017](#)



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

---

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

---

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 increase and/or policing expenditures, including, but not limited to, special policing and major crimes investigations.
3. An amount totalling \$43,869 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) Excess traffic fine sharing revenue not utilized within the annual policing operations.
  - (b) Savings realised from policing operational budget.

- (c) The Fund's credit balance will be kept at a minimum level of 10% of policing contract expenditures and a maximum of 20% of policing expenditures, either rounded to the nearest \$100,000.
  - (d) All interest earned from the money held in the Fund shall be deposited into its respective account.
  - (e) 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.

ADOPTED on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**Certified Correct:**

\_\_\_\_\_  
Maja Tait  
Mayor

\_\_\_\_\_  
Gabryel Joseph  
Corporate Officer



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

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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 \$~~43,869~~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) ~~Excess traffic fine sharing revenue not utilized within the annual policing operations~~will be deposited into the reserve for the years 2017 to 2021.
  - (b) Savings realised from policing operational budget.

~~(c) The Fund's credit balance will be kept at a minimum level of 10% of policing contract expenditures and a maximum of 20% of policing expenditures, either rounded to the nearest \$100,000.~~

(cd) All interest earned from the money held in the Fund shall be deposited into its respective account.

(de) 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.

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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 ~~13<sup>th</sup> day of March, 2017.~~ \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**Certified Correct:**

\_\_\_\_\_  
Maja Tait  
Mayor

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

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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 \_\_\_ day of March, 2017.

Re-Read a THIRD time on the \_\_\_ day of March, 2017.

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

**Certified Correct:**

---

Maja Tait  
Mayor

---

Gabryel Joseph  
Corporate Officer





## Development Permit Renewal for Ayre Manor

---

### **RECOMMENDATION:**

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.

### **Report Summary:**

Development Permit PLN01141 is for the expansion of Ayre Manor. This development permit expires on April 27, 2017. The owner has applied to extend the term of expiry for a further 2 years so that Ayre Manor can maintain a "shovel ready" position for when funding and/or subsidies are made available from the Province.

### **Previous Council Action:**

On April 27, 2015, development permit PLN01141 was approved by Council for a new complex care facility that will provide an additional 56 beds, parking areas and associated landscaping at Ayre Manor.

### **Report:**

No changes to the original development permit have been made and there was no staff time required to assess the application.

### **Legal Impacts:**

The development permit states that if a Permittee does not substantially start the development permitted by the Permit within 2 years of the date of the Permit, the Permit expires. Should Council approve the development permit renewal, a notice of the amendment will be filed to the property title.

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

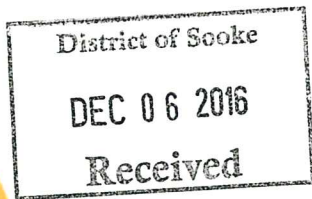
The owner is asking Council to provide funding aid to them and reimburse to them the development permit renewal application fee of \$250.00. If approved, the reimbursement would be from Council contingency.

### **Attached Documents:**

[Correspondence from SECHS](#)

[Development permit renewal Ayre Manor](#)

[Original Development Permit PLN01141 Ayre Manor](#)



# SOOKE ELDERLY CITIZENS' HOUSING SOCIETY

6764 AYRE ROAD, SOOKE, BC, CANADA V9Z 1K1

---

Non-profit Society, Owner and Operator of Ayre Manor Lodge & Cottages  
Web site: [www.ayremanor.ca](http://www.ayremanor.ca)

November 23<sup>rd</sup>, 2016

District of Sooke,  
2205 Otter Pt. Rd.,  
Sooke, BC V9Z 0J2

To Whom it may concern:

Re: Development Permit Application  
Address: 6764 Ayre Rd.  
Legal Description: PID #004-051-050  
Lot 11, Section 3, Sooke District, Plan 16754

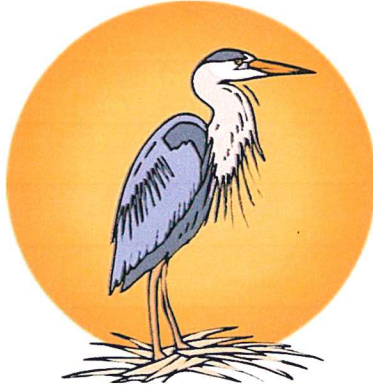
The Sooke Elderly Citizens' Housing Society has instructed me to write this letter requesting the District of Sooke give consideration to the extension of our approved Development Permit for a further 2 years. The permit as it is, expires on the 27<sup>th</sup> day of April, 2017.

As you are aware, in order to proceed with construction, we need to secure funding and subsidy from Island Health Authority and BC Housing. Although they agree that more Complex Care beds are needed in our community they are unable to ask for a Request for Proposals (RFP) at this time. It is our hope that if we can keep our Permit active, and are in a "shovel ready" position, it will mean that we may have a chance when the Province makes more funds available to the health sector.

We thank you for your consideration.

Sandy Pedneault,  
Chair, SECHS

*Supporting Quality of Life for the Ayre Manor Community*



SCANNED

**SOOKE  
ELDERLY  
CITIZENS'  
HOUSING SOCIETY**

6764 AYRE ROAD, SOOKE, BC, CANADA V9Z 1K1

The Non-profit Society owning Ayre Manor Lodge & Cottages  
ayremanor.ca

February 22<sup>nd</sup>, 2017

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

Dear Mayor and Councillors

Re: Development Permit Application  
Address – Ayre Manor – 6764 Ayre Rd.  
Legal Description – PID #004-051-050-Lot 11, Section 3, Sooke District, Plan 16754

Further to our letter of November 23<sup>rd</sup>, 2016, please find attached a Development Permit Application Form and cheque for \$250.00 for the extension of our Development Permit for a further 2 years. You can appreciate that as a not for profit Society, we lack the funding necessary to reapply, and would appreciate it if there is a way that Council could help us with the funding of the Permit extension.

We feel that it is important that we keep this Development Permit active, so that in the event that Island Health Authority were to put forward a Request for Proposals, we would be considered "shovel ready", and a good amount of the Proposal work would be done.

Thank you for your consideration.

Sincerely,

Sandy Pedneault,  
Chair, SECHS.



DEVELOPMENT PERMIT PLN01294

DATE: March 13, 2017  
TO: Sooke Elderly Citizens' Housing Society  
SUBJECT ADDRESS: 6744 Ayre Road

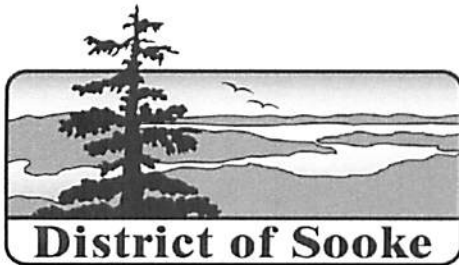
1. This Development Permit has been authorized by Council to allow a two year renewal of Development Permit PLN01141 to April 27, 2019.
2. This Development Permit applies only to those lands within the District of Sooke described below (legal description), and any and all buildings, structures, and other development thereon.  
  
(Parcel Identifier: 004-051-050)  
Lot 11, Section 3, Sooke District, Plan 16754
3. This Development Permit renews Development Permit PLN01141 that was issued to allow for the expansion of Ayre Manor by adding a new complex care facility, in accordance with Development Permit PLN01141:
4. The development shall be carried out according to the following terms and conditions within Development Permit PLN01141:
5. Prior to issuance of Building Permits, a security as set out in Development Permit PLN01141 shall be required to ensure that development is carried out in accordance with the terms and conditions of Development Permit PLN01141.
6. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of Development Permit PLN01141, and any plans and specifications attached to this Permit, which shall form a part hereof.
7. If the Permittee does not substantially start the development permitted by this Permit within 24 months of the date of this Permit, the Permit shall lapse.
8. This Permit is NOT a Building Permit.

Motion carried by Council March 13, 2017

ISSUED this \_\_\_ day of April, 2017

---

Rob Howat  
Director of Development Services



DEVELOPMENT PERMIT PLN01141

DATE: April 27, 2015  
TO: Sooke Elderly Citizens' Housing Society  
SUBJECT ADDRESS: 6744 Ayre Road

1. This Development Permit is issued subject to compliance with all of the bylaws of the District of Sooke applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Development Permit applies only to those lands within the District of Sooke described below (legal description), and any and all buildings, structures, and other development thereon.  
  
(Parcel Identifier: 004-051-050)  
Lot 11, Section 3, Sooke District, Plan 16754
3. This Development Permit (PLN01141) is issued to allow for the expansion of Ayre Manor by adding a new complex care facility, in accordance with:
  - a. Schedule A: Site Plan
  - b. Schedule B: Elevations, Color Scheme & Materials
  - c. Schedule C: 1<sup>st</sup> Floor Plan
  - d. Schedule D: Landscape Plan & Landscape Cost Estimate
4. The development shall be carried out according to the following terms and conditions:  
  
N/A
5. Prior to issuance of Building Permits, security as set out below shall be required to ensure that development is carried out in accordance with the terms and conditions of this Permit. Should any interest be earned upon the security, it shall accrue to the Permittee and be paid to the Permittee if the security is returned. The condition of the posting of the security is that should the Permittee fail to carry out the development hereby authorized according to the terms and conditions of the Permit within the time provided, the District of Sooke may use the security to carry out the work by its servant, agents or contractors, and any surplus shall be paid over to the Permittee; or should the Permittee carry out the development permitted by this Permit within the set time set out above, the security shall be returned to the Permittee.

There is filed accordingly:

- a. A Performance Bond in a form acceptable to the District of Sooke in the amount of **\$82,082.00** for all landscaping works which includes the 10% contingency, corresponding to the attached Schedule D and as per the Landscape Agreement.
6. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit, and any plans and specifications attached to this Permit, which shall form a part hereof.
7. If the Permittee does not substantially start the development permitted by this Permit within **24 months** of the date of this Permit, the Permit shall lapse.
8. This Permit is **NOT** a Building Permit.

Motion carried by Council April 27, 2015

ISSUED this 27 day of April, 2015



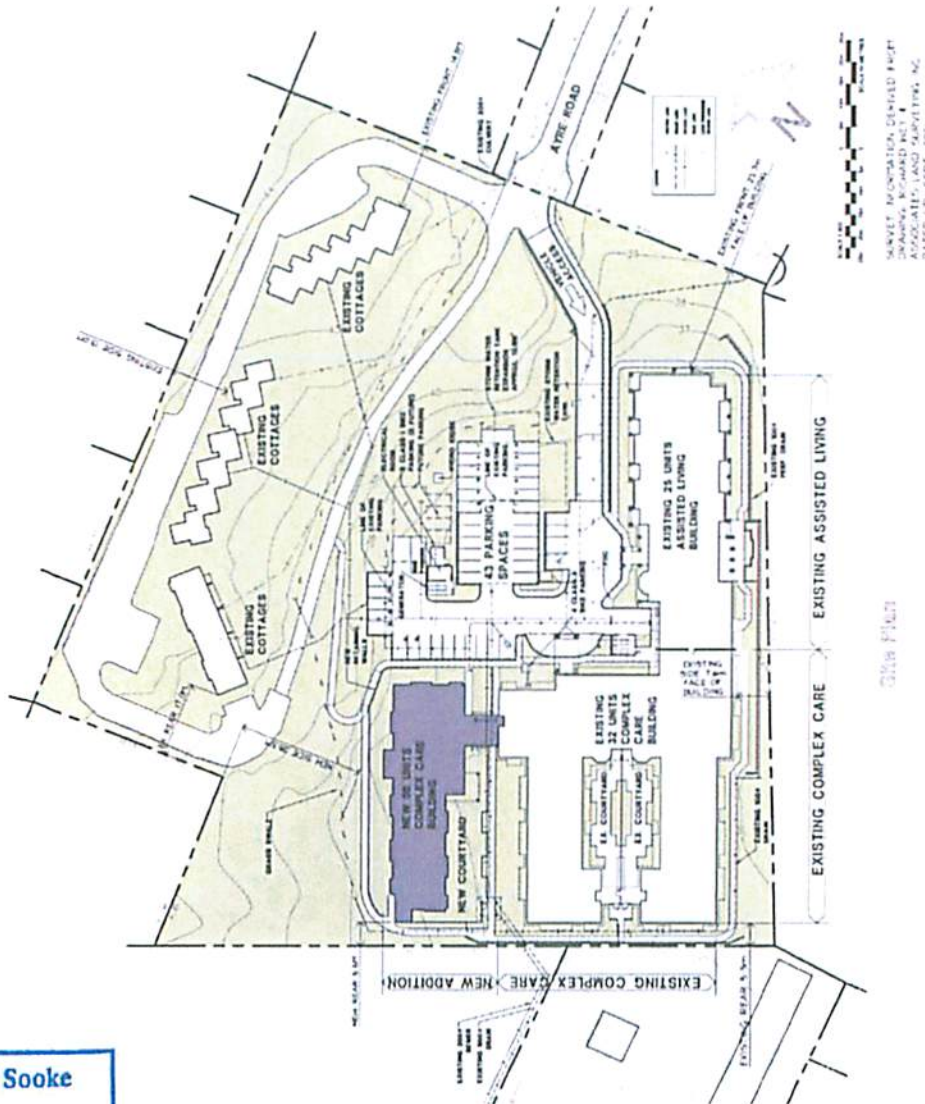
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Gord Howie,  
Chief Administrative Officer

District of Sooke

DEC 07 2012

Received



Site Plan

SURVEY INFORMATION DERIVED FROM  
PROFESSIONAL SURVEY  
DATE: 11/14/2011  
DATED: 11/14/2011

CONSULTANT

Jensen Group Architects  
Suite 111 1034 Johnson Street,  
Victoria, BC, V8V 3N7  
Tel: 250 360 9059 Fax: 250 360 9028

OWNER: Sooke Elderly Citizens' Housing Society

LEGAL ADDRESS: LOT 15, PLAN 4704, LOT 1, VINCENZI, 4610N K. SAKE DRIVE  
CHIC ADDRESS: 4144 AYRE ROAD

NEAR BUILDING AREA:  
1ST FLOOR: 875 SQ FT  
2ND FLOOR: 747 SQ FT  
3RD FLOOR: 747 SQ FT  
TOTAL: 2369 SQ FT  
TOTAL: 2369 SQ FT

VEHICLE PARKING:

100% OF PARKING ON SITE  
TOTAL PARKING 43 SPACES  
TOTAL PARKING 43 SPACES  
NUMBER DOES NOT INCLUDE PARKING NEAR THE EXISTING COTTAGES

ITEM	REMARKS	UNIT	QUANTITY
LOT SIZE	26,504 SQ FT (2.65 HA)	SQ FT	26,504
LOT COVERAGE	EXISTING: 4,500 SQ FT PROPOSED: 14,500 SQ FT (45% TOTAL COVERAGE)	SQ FT	19,000
DENSITY	100% OF PARKING ON SITE	SPACES	43
MAX HEIGHT	12 METERS (39 FT)	METERS	12
MAX AREA	10,000 SQ M (2.4 AC)	SQ M	10,000
SETBACKS	FRONT: 5.0 FT REAR: 4.0 FT SIDE: 4.0 FT	FEET	5.0, 4.0, 4.0
DOCKLE PARKING	BASED ON HOTEL PARKING FOR 100 VEHICLES AGE CLASS: 30% AGE CLASS: 30%	SPACES	100

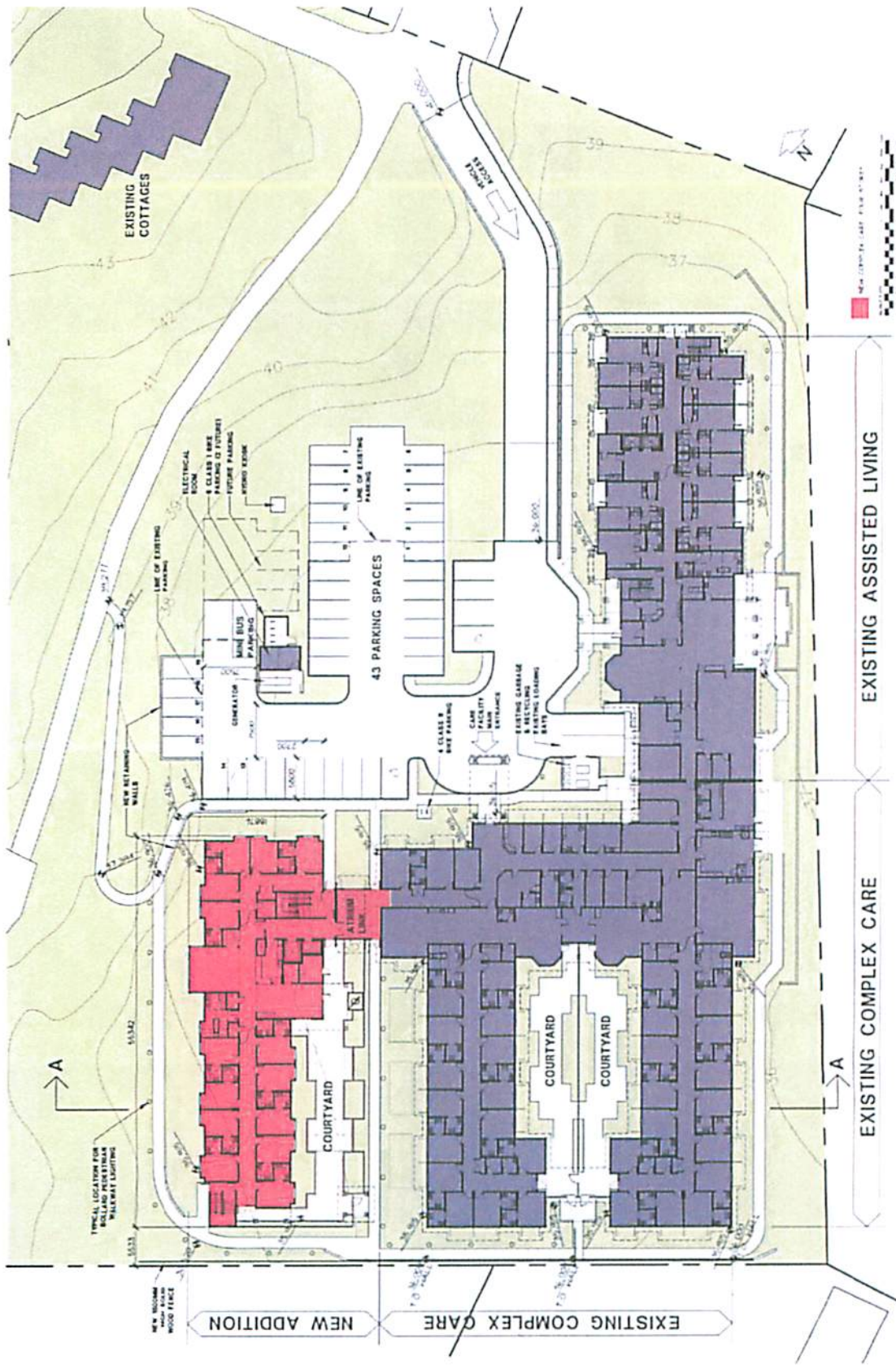


Location Map

**Sooke Elderly Citizens' Housing Society  
Ayre Manor Community of Care Expansion, Ayre Road, Sooke, BC**



Jensen Group Architects



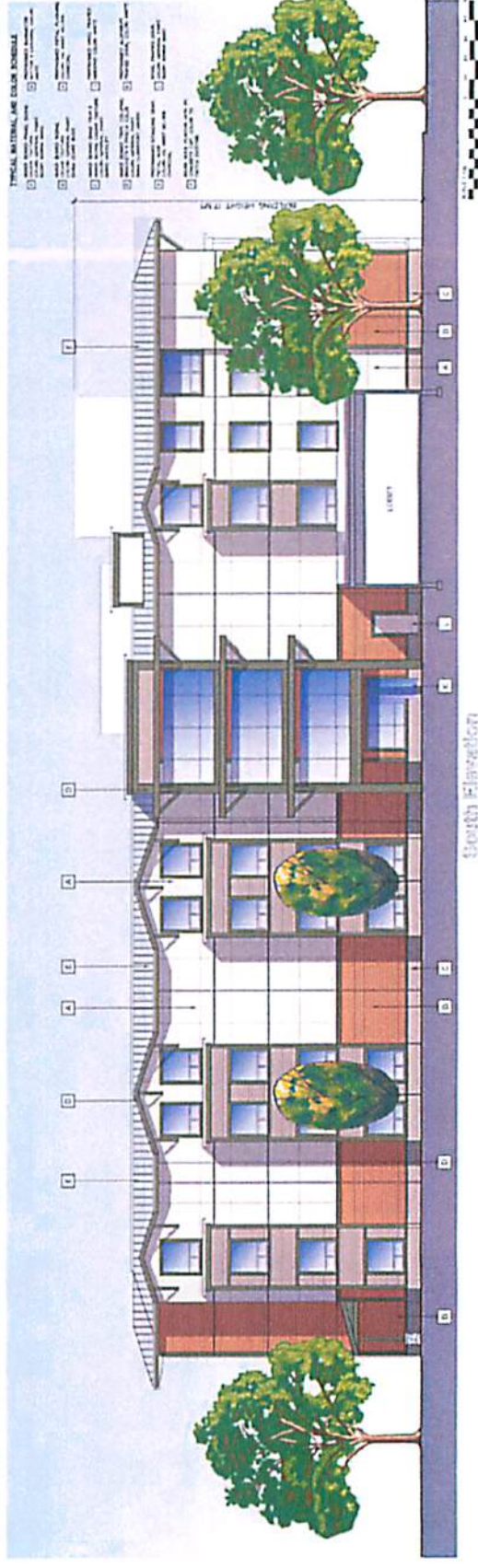
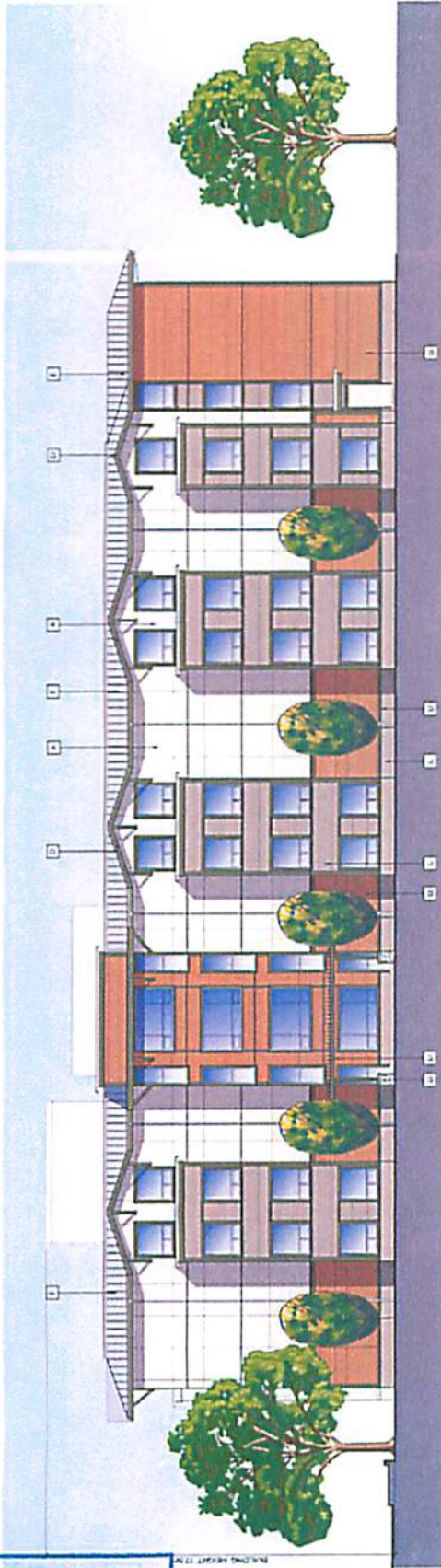
Jensen Group Architects

# Sooke Elderly Citizens' Housing Society Ayre Manor Community of Care Expansion, Ayre Road, Sooke, BC

SCHEDULE A OF DEVELOPMENT PERMIT PLN01141







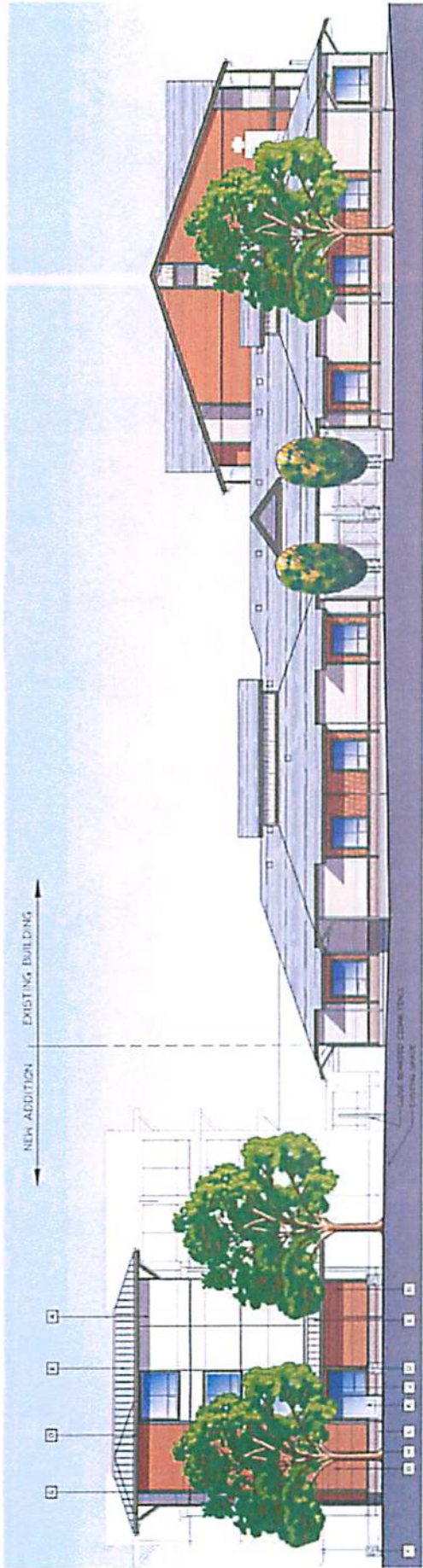
**Sooke Elderly Citizens' Housing Society  
 Ayre Manor Community of Care Expansion, Ayre Road, Sooke, BC**

Jensen Group Architects

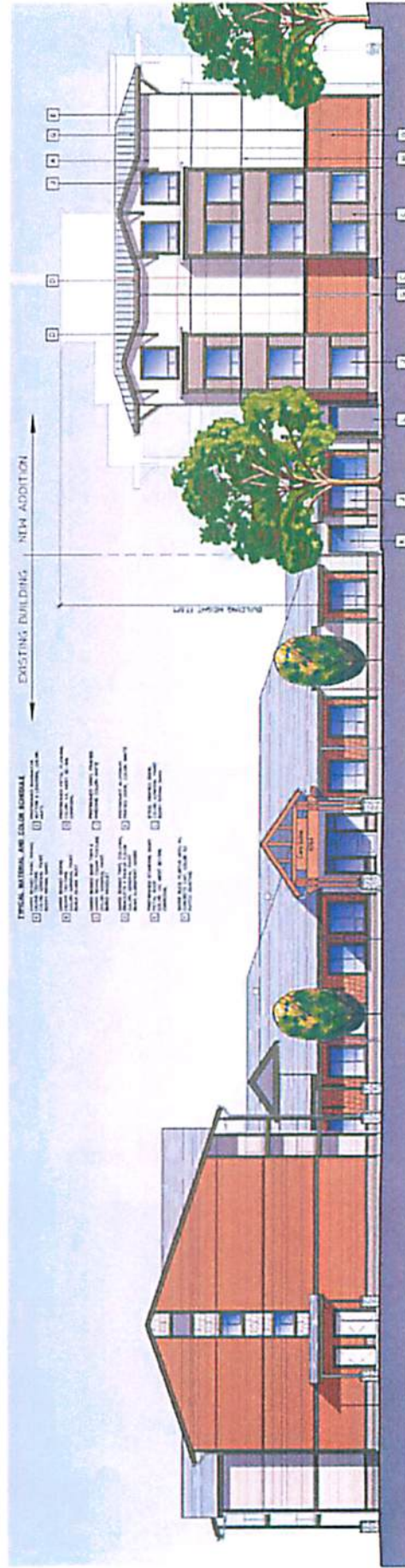


District of Sooke  
 DEC 07 2012  
 Received

SCHEDULE B OF DEVELOPMENT PERMIT PLN01141



West Elevation



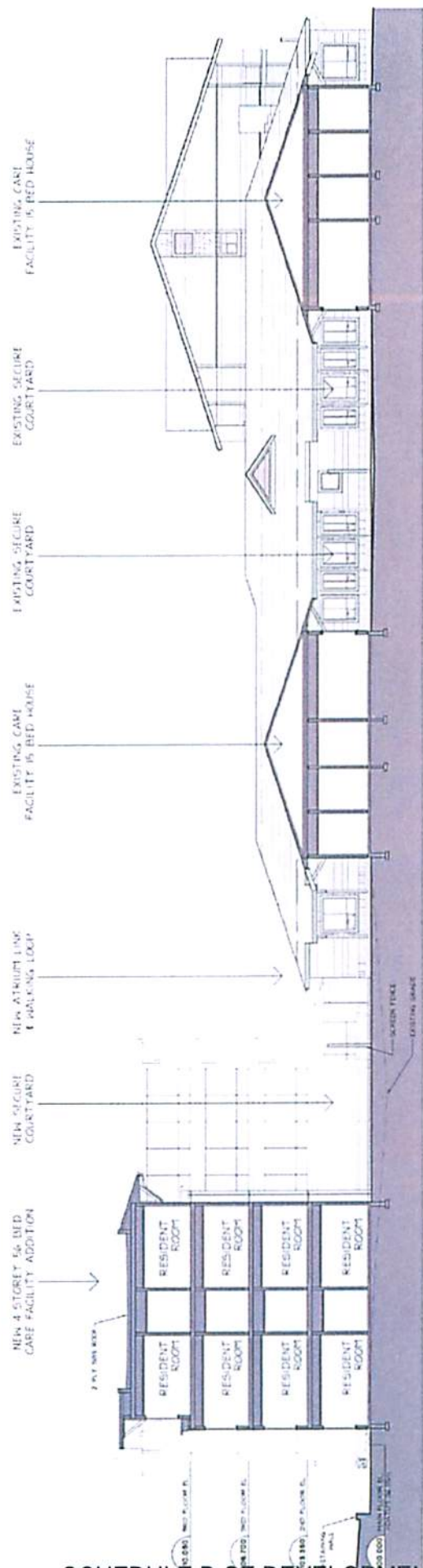
East Elevation

- TYPICAL MATERIAL AND COLOR SCHEDULE**
- 1. Brick
  - 2. Wood Siding
  - 3. Concrete
  - 4. Asphalt Shingles
  - 5. Metal Roofing
  - 6. Glass
  - 7. Aluminum
  - 8. Steel
  - 9. Copper
  - 10. Zinc
  - 11. Slate
  - 12. Terrazzo
  - 13. Marble
  - 14. Granite
  - 15. Limestone
  - 16. Travertine
  - 17. Sandstone
  - 18. Travertine
  - 19. Marble
  - 20. Granite



**Sooke Elderly Citizens' Housing Society  
Ayre Manor Community of Care Expansion, Ayre Road, Sooke, BC**

Jensen Group Architects

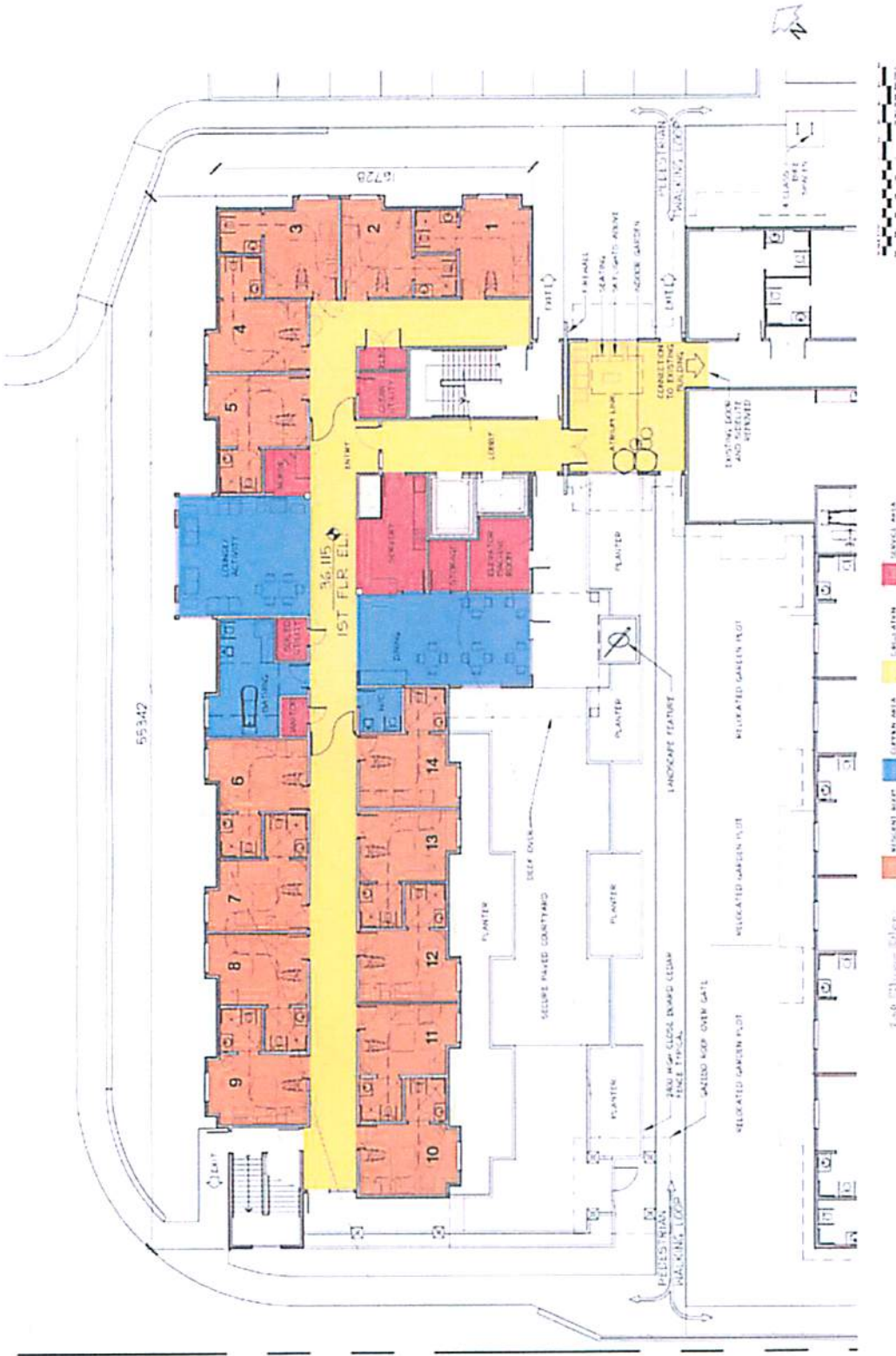


SECTION A-A

**Sooke Elderly Citizens' Housing Society  
Ayre Manor Community of Care Expansion, Ayre Road, Sooke, BC**



Jensen Group Architects

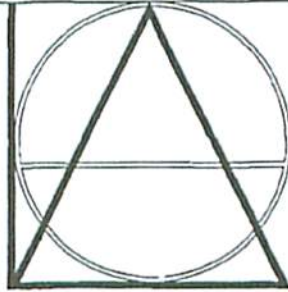


Jensen Group Architects

# Sooke Elderly Citizens' Housing Society Ayre Manor Community of Care Expansion, Ayre Road, Sooke, BC



November 26, 2012



Mr. Don Brown  
Jensen Group Architects  
111-1034 Johnson Street  
Victoria, B.C. V8V 3N7

Dear Mr. Brown:

**Re: Ayre Manor Community of Care, Phase 2, Sooke, B.C. – Landscape Cost Estimate**

We have completed a cost estimate based on the Landscape Plan dated November 26, 2012. The estimate for installation of plant material, topsoil, grass areas, mulch and irrigation is \$74,620.00.

Please call if you have any questions.

Sincerely,  
**Keith N. Grant Landscape Architecture Ltd.**

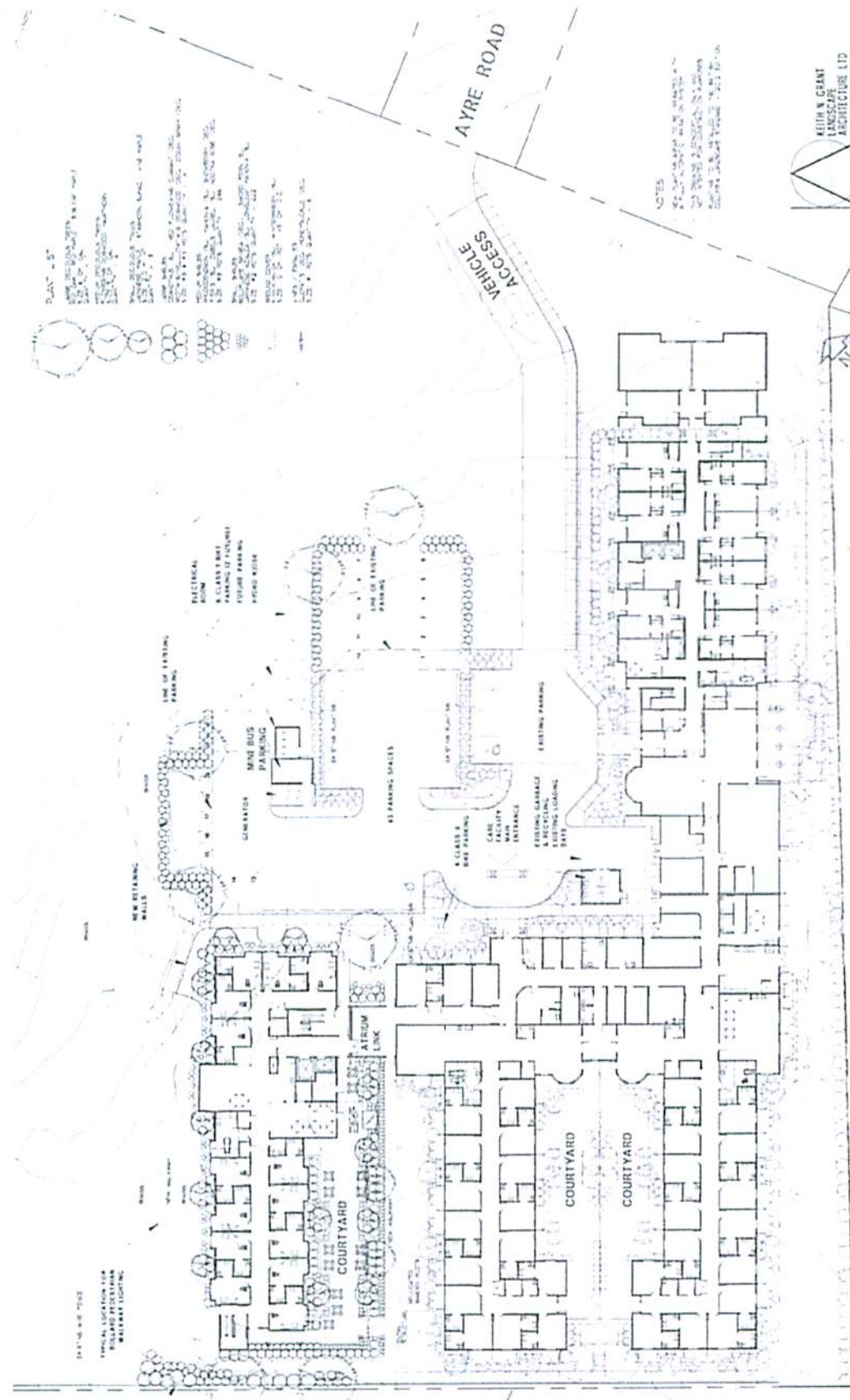
Keith Grant BSc.L.A., B.C.S.L.A., C.S.L.A.  
Landscape Architect



**KEITH N. GRANT LANDSCAPE ARCHITECTURE LTD.**

2274 CRANMORE ROAD, VICTORIA, B.C., CANADA V8R 1Z3 TEL: 250 598 7872 FAX: 250 598 7875 E MAIL ADDRESS: knglo@telus.net

SCHEDULE D OF DEVELOPMENT PERMIT PLN01141



**Landscape Plan**  
 SCALE 1:250  
 DATE NOVEMBER 26 2012



**Sooke Elderly Citizens' Housing Society**  
**Ayre Manor Community of Care Expansion, Ayre Road, Sooke, BC**  
 Jensen Group Architects

EXISTING COMPLEX CARE · EXISTING ASSISTED LIVING

District of Sooke  
 DEC. 07 2012  
 Received

SCHEDULE D OF DEVELOPMENT PERMIT PLN01141





## Remedial Action - 6723 Ayre Rd

---

### **RECOMMENDATION:**

**THAT COUNCIL** direct staff to take remedial action regarding Unsightly Premises at 6723 Ayre Road to ensure compliance with Bylaw No. 296, *Unsightly Premises and Objectionable Situations Bylaw, 2007*.

### **Report Summary:**

Administration is seeking approval from Council to affect clean-up and removal of items at 6723 Ayre Road to bring the property into compliance with Bylaw No. 296, *Unsightly Premises and Objectionable Situations Bylaw, 2007*.

### **Report:**

Administration is seeking approval from Council to affect clean-up and removal of items at 6723 Ayre Road to bring the property into compliance with Bylaw No. 296, *Unsightly Premises and Objectionable Situations Bylaw, 2007*. The property in question is currently in violation of the bylaw due to numerous discarded items and garbage throughout the yard, including appliances and mattresses; tall grass and weeds; and a derelict recreational camper. Remedial action of these issues would bring the property into compliance with the bylaw.

Neighbours have complained to the District about the property, sighting discarded items and garbage throughout the front and rear yards; tall grass and weeds; and rodents originating from the property that have been observed entering other properties.

Letters have been sent to, and phone messages left with the property owner identifying the issues and instructions how to resolve the matter. Repeated inspections and visits by the R.C.M.P. have had no effect towards compliance. The hydro has been disconnected in August 2016, due to an electrical bypass being discovered by the R.C.M.P.

A letter was sent to the Property Owner, outlining the unsightly conditions on the property, and identifying a scheduled re-inspection date of January 30, 2017. The Property Owner did not attend the scheduled inspection, nor did he contact the District of Sooke to request an alternate inspection date.

Residents from nearby Ayre Manor feel intimidated by the conditions of the property when they travel past on their way to the downtown core.

### **Legal Impacts:**

## Relevant Legislation

Bylaw No. 296, *Unsightly Premises and Objectionable Situations Bylaw, 2007*  
Policy No. 9.1, *Unsightly Premises and Objectionable Situations Policy, 2007*;  
*Community Charter [SBC 2003] Chapter 26, S. 8* fundamental powers;  
*Community Charter [SBC 2003] Chapter 26, S. 16* Authority to enter on or into property;  
*Community Charter [SBC 2003] Chapter 26, S. 17* Municipal action at defaulter's expense  
*Community Charter [SBC 2003] Chapter 26, S. 64* Nuisances, disturbances and other objectionable situations.

## **Budget/Financial Impacts:**

The District of Sooke will bear the initial costs of the clean-up, the property owner will ultimately pay the bill, either at the time of service or on their taxes.

## **Frequently Asked Questions:**

1. How long has the District attempted to work with the Property Owner to seek compliance?

A. The District of Sooke has sought compliance since 2004, and has continued each year since that time.

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

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

## **Strategic Relevance:**

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

## **Attached Documents:**

[Authorities - Unsightly Premises RPT](#)  
[grp pics 2017 Jan 30](#)





## Unsightly Premises and Other Objectionable Situations Policy, 2007

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### Purpose:

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

### Policy Statement:

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

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

### **Procedures**

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



## DISTRICT OF SOOKE

### BYLAW No. 296

---

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

---

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

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

#### **Prohibitions**

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

### **Removal Required**

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

### **Non-compliance**

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

### **Rubbish on Public or Private Property**

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

### **Graffiti on Public or Private Property**

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

### **Right of Entry**

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

### **No Interference**

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

### **Offence and Penalties**

9. Any person who contravenes this bylaw is liable upon summary conviction to a fine not exceeding \$10,000 and the cost of prosecution. Every day during which there is an infraction of this bylaw shall constitute a separate offence.
10. This bylaw may be enforced by means of a ticket in the form prescribed for the purpose of section 264 of the *Community Charter*.
11. Bylaw enforcement officers are designated to enforce this bylaw pursuant to section 264(1)(b) of the *Community Charter*.
12. The words or expressions set forth in Column 1 of Schedule A of this bylaw are authorized pursuant to section 264(1)(c) of the *Community Charter* to designate the offence committed under the bylaw section number appearing in Column 2 opposite the respective words or expressions.
13. The amounts appearing in Column 3 of Schedule A of this bylaw are the fines established by Council pursuant to section 265(1)(a) of the *Community Charter* for the corresponding offence designated in Column 1.

### **Severability**

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

**Repeal of Existing Bylaw**

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

Introduced and read a first time the 10<sup>th</sup> day of April, 2007.

Read a second time the 10<sup>th</sup> day of April, 2007.

Public Information Meeting the 22<sup>nd</sup> day of May, 2007.

Amended the 7<sup>th</sup> day of June, 2007.

Read a third time the 7<sup>th</sup> day of June, 2007.

Adopted on the 11<sup>th</sup> day of June, 2007.

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Janet Evans  
Mayor

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Evan Parliament  
Chief Administrative Officer

**SCHEDULE "A"**

**MUNICIPAL TICKET INFORMATION DESIGNATIONS**

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

This Act is Current to January 18, 2017

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

## **COMMUNITY CHARTER**

### **[SBC 2003] CHAPTER 26**

## **Part 2 — Municipal Purposes and Powers**

### **Division 1 — Purposes and Fundamental Powers**

#### **Municipalities and their councils**

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

#### **Municipal purposes**

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

#### **Fundamental powers**

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



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

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

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

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

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

(a) are separate powers that may be exercised independently of one another,

(b) include the power to regulate, prohibit and impose requirements, as applicable, respecting persons, property, things and activities in relation to the matter, and

(c) may not be used to do anything that a council is specifically authorized to do under Part 14 [*Planning and Land Use Management*] or Part 15 [*Heritage Conservation*] of the *Local Government Act* .

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

(a) to provide that persons may engage in a regulated activity only in accordance with the rules established by bylaw;

(b) to prohibit persons from doing things with their property;

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

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

(10) Powers provided to municipalities under this section

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

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

(11) For certainty,

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

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

### **Spheres of concurrent authority**

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

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

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

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

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

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

(i) prohibit soil removal, or

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

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

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

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

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

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

**Authority to enter on or into property**

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

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

**Municipal action at defaulter's expense**

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

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

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

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

**Authority to discontinue providing a service**

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

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

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

(2) A bylaw under subsection (1)

(a) must include provision for reasonable notice, and

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

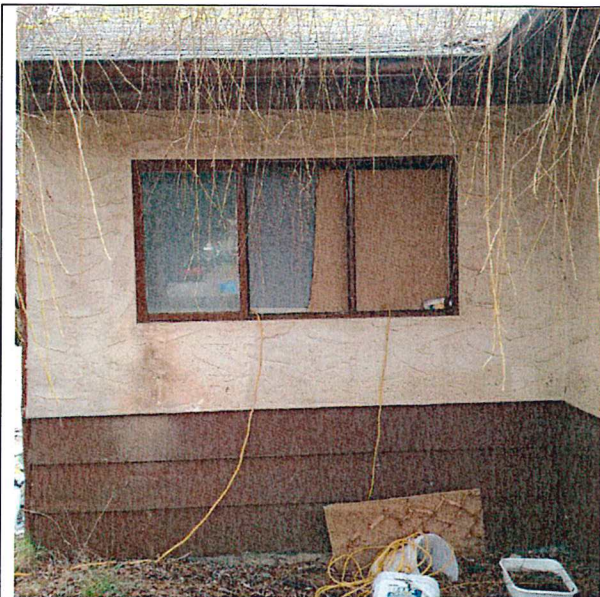
- (c) any matter within the scope of the *Fire Services Act* ;
- (d) the enclosure of swimming pools and other pools;
- (e) trailer courts, manufactured home parks and camping grounds;
- (f) rental units and residential property, as those are defined in the *Residential Tenancy Act* , that are subject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

### **Nuisances, disturbances and other objectionable situations**

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

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





6723 Ayre Rd

Taken by M. Mills, 2017\_Jan\_30









## Remedial Action - 7165 Grant Road West

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### **RECOMMENDATION:**

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

### **Report Summary:**

Administration is seeking approval from Council to affect clean-up and removal of various items at 7165 Grant Road West to ensure compliance with Bylaw No. 296, *Unsightly Premises and Objectionable Situations Bylaw, 2007*.

### **Report:**

Administration is seeking approval from Council to affect clean-up and removal of various items at 7165 Grant Road West to ensure compliance with Bylaw No. 296, *Unsightly Premises and Objectionable Situations Bylaw, 2007*. The property in question is currently in violation of the bylaw due to numerous discarded items throughout the yard, including a temporary structure covered by a rotting tarp in the front yard; garbage throughout the property; and tall grass and weeds. Remediation of these issues would bring the property into compliance with Bylaw No. 296, *Unsightly Premises and Objectionable Situations Bylaw, 2007*.

The request for implementing the remedial action is not taken lightly. Repeated inspections have not garnered the results expected of a property owner willing to cooperate. All efforts to involve the property owners have netted zero results. Letters have been sent to, and a phone message left for the property owner identifying the concerns, as well as how to remedy the situation, which would conclude any required enforcement action.

The District of Sooke will bear the initial cost of the clean-up; however, all charges not paid by the property owner will result in the unpaid amount being added to the property taxes.

An opportunity for the property owner to be heard regarding this matter must be afforded by Council. A letter was sent to the Property Owner advising of this opportunity.

### **Legal Impacts:**

Relevant Legislation:

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

Policy No. 9.1, *Unsightly Premises and Objectionable Situations Policy, 2007*;  
*Community Charter [SBC 2003] Chapter 26, S. 8 Fundamental powers*;  
*Community Charter [SBC 2003] Chapter 26, S. 16 Authority to enter on or into property*;  
*Community Charter [SBC 2003] Chapter 26, S. 17 Municipal action at defaulter's expense*  
*Community Charter [SBC 2003] Chapter 26, S. 64 Nuisances, disturbances and other objectionable situations.*

**Budget/Financial Impacts:**

The District of Sooke will bear the initial costs of the clean-up, with the costs ultimately born by the property owner, either at the time of service or on their property taxes.

**Frequently Asked Questions:**

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

A. In August 2013, complaints were received, regarding the unsightly conditions, during which time the property was occupied. The property is now vacant.

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

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

**Strategic Relevance:**

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

**Attached Documents:**

[Authorities - Unsightly Premises RPT](#)



## Unsightly Premises and Other Objectionable Situations Policy, 2007

---

### Purpose:

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

### Policy Statement:

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

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

### **Procedures**

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



## DISTRICT OF SOOKE

### BYLAW No. 296

---

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

---

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

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

#### **Prohibitions**

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

### **Removal Required**

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

### **Non-compliance**

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

### **Rubbish on Public or Private Property**

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

### **Graffiti on Public or Private Property**

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



### **Right of Entry**

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

### **No Interference**

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

### **Offence and Penalties**

9. Any person who contravenes this bylaw is liable upon summary conviction to a fine not exceeding \$10,000 and the cost of prosecution. Every day during which there is an infraction of this bylaw shall constitute a separate offence.
10. This bylaw may be enforced by means of a ticket in the form prescribed for the purpose of section 264 of the *Community Charter*.
11. Bylaw enforcement officers are designated to enforce this bylaw pursuant to section 264(1)(b) of the *Community Charter*.
12. The words or expressions set forth in Column 1 of Schedule A of this bylaw are authorized pursuant to section 264(1)(c) of the *Community Charter* to designate the offence committed under the bylaw section number appearing in Column 2 opposite the respective words or expressions.
13. The amounts appearing in Column 3 of Schedule A of this bylaw are the fines established by Council pursuant to section 265(1)(a) of the *Community Charter* for the corresponding offence designated in Column 1.

### **Severability**

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

**Repeal of Existing Bylaw**

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

Introduced and read a first time the 10<sup>th</sup> day of April, 2007.

Read a second time the 10<sup>th</sup> day of April, 2007.

Public Information Meeting the 22<sup>nd</sup> day of May, 2007.

Amended the 7<sup>th</sup> day of June, 2007.

Read a third time the 7<sup>th</sup> day of June, 2007.

Adopted on the 11<sup>th</sup> day of June, 2007.

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Janet Evans  
Mayor

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Evan Parliament  
Chief Administrative Officer

**SCHEDULE "A"**

**MUNICIPAL TICKET INFORMATION DESIGNATIONS**

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

This Act is Current to January 18, 2017

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

## **COMMUNITY CHARTER**

### **[SBC 2003] CHAPTER 26**

## **Part 2 — Municipal Purposes and Powers**

### **Division 1 — Purposes and Fundamental Powers**

#### **Municipalities and their councils**

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

#### **Municipal purposes**

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

#### **Fundamental powers**

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

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

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

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

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

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

(a) are separate powers that may be exercised independently of one another,

(b) include the power to regulate, prohibit and impose requirements, as applicable, respecting persons, property, things and activities in relation to the matter, and

(c) may not be used to do anything that a council is specifically authorized to do under Part 14 [*Planning and Land Use Management*] or Part 15 [*Heritage Conservation*] of the *Local Government Act* .

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

(a) to provide that persons may engage in a regulated activity only in accordance with the rules established by bylaw;

(b) to prohibit persons from doing things with their property;

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

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

(10) Powers provided to municipalities under this section

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

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

(11) For certainty,

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

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

### **Spheres of concurrent authority**

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

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

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

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

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

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

(i) prohibit soil removal, or

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

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

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

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

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

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

**Authority to enter on or into property**

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

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



**Municipal action at defaulter's expense**

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

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

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

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

**Authority to discontinue providing a service**

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

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

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

(2) A bylaw under subsection (1)

(a) must include provision for reasonable notice, and

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

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

### **Nuisances, disturbances and other objectionable situations**

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

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



## **Morwenna Holdings Ltd.**

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### **RECOMMENDATION:**

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.

### **Report Summary:**

Staff is requesting Council authorize approval for funding of expenditures from CAO Operating Contingency and Legal budgets.

### **Previous Council Action:**

At the February 14, 2017, Regular meeting of Council, the agreement for Morwenna Holdings Ltd. was extended to March 31, 2017, and \$10,000 was approved to be paid from Council Contingency.

### **Report:**

On November 14, 2016, Council approved an extension of the Morwenna Holdings Ltd. agreement from November 30, 2016, to January 31, 2017. No budget area was identified at that time to fund the January 2017 expenses. At the February 14, 2017, Regular meeting of Council, the agreement was extended to March 31, 2017, and up to \$10,000 was approved from Council Contingency to fund the estimated remaining invoices. Staff have since determined the total for January to March 31, 2017, will approximate \$18,000, and is requesting that the remaining negotiating/bargaining related costs be funded from the Legal budget and the remaining non-negotiating/bargaining costs be funded from the CAO Operating Contingency.

### **Legal Impacts:**

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

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

Funding currently exists in the 2017 budget to provide for the costs described above (OCP costs will not be more than \$10,000). The requested authorization would not result in an increase to any of the lines within Schedule A to the Five Year Financial Plan Amendment Bylaw, 639-1. As a result, there is no requirement for a bylaw amendment.

### **Strategic Relevance:**





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

Received at the March 13, 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>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
<b>Property Taxes</b>	6,647,835	7,182,457	7,711,045	8,360,210	8,850,799	9,164,642
<b>Parcel Taxes</b>	1,661,520	1,691,880	2,188,880	2,188,880	2,188,880	2,188,880
<b>Fees and Charges</b>	1,404,006	1,426,374	1,480,410	1,480,410	1,480,410	1,480,410
<b>Other Sources</b>	6,171,924	5,168,826	9,162,272	4,914,301	4,340,836	4,366,901
<b>Transfer from Own Funds</b>	2,557,041	3,930,037	2,977,663	1,510,341	1,829,326	2,042,447
	<u>18,442,326</u>	<u>19,399,574</u>	<u>23,520,270</u>	<u>18,454,142</u>	<u>18,690,251</u>	<u>19,243,279</u>

**Expenditures**

<b>Debt - Principal and Interest</b>	981,491	1,329,789	1,474,086	1,533,454	1,528,484	1,382,141
<b>Capital Expenditures</b>	4,301,239	4,381,672	7,913,002	2,551,650	2,368,950	2,811,250
<b>Transfer to Own Funds</b>	1,460,269	1,041,763	1,302,211	1,451,472	1,816,604	1,996,735
<b>Other Municipal Purposes</b>	11,699,326	12,646,350	12,830,971	12,917,566	12,976,213	13,053,154
	<u>18,442,326</u>	<u>19,399,574</u>	<u>23,520,270</u>	<u>18,454,142</u>	<u>18,690,251</u>	<u>19,243,279</u>

**Proportion of funding by source**

<b>Funding Source</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
	<b>%</b>	<b>%</b>	<b>%</b>	<b>%</b>	<b>%</b>
<b>Property Taxes</b>	36.05%	37.02%	32.78%	45.30%	47.36%
<b>Parcel Taxes</b>	9.01%	8.72%	9.31%	11.86%	11.71%
<b>Fees and Charges</b>	7.61%	7.35%	6.29%	8.02%	7.92%
<b>Other Sources</b>	33.47%	26.64%	38.95%	26.63%	23.23%
<b>Transfer from Own Funds</b>	13.87%	20.26%	12.66%	8.18%	9.79%

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

	2016 Amended (restated)	2016 Actual	2017	2016	2019	2020	2021
<b>Funding Sources:</b>							
Municipal general property taxes	6,529,708	6,529,708	7,018,784	7,581,045	8,230,210	8,720,799	9,034,642
Non market change	118,127	111,105	163,673	130,000	130,000	130,000	130,000
Total municipal taxes	6,647,835	6,640,813	7,182,457	7,711,045	8,360,210	8,850,799	9,164,642
Sewer Parcel Taxes	1,661,520	1,660,552	1,691,880	2,188,880	2,188,880	2,188,880	2,188,880
Net taxes available for municipal purposes	230,506	226,502	247,500	247,500	247,500	247,500	247,500
Government transfers and grants	1,923,768	1,910,359	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	60,000	60,000
Proceeds from borrowing	1,420,000	1,420,000	1,000,000	4,900,000	600,000	-	-
Offset for amortization	2,537,650	2,537,650	2,563,026	2,751,472	2,803,501	2,830,036	2,856,101
<b>Total Other Sources</b>	<b>6,171,924</b>	<b>6,154,511</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	169,641	153,630	77,750	77,750	77,750	77,750	77,750
Penalties and fines	205,000	181,297	185,000	185,000	185,000	185,000	185,000
Developer cost charges (Roads)	52,000	52,000	100,000	100,000	100,000	100,000	100,000
Licenses and permits	531,404	590,101	566,392	566,392	566,392	566,392	566,392
Lease and rental	52,340	50,222	33,464	-	-	-	-
Developer cost charges (Sewer)	34,538	50,230	100,000	100,000	100,000	100,000	100,000
Sewer generation charges	359,084	332,585	363,768	451,268	451,268	451,268	451,268
<b>Total Fees and Charges</b>	<b>1,404,006</b>	<b>1,410,065</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 shoe)	1,274,390	873,770	2,534,022	2,130,002	697,650	1,021,605	1,381,069
Transfers from reserves for general capital (Protective Services)	-	-	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)	160,096	160,096	303,666	298,696	293,926	288,956	142,613
Transfers from surplus for general capital	224,695	178,353	250,000	30,000	-	-	-
Transfers from surplus for operating	317,172	317,316	266,676	-	-	-	-
Transfer from reserves for debt principal (Sewer DCC)	295,519	295,519	295,519	295,519	295,519	295,519	295,519
Transfers from reserves for sewer capital	150,000	135,264	-	-	-	-	-
Transfers from surplus (sewer repayment)	135,169	72,312	-	-	-	-	-
Total Transfers from Own Funds	2,957,041	2,032,630	3,930,037	2,977,663	1,510,341	1,829,326	2,042,447
<b>Total Funding Sources:</b>	<b>18,442,326</b>	<b>17,898,571</b>	<b>19,399,574</b>	<b>23,520,270</b>	<b>18,454,142</b>	<b>18,690,251</b>	<b>19,243,279</b>
<b>Expenditures:</b>							
Debt Servicing:							
- General Government	203,145	203,145	552,768	504,750	499,780	494,810	348,467
- Fire Department	92,987	92,987	91,663	91,507	155,845	155,845	155,845
- Sewer Fund	685,359	685,359	685,359	877,829	877,829	877,829	877,829
Total Debt Servicing	981,491	981,491	1,329,789	1,474,086	1,533,454	1,528,484	1,382,141
Capital Expenditures:							
- General Government	4,151,239	3,587,372	4,020,972	3,249,002	2,431,650	2,248,950	2,746,250
- Sewer Fund	150,000	135,264	360,700	4,664,000	120,000	120,000	65,000
Total Capital Expenditures	4,301,239	3,722,636	4,381,672	7,913,002	2,551,650	2,368,950	2,811,250
Transfers to Reserves	1,460,268	1,562,062	1,041,763	1,302,211	1,451,472	1,816,604	1,956,735
Other Municipal Purposes:							
Council	482,950	382,573	417,162	297,437	294,937	297,437	294,937
CAO's Office	446,891	376,579	510,200	485,200	470,200	455,200	475,200
Corporate Services	865,262	984,055	1,103,481	944,449	938,199	938,199	949,608
Financial Services	948,910	1,050,964	884,870	865,517	853,517	961,142	958,642
Development Services	1,907,359	1,805,895	2,099,482	2,099,567	2,110,485	2,146,763	2,132,398
Protective Services	3,010,069	3,081,555	3,682,553	3,572,605	3,607,003	3,632,693	3,646,544
Amortization	2,537,650	2,537,650	2,563,026	2,751,471	2,803,501	2,830,036	2,856,101
Sewer Operations	1,490,236	1,414,111	1,394,577	1,714,724	1,739,724	1,714,724	1,739,724
Total Other Municipal Purposes:	11,699,326	11,632,362	12,646,350	12,830,971	12,917,566	12,976,213	13,053,154
<b>Total Expenditures:</b>	<b>18,442,326</b>	<b>17,898,571</b>	<b>19,399,574</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	6,529,708		7,018,784	7,581,045	8,230,210	8,720,799	9,034,642
% increase in property taxes	0.55%		5.58%	5.55%	6.73%	4.31%	2.08%
Municipal General Property Taxes including Non Market Change	6,647,835		7,182,457	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**

	2016 Budget	2016 Actual	2017	2018	2019	2020	2021
<b>General Government Services</b>							
<b>Council</b>							
Salaries	81,280	76,349	81,300	81,300	81,300	81,300	81,300
Benefits	1,559	1,861	1,600	1,600	1,600	1,600	1,600
Travel/conferences/education	27,591	20,727	27,600	27,600	27,600	27,600	27,600
Public and Government relations	5,500	11,019	6,500	6,500	6,500	6,500	6,500
Primary Health Care Services Working Group	5,000	1,094	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	-	1,700	2,500	2,500	2,500	2,500	2,500
Communities in Bloom	3,121	2,762	-	2,500	-	2,500	-
Contingency	86,000	37,487	35,000	35,000	35,000	35,000	35,000
<b>Community Service Agreements:</b>							
Sooke Region Community Health Initiative	17,500	17,500	17,500	-	-	-	-
Sooke Region Community Health Network MOU	40,000	10,000	30,000	-	-	-	-
Sooke Community Association	28,000	28,000	28,000	-	-	-	-
Chamber of Commerce	28,150	16,829	-	-	-	-	-
Sooke Region Tourism Association	23,000	23,000	23,000	-	-	-	-
Visitor Information Centre	20,808	20,808	21,225	-	-	-	-
<b>Total Community Service Agreements</b>	<b>157,458</b>	<b>116,137</b>	<b>119,725</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Annual Grants:</b>							
Sooke Food Bank Society	-	-	10,000	-	-	-	-
Citizens on Patrol Sooke	-	-	2,800	-	-	-	-
EMCS Society for the Sooke Youth Council	-	-	3,500	-	-	-	-
JDF Regional Park Watch Society	-	-	5,000	-	-	-	-
Sooke Community Arts Council	-	-	4,000	-	-	-	-
Sooke Residents in Need Society - Crisis Centre	-	-	6,120	-	-	-	-
Sooke Lions Club	-	-	5,000	-	-	-	-
Sooke Family Resource Society	-	-	2,000	-	-	-	-
Sooke Region Food CHI	-	-	7,000	-	-	-	-
Sooke Fine Arts Society	-	-	7,000	-	-	-	-
Vancouver Island South Film & Media Commission	-	-	500	-	-	-	-
Sooke Transition Town - Wild Wise Sooke	-	-	2,925	-	-	-	-
Need 2 - Suicide Prevention Education & Awareness	-	-	1,592	-	-	-	-
<b>Total Annual Grants</b>	<b>72,788</b>	<b>65,760</b>	<b>57,437</b>	<b>57,437</b>	<b>57,437</b>	<b>57,437</b>	<b>57,437</b>
Community Grants	50,000	46,400	50,000	50,000	50,000	50,000	50,000
Canada Day Fireworks	2,653	2,977	3,000	3,000	3,000	3,000	3,000
Sooke Christmas Bureau	-	-	15,000	15,000	15,000	15,000	15,000
<b>Total</b>	<b>492,950</b>	<b>382,573</b>	<b>417,162</b>	<b>297,437</b>	<b>294,937</b>	<b>297,437</b>	<b>294,937</b>

General Government Services CAO's Office		2016 Budget	2016 Actual	2017	2018	2019	2020	2021
Salaries	145,545	140,058	140,000	140,000	140,000	140,000	140,000	140,000
Benefits	27,346	33,500	25,700	25,700	25,700	25,700	25,700	25,700
Travel	-	-	2,500	2,500	2,500	2,500	2,500	2,500
Memberships	-	-	2,000	2,000	2,000	2,000	2,000	2,000
Professional Development	15,000	15,168	15,000	15,000	15,000	15,000	15,000	15,000
Legal	100,000	93,795	150,000	130,000	100,000	100,000	100,000	100,000
Economic Development (conference hosting)	5,000	1,234	5,000	-	-	-	-	-
Economic Development (MRDT business plan)	-	-	10,000	-	-	-	-	-
Strategic Plan	-	-	-	-	15,000	-	-	-
OCP	5,000	6,616	10,000	-	-	-	-	-
Long-term Plans	20,000	2,100	-	20,000	20,000	20,000	20,000	40,000
Operating Contingency	129,000	83,108	150,000	150,000	150,000	150,000	150,000	150,000
	<b>446,891</b>	<b>375,579</b>	<b>510,200</b>	<b>485,200</b>	<b>470,200</b>	<b>455,200</b>	<b>475,200</b>	

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

	2016	2016	2017	2018	2019	2020	2021
	Budget	Actual					
<b>Corporate Services</b>							
Salaries	449,930	602,074	707,715	566,929	566,929	566,929	553,584
Benefits	107,527	130,056	174,652	156,406	156,406	156,406	154,585
Professional Development	25,000	25,280	25,000	25,000	25,000	25,000	25,000
Memberships	3,500	1,895	2,000	2,000	2,000	2,000	2,000
Travel	5,000	714	5,000	5,000	5,000	5,000	5,000
Specialty office supplies	1,500	5,608	1,500	1,500	1,500	1,500	1,500
Hospitality and meals	1,500	1,783	1,500	1,500	1,500	1,500	1,500
Elections	1,800	142	12,500	12,500	6,250	6,250	6,250
Legislative Dues/Subscriptions	2,000	3,157	3,000	3,000	3,000	3,000	3,000
Advertising/Communications	30,000	31,586	30,000	30,000	30,000	30,000	30,000
Recruitment costs - travel	4,000	6,057	2,500	2,500	2,500	2,500	2,500
Recruitment costs - advertising	1,500	4,947	1,500	1,500	1,500	1,500	1,500
Reception Coverage	27,500	-	-	-	-	-	-
Contingency (staffing coverage)	3,121	-	-	-	-	-	-
Bylaw Vehicle Insurance	1,070	1,041	1,036	1,036	1,036	1,036	1,036
Bylaw Vehicle Fuel	1,698	2,182	1,698	1,698	1,698	1,698	1,698
Bylaw Vehicle Maintenance	416	636	500	500	500	500	500
Freight/courier	1,200	1,334	1,200	1,200	1,200	1,200	1,200
Postage	5,500	5,981	5,500	5,500	5,500	5,500	5,500
Office supplies	18,000	22,937	18,000	18,000	18,000	18,000	18,000
Subscriptions and Corporate Memberships	7,500	8,973	9,000	9,000	9,000	9,000	9,000
Records management and offsite storage	35,000	12,242	19,000	19,000	19,000	19,000	19,000
Occupational Health and Safety	1,800	885	1,800	1,800	1,800	1,800	1,800
Operating supplies	5,000	2,569	5,000	5,000	5,000	5,000	5,000
Natural Gas	8,000	5,874	-	-	-	-	-
Water	5,200	2,799	5,200	5,200	5,200	5,200	-
Electricity	35,000	28,910	10,000	10,000	10,000	10,000	10,000
Waste removal	6,000	5,065	6,000	6,000	6,000	6,000	6,000
Security	-	1,200	1,200	1,200	1,200	1,200	1,200
Contracted maintenance	55,000	52,272	31,480	31,480	31,480	31,480	31,480
Other outside services	15,000	15,856	20,000	20,000	20,000	20,000	20,000
	<b>865,262</b>	<b>984,055</b>	<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>865,262</b>	<b>984,055</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>	143,832	143,832	145,270	147,449	150,398	151,902	153,000
<b>Total Corporate Services</b>	<b>\$ 1,009,094</b>	<b>\$ 1,127,887</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**

	2016 Budget	2016 Actual	2017	2018	2019	2020	2021
<b>Financial Services</b>							
<b>Financial Administration:</b>							
Salaries	228,874	259,813	237,968	239,825	239,825	239,825	239,825
Benefits	56,542	69,047	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	150
Travel	1,000	379	1,000	1,000	1,000	1,000	1,000
Professional Development	4,000	4,403	4,000	4,000	4,000	4,000	4,000
Memberships	2,000	2,065	2,000	2,000	2,000	2,000	2,000
Tax adjustments	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Banking	9,200	10,106	9,200	9,200	9,200	9,200	9,200
Property Tax Interest Expense (prepayment)	4,000	4,413	4,000	4,000	4,000	4,000	4,000
Tax forms and supplies	8,200	8,481	8,200	8,200	8,200	8,200	8,200
Property Tax Stabilization contingency	10,000	19,252	10,000	10,000	10,000	10,000	10,000
Interest on Refundable Deposits	4,000	5,342	4,000	4,000	4,000	4,000	4,000
Audit	34,000	39,000	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)	110,943	112,976	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	10,000
Insurance claims	10,000	1,860	10,000	10,000	10,000	10,000	10,000
	<b>493,909</b>	<b>538,506</b>	<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	141,714	171,168	146,210	148,417	148,417	148,417	148,417
Benefits	37,403	39,136	38,161	38,400	38,400	38,400	38,400
Specialty Office Supplies	800	620	800	800	800	800	800
Travel	1,000	522	1,000	1,000	1,000	1,000	1,000
Memberships	-	-	700	700	700	700	700
Professional Development	2,500	1,399	2,500	2,500	2,500	2,500	2,500
Asset Management Training	5,000	8,871	5,000	-	-	-	-
Data acquisition and consulting	2,000	1,400	11,000	11,000	11,000	11,000	11,000
	<b>190,417</b>	<b>223,116</b>	<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	72,419	75,387	140,713	142,838	142,838	142,838	142,838
Benefits	18,965	18,846	37,535	37,765	37,765	37,765	37,765
Less: Allocation to Sewer Fund	-	-	(44,562)	(45,151)	(45,151)	(45,151)	(45,151)
Professional Development	5,000	4,369	6,700	6,700	6,700	6,700	6,700
Telephone	17,000	17,188	17,000	17,000	17,000	17,000	17,000
Copy/service charges	4,500	8,239	4,500	4,500	4,500	4,500	4,500
Equipment lease/rental	16,600	18,370	22,900	25,900	25,900	25,900	25,900
Website maintenance	2,000	1,068	2,000	2,000	2,000	2,000	2,000
Software Licensing	84,800	88,772	98,700	82,875	70,875	78,500	71,000

	Budget	Actual	2017	2018	2019	2020	2021
Staff IT Software Training	5,900	2,025	6,300	6,300	6,300	6,300	6,300
IT Consulting/Back-up	10,000	4,140	7,500	-	-	-	-
LAN/PC's/Networking/Internet	27,400	50,938	73,540	73,540	73,540	73,540	73,540
	<b>264,584</b>	<b>289,342</b>	<b>372,826</b>	<b>354,267</b>	<b>342,267</b>	<b>349,892</b>	<b>342,392</b>
<b>Total Financial Services</b>	<b>948,910</b>	<b>1,050,964</b>	<b>984,870</b>	<b>965,517</b>	<b>953,517</b>	<b>961,142</b>	<b>958,642</b>

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

	2016		2017	2018	2019	2020	2021
	Budget	Actual					
<b>Development Services</b>							
<b>Engineering Operations</b>							
Salaries	441,114	356,909	311,974	323,127	323,127	323,127	323,127
Benefits	83,204	82,450	77,016	78,200	78,200	78,200	78,200
Vehicle Insurance	1,700	1,795	1,652	1,652	1,652	1,652	1,652
Vehicle Maintenance	700	150	700	700	700	700	700
Specialty office supplies	1,061	1,641	1,061	1,061	1,061	1,061	1,061
Travel	1,061	143	1,061	1,061	1,061	1,061	1,061
Professional Development	10,000	3,789	10,000	10,000	10,000	10,000	10,000
Memberships	1,403	1,100	1,403	1,403	1,403	1,403	1,403
Consulting	10,000	9,512	10,000	10,000	10,000	10,000	10,000
	<b>550,243</b>	<b>457,489</b>	<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	244,084	245,713	252,380	256,166	260,008	263,908	267,867
Line Painting and Signage	5,000	11,211	10,000	10,000	10,000	10,000	10,000
Rainwater Infrastructure Maintenance	50,000	6,263	100,000	100,000	100,000	100,000	100,000
DCC Bylaw Review - Roads	10,000	-	25,000	-	-	25,000	-
Public Works Yard Maintenance	2,000	-	5,000	5,000	5,000	5,000	5,000
	<b>311,084</b>	<b>263,187</b>	<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	70,000	54,271	85,000	89,250	93,713	98,398	103,318
Street lighting electricity - District	20,000	32,722	30,000	31,500	33,075	34,729	36,465
Street lighting contracted maintenance - District	8,500	6,439	8,500	8,500	8,500	8,500	8,500
Traffic lights electricity	3,000	4,074	3,500	3,500	3,500	3,500	3,500
Crossing guards	14,000	14,000	14,000	14,000	14,000	14,000	14,000
	<b>115,500</b>	<b>111,506</b>	<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	192,105	233,322	256,706	260,235	260,235	260,235	260,235
Benefits	51,652	65,244	66,894	67,437	67,437	67,437	67,437
Specialty office supplies	1,400	2,557	1,400	1,400	1,400	1,400	1,400
Travel	500	-	500	500	500	500	500
Professional Development	7,500	3,589	7,500	7,500	7,500	7,500	7,500
Memberships	1,100	1,052	1,100	1,100	1,100	1,100	1,100
	<b>254,257</b>	<b>305,764</b>	<b>334,100</b>	<b>338,172</b>	<b>338,172</b>	<b>338,172</b>	<b>338,172</b>
<b>Building Inspection</b>							
Salaries	182,365	174,024	252,657	256,125	256,125	256,125	256,125
Benefits	52,496	43,342	70,868	71,312	71,312	71,312	71,312
Specialty office supplies	1,500	1,240	1,500	1,500	1,500	1,500	1,500
Professional Development	5,000	1,032	5,000	5,000	5,000	5,000	5,000
Travel	500	-	500	500	500	500	500
Memberships	1,081	972	1,081	1,081	1,081	1,081	1,081
Vehicle maintenance	1,000	-	1,000	1,000	1,000	1,000	1,000
Consulting	5,000	280	5,000	5,000	5,000	5,000	5,000
Vehicle insurance	816	795	778	778	778	778	778
	<b>249,758</b>	<b>221,685</b>	<b>338,384</b>	<b>342,296</b>	<b>342,296</b>	<b>342,296</b>	<b>342,296</b>
<b>Community Spaces</b>							

<b>Development Services</b>							
	<b>Budget</b>	<b>Actual</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</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	229,602	249,660	-	51,877	52,915	53,973	53,973
Parks Materials and Supplies	13,635	-	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	18,000	25,903	5,000	5,000	5,000	5,000	5,000
Community Clean Up Events	58,750	74,216	8,200	8,200	8,200	8,200	8,200
Banners	-	-	20,000	20,000	20,000	20,000	20,000
Seasonal Adornment	40,000	32,615	18,000	18,000	18,000	18,000	18,000
Boat Launch Parking Lease	10,500	10,500	10,880	10,880	10,880	10,880	10,880
Boat Launch Trail	17,248	18,333	24,000	24,000	24,000	24,000	24,000
Boat Launch operating and Maintenance	24,282	23,037	500	500	500	500	500
Downtown Parking Lease	14,000	12,000	-	-	-	-	-
Harbourway Walkway License	500	-	469,752	473,979	475,017	476,075	476,075
<b>Subtotal before amortization</b>	<b>1,907,359</b>	<b>1,805,895</b>	<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>Amortization</b>							
Amortization - Recreation and Culture	131,838	131,838	133,156	135,154	137,857	139,235	140,628
Amortization - Engineering Services	1,431,193	1,431,193	1,445,505	1,467,187	1,496,531	1,511,496	1,526,611
Amortization - Storm Sewer	105,909	105,909	106,968	108,572	110,744	111,851	112,970
<b>Total Amortization</b>	<b>1,668,939</b>	<b>1,668,939</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>3,576,298</b>	<b>3,474,834</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**

	2016 Budget	2016 Actual	2017	2018	2019	2020	2021
<b>Protective Services</b>							
<b>Policing</b>							
Contract with RCMP	1,702,497	1,785,524	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	5,792
Regional Domestic Violence Unit	8,597	-	11,500	11,500	11,500	11,500	11,500
Mobile Youth Services Team	3,300	3,348	3,500	3,500	3,500	3,500	3,500
Diversity and Advisory Committee	-	-	350	350	350	350	350
Crime Stoppers Funding	3,135	-	3,800	3,800	3,800	3,800	3,800
CR Action Team	1,307	-	-	-	-	-	-
Source Information	2,122	6,628	7,000	7,000	7,000	7,000	7,000
Community Liaison Officer	4,330	-	-	-	-	-	-
	<b>1,731,081</b>	<b>1,795,500</b>	<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	10,000	7,922	8,000	8,000	8,000	8,000	8,000
Office supplies	1,000	180	800	800	800	800	800
EOC radio operations	2,000	1,131	2,000	2,000	2,000	2,000	2,000
Emergency Program Vehicle Maintenance	1,530	2,907	1,500	1,500	1,500	1,500	1,500
Communications	1,440	1,180	1,400	1,400	1,400	1,400	1,400
Professional Development	4,080	-	3,000	3,000	3,000	3,000	3,000
Volunteer Training General	1,600	450	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	2,100
	<b>23,750</b>	<b>13,770</b>	<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	567,595	533,718	578,701	553,923	564,388	575,923	587,825
Benefits	141,199	139,047	167,882	156,158	157,898	159,809	161,758
Overtime	20,000	75,460	80,000	80,000	80,000	80,000	80,000
Operating supplies	3,500	3,156	3,500	3,500	3,500	3,500	3,500
Office supplies	2,500	1,486	2,500	2,500	2,500	2,500	2,500
Office equipment leases	800	687	800	800	800	800	800
Staff Training	27,000	22,681	10,000	10,000	13,000	13,000	13,000
OH&S training	1,500	1,150	1,000	1,000	1,000	1,000	1,000
Memberships	1,188	998	1,188	1,188	1,188	1,188	1,188
Subscriptions	2,122	2,277	2,122	2,122	2,122	2,122	2,122
Hospitality - operating supplies	3,800	5,764	4,000	4,000	4,000	4,000	4,000
Appreciation Dinner	12,000	13,125	12,000	12,000	14,000	14,000	14,000
	<b>783,205</b>	<b>799,549</b>	<b>863,694</b>	<b>827,192</b>	<b>844,397</b>	<b>857,842</b>	<b>871,694</b>
<b>Volunteer Firefighters</b>							
Duty officer remuneration	33,310	32,756	33,310	33,310	33,310	33,310	33,310
First response duty remuneration	27,779	26,044	27,779	27,779	27,779	27,779	27,779
Relief worker wages/remuneration	65,918	61,725	75,636	77,773	79,728	81,703	81,703
Volunteer Performance Incentive	25,000	25,000	30,000	35,000	40,000	45,000	45,000
Volunteer Association Payment	37,779	37,779	37,779	37,779	37,779	37,779	37,779



	Budget	Actual	2017	2018	2019	2020	2021
<b>Protective Services</b>							
EAP Benefits	-	-	1,512	1,512	1,512	1,512	1,512
WCB Benefits	450	457	450	450	450	450	450
Medical testing	2,900	3,490	2,900	2,900	2,900	2,900	2,900
Recruitment	2,000	253	2,500	3,000	3,000	3,000	3,000
	<b>195,136</b>	<b>205,003</b>	<b>211,866</b>	<b>219,503</b>	<b>226,458</b>	<b>233,433</b>	<b>233,433</b>
<b>Training</b>							
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	1,123	-	500	500	500	500	500
Operating supplies	1,855	3,004	1,855	1,855	1,855	1,855	1,855
	<b>2,978</b>	<b>3,004</b>	<b>38,855</b>	<b>38,855</b>	<b>42,855</b>	<b>44,855</b>	<b>44,855</b>
<b>Telecommunications</b>							
CREST	47,142	45,508	47,000	64,917	66,155	67,424	67,424
Telephone and Data services	11,241	18,158	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	9,274	2,645	2,645	2,645	2,645	2,645
	<b>61,028</b>	<b>72,940</b>	<b>61,886</b>	<b>79,803</b>	<b>81,041</b>	<b>82,310</b>	<b>82,310</b>
<b>Inspections and Prevention</b>							
Operating supplies	1,119	165	1,119	1,119	1,119	1,119	1,119
Community Education	3,843	3,550	3,843	3,843	3,843	3,843	3,843
	<b>4,962</b>	<b>3,715</b>	<b>4,962</b>	<b>4,962</b>	<b>4,962</b>	<b>4,962</b>	<b>4,962</b>
<b>Station Maintenance</b>							
Fire Hall #1							
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
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>-</b>	<b>-</b>	<b>42,640</b>	<b>42,640</b>	<b>42,640</b>	<b>42,640</b>	<b>42,640</b>
Fire Hall #2							
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>-</b>	<b>-</b>	<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	14,394	11,978	11,978	11,978	11,978	11,978
Benefits	1,463	2,114	1,463	1,463	1,463	1,463	1,463
Fuel	14,705	10,755	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	22,950	21,531	17,136	17,136	17,136	17,136	17,136
Tire replacement	2,500	5,135	3,500	3,500	3,500	3,500	3,500
Repairs or fabrication	18,000	20,521	4,200	4,200	4,200	4,200	4,200
Outside repair services	20,000	7,968	-	-	-	-	-
	<b>91,596</b>	<b>82,418</b>	<b>75,982</b>	<b>75,982</b>	<b>80,982</b>	<b>83,982</b>	<b>83,982</b>

<b>Protective Services</b>	<b>Budget</b>	<b>Actual</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</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	30,000	27,157	25,000	25,000	25,000	25,000	25,000
SCBA maintenance	10,000	4,604	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	4,199	4,000	4,000	4,000	4,000	4,000
	<b>44,000</b>	<b>35,960</b>	<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	14,014	11,359	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	9,157	9,786	3,000	3,000	3,000	3,000	3,000
Coveralls - Forestry - Maintenance	-	-	3,000	3,000	3,000	2,000	2,000
Other required PP equipment	-	-	500	500	500	500	500
	<b>23,171</b>	<b>21,145</b>	<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	8,378	7,827	7,000	7,000	7,000	7,000	7,000
East Sooke Fire Contract	40,784	40,724	40,784	40,784	40,784	40,784	40,784
	<b>49,162</b>	<b>48,551</b>	<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>1,255,238</b>	<b>1,272,285</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>3,010,069</b>	<b>3,081,555</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	248,731	248,731	251,219	254,987	260,087	262,687	265,000
<b>Total Protective Services (less debt)</b>	<b>3,258,800</b>	<b>3,330,286</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

Fiscal Services	2016		2017	2018	2019	2020	2021
	Budget	Actual					
<b>Debt servicing</b>							
MFA lease (Fire - equipment and vehicles) - principal	1,322	1,322			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	20,723	20,723
Provincial Debt (Fire - Ladder Truck) - interest	27,892	27,892	27,892	27,892	27,892	27,892	27,892
MFA loan ( 50% Fire and 50% General - building) - principal and interest	86,100	86,100	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	160,096	160,096	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>296,133</b>	<b>296,133</b>	<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	100,000	100,000	-	-	-	-	-
SPA Reserve	9,000	7,290	11,100	11,100	11,100	11,100	11,100
Capital Works Reserve (GST)	60,000	60,000	10,000	10,000	60,000	100,000	150,000
Capital Improvement Financing Reserve	12,000	12,000	20,567	12,000	12,000	12,000	12,000
Future Policing Costs	44,746	44,746	85,000	85,240	85,240	85,240	85,240
Sewer Reserve Fund	175,066	242,291	10,531	279,114	298,114	323,114	353,114
Capital Asset Replacement Reserve (Minimum per Bylaw)	12,439	12,439	12,815	13,007	13,268	13,400	13,531
Transfer to Capital Asset Replacement Reserve - Non-market change revenue	118,127	118,127	20,000	20,000	100,000	150,000	200,000
Capital Asset Replacement Reserve (Recommended additional)	100,000	100,000	-	-	-	250,000	300,000
	<b>631,378</b>	<b>696,893</b>	<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	1,800	1,750	1,750	1,750	1,750	1,750
Casino revenues	244,641	253,721	245,000	245,000	245,000	245,000	245,000
Road DCCS	52,000	74,767	100,000	100,000	100,000	100,000	100,000
Gas Tax revenues to Gas Tax Reserve	517,000	534,881	525,000	525,000	525,000	525,000	525,000
General revenues to Revenue Smoothing Reserve	13,500	-	-	-	-	-	-
	<b>828,891</b>	<b>865,169</b>	<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**

	2016		2017	2018	2019	2020	2021
	Budget	Actual					
<b>Capital</b>							
<b>Revenues</b>							
Transfers from Reserves							
Fire Equipment Reserve	93,400	93,422	55,000	-	-	-	-
Casino Reserve Fund	111,500	118,681	350,000	419,405	200,000	100,000	-
SPA Reserve	17,500	-	10,000	10,000	10,000	10,000	10,000
Capital Works Reserve (GST)	50,000	50,000	50,000	-	-	-	-
DCC Road Reserve	428,058	215,323	155,058	1,223,047	-	186,605	671,069
Community Works Reserve (Gas Tax)	256,763	138,770	1,099,570	200,000	400,000	650,000	700,000
Land Sale Reserve	1,071	1,071	73,393	-	-	-	-
Playing Field Reserve	-	-	400,000	-	-	-	-
Revenue Smoothing Reserve	-	-	71,000	-	-	-	-
Capital Asset Replacement Reserve	316,097	256,503	230,000	272,550	87,650	75,000	-
Capital Improvement Financing Reserve	-	-	40,000	5,000	-	-	-
	<b>1,274,390</b>	<b>873,770</b>	<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	433,500	429,453	60,000	-	-	-	-
Developer Contributions	240,000	261,869	-	-	-	-	-
Proceeds from borrowing	1,420,000	1,418,697	1,000,000	400,000	600,000	-	-
Transfer from Surplus	224,695	178,353	250,000	-	-	-	-
Taxation - Transfer from General Operating	558,654	425,230	176,950	719,000	1,134,000	1,227,345	1,365,181
	<b>2,876,849</b>	<b>2,713,602</b>	<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>4,151,239</b>	<b>3,587,372</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)	17,500	-	10,000	10,000	10,000	10,000	10,000
General Government	40,600	49,883	174,272	56,950	28,550	25,950	27,150
Public Works Yard	2,000	-	30,000	-	-	-	-
Buildings	46,500	40,790	310,000	55,000	60,000	45,000	45,000
Fire Department	93,400	93,422	55,000	455,600	659,100	144,000	50,100
Engineering	3,739,165	3,217,694	3,191,700	2,521,452	1,574,000	1,924,000	2,514,000
Public Space Enhancement Program	162,074	135,583	200,000	100,000	100,000	100,000	100,000
Seniors/Youth Centre	50,000	50,000	50,000	50,000	-	-	-
	<b>4,151,239</b>	<b>3,587,372</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>Total expenditures</b>	<b>4,151,239</b>	<b>3,587,372</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/Casino Reserve	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	-	-
General Government	Computer Equipment Replacement Plan	32,950	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Collabware SharePoint Upgrade	10,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Tempest Upgrade	1,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Temporary Electronic Plan Submission	47,322	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Asset Management Plan (Roads)	55,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Website refresh	2,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Other operating software	2,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		174,272	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Public Works Yard	Roof replacement	20,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Electrical	10,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		30,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
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	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		310,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fire Department	Safety Equipment	5,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Critical Equipment Replacement	50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		55,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Engineering Note 1	Road and Sidewalk Improvement Program	1,000,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Rounded/town Centre Project	311,570	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Electric Charging Station	80,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Town Centre	107,160	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Goodness Road Final Design	50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Murray/Horne Rd Rainwater Management Design	100,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Murray Rd Staircase Repair	25,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Sidewalk/Trail Maple S. to Northin	100,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Sidewalk/Other Point to Hope Centre	100,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Feasibility Study Demamier 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	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		3,131,700	250,000	130,000	71,000	55,000	400,000	200,000	155,058	904,570	40,000	1,071	40,000	1,000,000	1,000,000	40,000	1,000,000
Community Development	Public Space Enhancement Program (note 3)	200,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Seniors/Youth Centre	50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		250,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total		4,020,972	250,000	176,950	71,000	55,000	400,000	350,000	155,058	1,099,570	40,000	73,353	10,000	60,000	1,000,000	60,000	1,000,000

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 Assesment	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	100,000	-	-	-	-	-	-	-	-	-	-	-	-
		50,000	-	-	-	100,000	-	-	-	-	-	-	-	-
Total		150,000	-	-	-	-	-	-	-	-	-	-	-	-
		3,249,002	719,000	-	-	419,405	-	1,223,047	200,000	272,550	5,000	-	10,000	400,000

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 Asse Replacement	Land Sell/SPA Reserve									
Council	Arts Advisory Panel	10,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,000		
		10,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,000	
General Government	Computer Equipment Replacement Plan	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	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		600,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		659,100	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
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	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		300,000	-	300,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		12,000	-	12,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		12,000	-	12,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		1,574,000	-	974,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
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	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
			-	59,100	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
			-	59,100	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
			-	400,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
			-	250,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
			-	300,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
			-	12,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
			-	12,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
			-	974,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
			-	100,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
			-	100,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
			-	1,134,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
			-	1,134,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
			-	87,650	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
			-	87,650	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
			-	400,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
			-	400,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
			-	200,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
			-	200,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
			-	600,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
			-	600,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

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	-	-	-	-	-	-	-	-	-	-	-	-	-
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	-	-	-	-	-	-	-	-	-	-	-	-
Fire Department	Critical Equipment Replacement	15,000	15,000	-	-	-	-	-	-	-	-	-	-	-	-
		45,000	45,000	-	-	-	-	-	-	-	-	-	-	-	-
Fire Department	Critical Equipment Replacement	-	50,100	-	-	-	-	-	-	-	-	-	-	-	-
		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	-	-	-	-	-	-	-	-	-	-	-	-
		250,000	250,000	-	-	-	-	-	-	-	-	-	-	-	-
Engineering	Grant Rd Connector (Otter Point to Gatewood) Road and Sidewalk Improvement Program Rainwater Infrastructure Parks Dept. Equipment Streetlight Installation Program Transit Stop Enhancements	300,000	300,000	-	-	-	-	-	-	-	-	-	-	-	-
		12,000	12,000	-	-	-	-	-	-	-	-	-	-	-	-
Community Development	Public Space Enhancement Program	12,000	12,000	-	-	-	-	-	-	-	-	-	-	-	-
		12,000	12,000	-	-	-	-	-	-	-	-	-	-	-	-
Community Development	Public Space Enhancement Program	2,514,000	1,142,931	-	-	-	-	-	-	-	-	-	-	-	-
		2,514,000	1,142,931	-	-	-	-	-	-	-	-	-	-	-	-
Total	Public Space Enhancement Program	100,000	100,000	-	-	-	-	-	-	-	-	-	-	-	-
		100,000	100,000	-	-	-	-	-	-	-	-	-	-	-	-
Total	Public Space Enhancement Program	2,746,250	1,365,181	-	-	-	-	-	-	-	-	-	-	-	-
		2,746,250	1,365,181	-	-	-	-	-	-	-	-	-	-	-	-
Total	Public Space Enhancement Program	671,069	671,069	-	-	-	-	-	-	-	-	-	-	-	-
		671,069	671,069	-	-	-	-	-	-	-	-	-	-	-	-
Total	Public Space Enhancement Program	700,000	700,000	-	-	-	-	-	-	-	-	-	-	-	-
		700,000	700,000	-	-	-	-	-	-	-	-	-	-	-	-
Total	Public Space Enhancement Program	10,000	10,000	-	-	-	-	-	-	-	-	-	-	-	-
		10,000	10,000	-	-	-	-	-	-	-	-	-	-	-	-

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

	2016 Budget	2016 Actual	2017	2018	2019	2020	2021
<b>Revenues</b>							
<b>Net Taxes available for municipal purposes</b>							
Utility tax 1%	147,751	146,393	168,000	168,000	168,000	168,000	168,000
Grants in lieu of taxes	35,000	32,778	33,000	33,000	33,000	33,000	33,000
East Sooke Fire Protection - Local Service Tax	40,784	40,724	40,000	40,000	40,000	40,000	40,000
School tax administration fee	6,971	6,608	6,500	6,500	6,500	6,500	6,500
School District	4,684,038	4,601,783	4,684,038	4,684,038	4,684,038	4,684,038	4,684,038
Regional Hospital District	664,220	663,809	673,519	673,519	673,519	673,519	673,519
Capital Regional District	2,886,594	2,879,798	2,963,089	2,963,089	2,963,089	2,963,089	2,963,089
BC Assessment Authority	136,660	129,606	136,660	136,660	136,660	136,660	136,660
Municipal Finance Authority	443	458	443	443	443	443	443
BC Transit	639,016	637,429	639,016	639,016	639,016	639,016	639,016
Vancouver Island Regional Library	562,224	562,223	581,229	601,572	622,627	644,419	644,419
School District	(4,684,038)	(4,601,783)	(4,684,038)	(4,684,038)	(4,684,038)	(4,684,038)	(4,684,038)
Regional Hospital District	(664,220)	(663,809)	(673,519)	(673,519)	(673,519)	(673,519)	(673,519)
Capital Regional District	(2,886,594)	(2,879,798)	(2,963,089)	(2,963,089)	(2,963,089)	(2,963,089)	(2,963,089)
BC Assessment Authority	(136,660)	(129,606)	(136,660)	(136,660)	(136,660)	(136,660)	(136,660)
Municipal Finance Authority	(443)	(458)	(443)	(443)	(443)	(443)	(443)
BC Transit	(639,016)	(637,429)	(639,016)	(639,016)	(639,016)	(639,016)	(639,016)
Vancouver Island Regional Library	(562,224)	(562,224)	(581,229)	(601,572)	(622,627)	(644,419)	(644,419)
	<b>230,506</b>	<b>226,502</b>	<b>247,500</b>	<b>247,500</b>	<b>247,500</b>	<b>247,500</b>	<b>247,500</b>
<b>Sales and user fees</b>							
Zoning and planning books	229	-	-	-	-	-	-
Financial and tax info services	13,784	14,125	14,000	14,000	14,000	14,000	14,000
NSF charges	318	805	500	500	500	500	500
Boat Launch Fees	24,282	16,303	15,000	15,000	15,000	15,000	15,000
Criminal Record Checks	15,000	21,655	18,000	18,000	18,000	18,000	18,000
Miscellaneous	1,061	2,550	2,000	2,000	2,000	2,000	2,000
Land Sale	68,922	68,922	-	-	-	-	-
Sewer service fee	-	675	-	-	-	-	-
Cost recovery - Administration	2,823	1,402	1,500	1,500	1,500	1,500	1,500
Cost recovery - Fire	6,000	7,057	7,000	7,000	7,000	7,000	7,000
Cost recovery - RCMP	12,000	-	-	-	-	-	-
Cost recovery - Engineering	3,247	1,200	1,200	1,200	1,200	1,200	1,200
Cost recovery - Planning	235	-	-	-	-	-	-
Cost recovery - Rec & Culture	5,000	4,572	4,000	4,000	4,000	4,000	4,000
First Nations	13,249	13,050	13,050	13,050	13,050	13,050	13,050
Oil tank inspections	1,172	-	-	-	-	-	-
School Site Acquisition Fees	2,319	1,314	1,500	1,500	1,500	1,500	1,500
	<b>169,641</b>	<b>153,630</b>	<b>77,750</b>	<b>77,750</b>	<b>77,750</b>	<b>77,750</b>	<b>77,750</b>

Revenues	Budget	Actual	2017	2018	2019	2020	2021
<b>Grants and contributions</b>							
Small Community Protection grant	350,000	341,965	340,000	340,000	340,000	340,000	340,000
Traffic Fine revenue sharing	90,000	85,240	85,000	85,000	85,000	85,000	85,000
Asset Management Training Grant	5,000	-	5,000	-	-	-	-
Provincial Climate Action Rebate Incentive	1,750	1,800	1,800	1,800	1,800	1,800	1,800
Street lighting cost sharing	1,877	1,430	1,500	1,500	1,500	1,500	1,500
Gas Tax Community Works grant	517,000	534,881	525,000	525,000	525,000	525,000	525,000
Developer contributions	240,000	261,869	-	-	-	-	-
Conditional Grants - Non-capital projects	40,000	-	30,000	-	-	-	-
Conditional Grants - Capital projects	433,500	429,453	60,000	-	-	-	-
	<b>1,679,127</b>	<b>1,656,638</b>	<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	79,467	60,000	60,000	60,000	60,000	60,000
	<b>60,000</b>	<b>79,467</b>	<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	60,000	47,250	50,000	50,000	50,000	50,000	50,000
Penalties	145,000	134,047	135,000	135,000	135,000	135,000	135,000
	<b>205,000</b>	<b>181,297</b>	<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	52,000	64,650	60,000	60,000	60,000	60,000	60,000
Road Closure Fee	-	4,000	-	-	-	-	-
Film Permit Fee	-	250	-	-	-	-	-
Liquor Licence Application fee	318	-	318	318	318	318	318
ALR Application fees	520	600	520	520	520	520	520
Subdivision fees	50,000	56,200	52,500	52,500	52,500	52,500	52,500
Soil Deposition Fee	318	400	350	350	350	350	350
Rezoning fees	35,000	32,213	35,000	35,000	35,000	35,000	35,000
Delivery vehicle licenses	3,107	175	3,107	3,107	3,107	3,107	3,107
Building Permit Fees	330,000	385,235	370,000	370,000	370,000	370,000	370,000
Sign permit fees	345	1,225	345	345	345	345	345
Demolition permits	460	-	460	460	460	460	460
Title charge removal fee	106	-	106	106	106	106	106
Title search	1,436	2,490	1,436	1,436	1,436	1,436	1,436
Burning Permits	531	250	250	250	250	250	250
Plumbing Permit Fees	25,500	33,723	30,000	30,000	30,000	30,000	30,000
Development permits	25,000	6,790	10,000	10,000	10,000	10,000	10,000
Development variance permits	5,202	1,900	2,000	2,000	2,000	2,000	2,000
Board of Variance fees	1,561	-	-	-	-	-	-
	<b>531,404</b>	<b>590,101</b>	<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 - Kaitasin	28,812	26,535	21,700	-	-	-	-
Lease - City Hall	23,528	23,687	11,764	-	-	-	-
	<b>52,340</b>	<b>50,222</b>	<b>33,464</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Revenues	Budget	Actual	2017	2018	2019	2020	2021
Developer Cost Charges							
DCC - Roads	52,000	74,767	100,000	100,000	100,000	100,000	100,000
	<u>52,000</u>	<u>74,767</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>
Casino revenue sharing							
Casino revenue	244,641	253,721	250,000	250,000	250,000	250,000	250,000
	<u>244,641</u>	<u>253,721</u>	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>
<b>Total</b>	<b>3,224,659</b>	<b>3,114,029</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**

	2016	2016	2017	2018	2019	2020	2021
	Budget	Actual					
<b>Sewer Fund</b>							
# Parcel tax Rolls	3,013		3,065	3,065	3,065	3,065	3,065
# Sewer Generation Charges	640		659	659	659	659	659
<b>Total</b>	<b>3,653</b>		<b>3,724</b>	<b>3,724</b>	<b>3,724</b>	<b>3,724</b>	<b>3,724</b>
Parcel Tax	515		552	552	552	552	552
Parcel Tax (Repayment to General Operating)	37		0	0	0	0	0
<b>Revenues</b>							
<b>Operating</b>							
Parcel Tax	1,526,351	1,588,240	1,691,880	1,691,880	1,691,880	1,691,880	1,691,880
Revenue from increase in Parcel tax	135,169	72,312	-	-	-	-	-
Sewer Generation Charge	359,084	332,585	363,768	363,768	363,768	363,768	363,768
Other Fees	-	2,875	-	-	-	-	-
DCC - Wastewater	34,538	50,230	100,000	100,000	100,000	100,000	100,000
Transfer from Future Sewer Expenditures	150,000	135,264	-	-	-	-	-
Transfer from DCC Wastewater Reserve	295,519	295,519	295,519	295,519	295,519	295,519	295,519
Amortization offset	2,500,661	2,477,025	2,451,167	2,451,167	2,451,167	2,451,167	2,451,167
<b>Total Revenues</b>	<b>4,76,147</b>	<b>4,76,147</b>	<b>4,88,122</b>	<b>4,97,885</b>	<b>5,02,864</b>	<b>5,02,864</b>	<b>5,07,892</b>
	<b>2,976,808</b>	<b>2,953,172</b>	<b>2,939,289</b>	<b>2,949,052</b>	<b>2,954,031</b>	<b>2,954,031</b>	<b>2,959,059</b>
<b>Expenditures</b>							
<b>Operating</b>							
Salaries	67,080	84,807	398,113	398,358	398,358	398,358	398,358
Benefits	5,032	24,540	96,777	97,250	97,250	97,250	97,250
Operator overtime	13,428	11,299	66,300	66,300	66,300	66,300	66,300
	85,540	120,646	557,190	561,908	561,908	561,908	561,908
<b>Operating costs:</b>							
Contractors and Consultants	74,000	107,761	257,500	257,500	257,500	257,500	257,500
Materials and Supplies	11,250	25,681	47,250	47,250	47,250	47,250	47,250
Freight and Courier	500	167	2,000	2,000	2,000	2,000	2,000
Chemicals	12,056	16,180	48,110	48,110	48,110	48,110	48,110
Licenses	275	721	1,200	1,200	1,200	1,200	1,200
Hydro Charges	19,582	4,878	82,400	82,400	82,400	82,400	82,400
Water Charges	1,609	442	6,630	6,630	6,630	6,630	6,630
Telephones and Data lines	4,511	12,013	18,585	18,585	18,585	18,585	18,585
Stationary, Printing and Office Expenses	750	98	3,000	3,000	3,000	3,000	3,000
Office machines and Furniture	500	-	2,000	2,000	2,000	2,000	2,000
Software	100	552	1,000	1,000	1,000	1,000	1,000
Computer Charges	750	5,627	3,000	3,000	3,000	3,000	3,000
Parking	-	-	200	200	200	200	200
Vehicle Fuel	-	750	2,400	2,400	2,400	2,400	2,400
Vehicle Insurance	500	4,177	2,450	2,450	2,450	2,450	2,450
Vehicle Maintenance and Expenses	400	-	3,000	3,000	3,000	3,000	3,000
Memberships and Professional Dues	250	487	1,000	1,000	1,000	1,000	1,000
Recognition	100	-	100	100	100	100	100

Travel	1,775	176	5,200	5,200	5,200	5,200	5,200
Training and Tuition	2,000	3,660	6,000	6,000	6,000	6,000	6,000
	<u>130,908</u>	<u>183,370</u>	<u>493,025</u>	<u>493,025</u>	<u>493,025</u>	<u>493,025</u>	<u>493,025</u>
<b>Allocated admin costs:</b>							
- Finance staff admin (15%)			44,255	44,565	44,565	44,565	44,565
- IT staff admin (25%)			44,562	45,151	45,151	45,151	45,151
- Audit (50%)			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
			<u>153,162</u>	<u>154,061</u>	<u>154,061</u>	<u>154,061</u>	<u>154,061</u>
EPCOR, for operations as per agreement	880,215	880,214	-	-	-	-	-
Insurance	24,000	18,015	-	-	-	-	-
DCC Bylaw - Sanitary	-	-	25,000	25,000	25,000	25,000	25,000
Long Term Plans	98,666	33,666	65,000	12,500	12,500	12,500	12,500
Rehabilitation, repairs and maintenance	100,000	104,657	-	-	-	-	-
Ministry of Finance - Discharge fee	1,200	1,231	1,200	1,200	1,200	1,200	1,200
Repayment of prior years deficits	135,169	72,312	-	-	-	-	-
Transfer in to DCC Wastewater Reserve	34,538		-	-	-	-	-
	<u>1,490,236</u>	<u>1,414,111</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>
Transfer in to Sewer Reserve Fund			<u>1,394,577</u>	<u>1,322,694</u>	<u>1,347,694</u>	<u>1,322,694</u>	<u>1,347,694</u>
Amortization	476,147	476,147	10,531	279,114	298,114	323,114	353,114
	<u>1,966,383</u>	<u>1,890,258</u>	<u>480,909</u>	<u>488,122</u>	<u>497,885</u>	<u>502,864</u>	<u>507,892</u>
<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>2,208,700</b>
<b>Sewer Debt</b>							
MFA Long Term debt - principal repayment	295,519	295,519	295,519	295,519	295,519	295,519	295,519
MFA Long Term debt - interest repayment	389,840	389,840	389,840	389,840	389,840	389,840	389,840
	<u>685,359</u>	<u>685,359</u>	<u>685,359</u>	<u>685,359</u>	<u>685,359</u>	<u>685,359</u>	<u>685,359</u>
<b>Capital</b>							
Non DCC Capital Projects	150,000	135,264	360,700	164,000	120,000	120,000	65,000
	<u>150,000</u>	<u>135,264</u>	<u>360,700</u>	<u>164,000</u>	<u>120,000</u>	<u>120,000</u>	<u>65,000</u>
<b>Total Capital 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>Total expenditures</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Sewer Fund Surplus (deficit)</b>			<b>175,066</b>	<b>242,291</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>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
# Parcel tax Rolls	710	710	710	710
# Sewer Generation Charges	125	125	125	125
<b>Total</b>	<b>835</b>	<b>835</b>	<b>835</b>	<b>835</b>
Parcel Tax	700	700	700	700
<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
Proceeds from Borrowing	4,500,000			
DCC - Wastewater	-	-	-	-
<b>Amortization offset</b>	<b>5,084,500</b>	<b>584,500</b>	<b>584,500</b>	<b>584,500</b>
<b>Total Revenues</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</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>
<b>Amortization</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
<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>-</b>	<b>-</b>	<b>-</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>

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

**Reserves**

Description	2016	2017	2018	2019	2020	2021
<b>Fire Protection Reserve</b>						
Opening Balance	106,969	113,547	-	-	-	-
Transfer In	100,000	-	-	-	-	-
Transfer Out	(93,422)	(113,547)	-	-	-	-
Interest	-	-	-	-	-	-
Closing Balance	113,547	-	-	-	-	-
<b>Park Land Reserve</b>						
Opening Balance	205,742	205,742	205,742	205,742	205,742	205,742
Transfer In	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Interest	-	-	-	-	-	-
Closing Balance	205,742	205,742	205,742	205,742	205,742	205,742
<b>Land Sale Reserve</b>						
Opening Balance	5,543	73,394	-	-	-	-
Transfer In	68,922	-	-	-	-	-
Transfer Out	(1,071)	(73,393)	-	-	-	-
Interest	-	-	-	-	-	-
Closing Balance	73,394	-	-	-	-	-
<b>Casino Revenue Reserve</b>						
Opening Balance	212,365	347,405	242,405	68,000	113,000	258,000
Transfer In	253,721	245,000	245,000	245,000	245,000	245,000
Transfer Out	(118,681)	(350,000)	(419,405)	(200,000)	(100,000)	-
Interest	-	-	-	-	-	-
Closing Balance	347,405	242,405	68,000	113,000	258,000	503,000



<b>Sooke Program Arts Reserve</b>					
Opening Balance	48,104				59,794
Transfer In	7,290				11,100
Transfer Out	-				(10,000)
Interest	-				-
Closing Balance	55,394	56,494	57,594	58,694	60,894
<b>Seniors/Youth Facility Reserve</b>					
Opening Balance	100,000	150,000	200,000	250,000	250,000
Transfer In (from Casino)	50,000	50,000	-	-	-
Transfer Out	-	-	-	-	-
Interest	-	-	-	-	-
Closing Balance	150,000	200,000	250,000	250,000	250,000
<b>Capital Works Reserve (GST)</b>					
Opening Balance	52,704	62,704	32,704	92,704	192,704
Transfer In	60,000	10,000	60,000	100,000	150,000
Transfer Out	(50,000)	-	-	-	-
Interest	-	-	-	-	-
Closing Balance	62,704	32,704	92,704	192,704	342,704
<b>Emergency Road Repair and Snow Removal</b>					
Opening Balance	183,723	183,723	183,723	183,723	183,723
Transfer In	-	-	-	-	-
Transfer Out	-	-	-	-	-
Interest	-	-	-	-	-
Closing Balance	183,723	183,723	183,723	183,723	183,723
<b>Capital Improvement Financing Reserve</b>					
Opening Balance	42,678	54,678	35,245	42,245	66,245
Transfer In	12,000	20,567	12,000	12,000	12,000
Transfer Out	-	(40,000)	(5,000)	-	-
Interest	-	-	-	-	-
Closing Balance	54,678	35,245	42,245	54,245	78,245

<b>Community Amenities Reserve</b>					
Opening Balance	112,156	112,156	112,156	112,156	112,156
Transfer In	-	-	-	-	-
Transfer Out	-	-	-	-	-
Interest	-	-	-	-	-
Closing Balance	112,156	112,156	112,156	112,156	112,156
<b>Playing Field Reserve</b>					
Opening Balance	400,000	-	-	-	-
Transfer In	-	-	-	-	-
Transfer Out	(400,000)	-	-	-	-
Interest	-	-	-	-	-
Closing Balance	400,000	-	-	-	-
<b>Capital Asset Replacement Reserve</b>					
Opening Balance	631,816	401,578	162,035	187,653	526,053
Transfer In	32,815	33,007	113,268	413,400	513,531
Transfer Out	(263,053)	(272,550)	(87,650)	(75,000)	-
Interest	-	-	-	-	-
Closing Balance	631,816	162,035	187,653	526,053	1,039,584
<b>Road DCC Reserve</b>					
Opening Balance	2,193,462	1,997,848	874,801	974,801	888,196
Transfer In	74,767	100,000	100,000	100,000	100,000
Transfer Out	(215,323)	(1,223,047)	-	(186,605)	(671,069)
Interest	-	-	-	-	-
Closing Balance	2,052,906	874,801	974,801	888,196	317,127
<b>Wastewater DCC Reserve</b>					
Opening Balance	792,965	352,157	156,638	-	-
Transfer In	50,230	100,000	100,000	100,000	100,000
Transfer Out	(295,519)	(295,519)	(256,638)	(100,000)	(100,000)
Interest	-	-	-	-	-
Closing Balance	547,676	156,638	-	-	-
<b>Community Works Reserve (Gas Tax)</b>					
Opening Balance	409,372	230,913	555,913	680,913	555,913
Transfer In	534,881	525,000	525,000	525,000	525,000

Transfer Out	(138,770)	(1,099,570)	(200,000)	(400,000)	(650,000)	(700,000)
Interest	-	-	-	-	-	-
Closing Balance	805,483	230,913	555,913	680,913	555,913	380,913
<b>Reserve for Future Sewer Expenditures</b>						
Opening Balance	310,993	418,020	428,551	707,665	966,898	1,094,493
Transfer In	242,291	10,531	279,114	298,114	323,114	353,114
Transfer Out	(135,264)	-	-	(38,881)	(195,519)	(195,519)
Interest	-	-	-	-	-	-
Closing Balance	418,020	428,551	707,665	966,898	1,094,493	1,252,088
<b>Revenue Smoothing Reserve</b>						
Opening Balance	71,000	71,000	-	-	-	-
Transfer In	-	-	-	-	-	-
Transfer Out	-	(71,000)	-	-	-	-
Interest	-	-	-	-	-	-
Closing Balance	71,000	-	-	-	-	-
<b>Reserve for Future Policing Costs</b>						
Opening Balance	43,869	88,615	173,615	258,855	344,095	429,335
Transfer In	44,746	85,000	85,240	85,240	85,240	85,240
Transfer Out	-	-	-	-	-	-
Interest	-	-	-	-	-	-
Closing Balance	88,615	173,615	258,855	344,095	429,335	514,575
<b>Carbon Tax Rebate Reserve Fund</b>						
Opening Balance	3,509	5,309	7,059	8,809	10,559	12,309
Transfer In	1,800	1,750	1,750	1,750	1,750	1,750
Transfer Out	-	-	-	-	-	-
Interest	-	-	-	-	-	-
Closing Balance	5,309	7,059	8,809	10,559	12,309	14,059
<b>Opening Balance</b>						
Transfers to Reserves	5,422,288	5,974,259	4,643,131	3,668,071	4,224,624	4,822,354
Transfers from Reserves	1,728,537	1,190,013	1,450,461	1,549,722	1,914,854	2,094,985
Interest	(1,304,553)	(2,521,141)	(2,425,521)	(993,169)	(1,317,124)	(1,676,588)
Closing Balance	5,846,272	4,643,131	3,668,071	4,224,624	4,822,354	5,240,751

**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
<b>Total Property Taxes (including Non-market change)</b>		<b>7,182,457</b>	<b>7,808,270</b>	<b>8,457,435</b>	<b>8,948,024</b>	<b>9,261,867</b>
% Increase per Proposed Five Year Financial Plan March 8, 2017		5.58%	6.90%	6.65%	4.26%	2.05%
<b>Adjustments</b>						
<b>March 8, 2017 Meeting 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)
<hr/>						
Total adjustments		0	(97,225)	(97,225)	(97,225)	(97,225)
Amended Property Tax		7,018,784	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 Property Taxes (including Non-market change)</b>		<b>7,182,457</b>	<b>7,711,045</b>	<b>8,360,210</b>	<b>8,850,799</b>	<b>9,164,642</b>
Amended % increase		5.58%	5.55%	6.73%	4.31%	2.08%

District of Sooke  
Draft Financial Plan 2017 - 2021  
2016 Capital Plan Budget vs Actual

Department	Project Name	2016	actual	payable	Gen Ops Surplus	Taxes	Proceeds from borrowing	FER	Parks Res/Casino	GST	Funding Sources					SPA Reserve	Developer Contrib/Grants	Other	
											Road DCC	Gas Tax	Capital Asset Replacement	Improvement Financing	Land Sale/Playing Field Reserve				
Council	Arts Advisory Panel	17,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		17,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
General Government	IT Infrastructure	23,600	23,035	-	3,430	19,605	-	-	-	-	-	-	-	-	-	-	-	-	
	Computer Equipment Replacement Piar	10,000	11,237	-	11,237	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Mobile Inspections	7,000	15,611	-	13,111	2,500	-	-	-	-	-	-	-	-	-	-	-	-	
	Operating Software	40,600	49,883	-	27,778	22,105	-	-	-	-	-	-	-	-	-	-	-	-	
Public Works Yard	Shed roof	2,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		2,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Building	Sprinklers	8,000	7,800	-	7,800	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Workstation reconfiguration	7,500	7,127	-	7,127	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Office repairs	15,000	8,404	-	8,404	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Bathrooms	6,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Roof de-mossing	10,000	17,459	-	17,459	-	-	-	-	-	-	-	-	-	-	-	-	-	
Fire Department		46,500	40,790	-	40,790	-	-	-	-	-	-	-	-	-	-	-	-	-	
Fire Department	Protective Clothing Replacement	23,000	24,298	-	24,298	-	-	24,298	-	-	-	-	-	-	-	-	-	-	
	Hose replacement	-	1,774	-	1,774	-	-	1,774	-	-	-	-	-	-	-	-	-	-	
	SCBA Cylinder Replacement Program	9,600	17,018	-	17,018	-	-	17,018	-	-	-	-	-	-	-	-	-	-	
	SCBA Units	49,000	43,904	-	43,904	-	-	43,904	-	-	-	-	-	-	-	-	-	-	
	Saw Replacement	5,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Rescue chainsaws	2,000	1,774	-	1,774	-	-	1,774	-	-	-	-	-	-	-	-	-	-	
	Ventilation fans	4,800	4,654	-	4,654	-	-	4,654	-	-	-	-	-	-	-	-	-	-	
		93,400	93,422	-	93,422	-	-	93,422	-	-	-	-	-	-	-	-	-	-	
	Engineering	Town Centre - Land acquisition (annually until 2017)	107,130	107,130	-	107,130	-	-	-	-	-	-	-	-	-	-	-	-	-
		Roundabout project	814,097	1,081,898	311,570	1,081,898	40,000	-	-	-	-	106,058	-	-	1,071	-	-	320,000	-
Road and Sidewalk Improvement Program		246,700	229,890	-	229,890	193,223	-	-	-	-	-	-	-	-	-	-	36,687	-	
Sooke River Rd Bike Trail		153,763	146,172	-	146,172	-	-	-	-	-	-	-	-	-	-	-	-	-	
Property Purchase		1,420,000	1,418,697	-	1,418,697	-	-	-	-	-	-	-	-	-	-	-	-	-	
Boat Launch Fish Cleaning Stator		2,800	2,800	-	2,800	-	-	-	-	-	-	-	-	-	-	-	-	-	
Sunrider Staircase		20,000	38,681	-	38,681	2,800	-	-	18,681	-	-	-	-	-	-	-	-	-	
Church Road culvert		50,000	65,384	-	65,384	20,000	-	-	-	-	-	65,384	-	-	-	-	-	-	
Gilliespie Road alignment		25,000	61,700	-	61,700	617	-	-	-	-	-	61,083	-	-	-	-	-	-	
Goodmere Road		300,000	48,668	-	48,668	487	-	-	-	-	-	48,181	-	-	-	-	-	-	
Sidewalk Impr. Other Point Rd to Hope Center		250,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Rainwater Management Program		245,000	253,044	-	253,044	20,000	-	-	-	-	-	-	-	-	-	-	-	-	
Street Light Installation Program		38,707	27,263	-	27,263	-	-	-	-	-	-	-	-	-	-	-	-	-	
Boat Launch Ramp		29,000	5,639	-	5,639	-	-	-	-	-	-	-	-	-	-	-	-	-	
Parks Dept works yard (building renovations)		16,968	20,711	-	20,711	20,711	-	-	-	-	-	-	-	-	-	-	-	-	
Transit Slops enhancements		20,000	21,587	-	21,587	9,597	-	-	-	-	-	-	-	-	-	-	-	-	
		3,739,165	3,529,264	311,570	3,529,264	74,202	403,125	1,418,697	-	18,681	-	215,323	138,770	256,503	1,071	-	261,869	429,453	
Community Developme	Public Space Enhancement Program	162,074	135,583	-	135,583	-	-	-	50,000	-	-	-	-	-	-	-	-	-	
	Seniors/Youth Centre (Housing Reserve)	50,000	50,000	-	50,000	-	-	-	50,000	-	-	-	-	-	-	-	-	-	
	212,074	185,583	-	185,583	35,583	-	-	100,000	-	-	-	-	-	-	-	-	-		
Total		4,151,239	3,896,942	311,570	178,353	425,250	1,418,697	93,422	118,681	50,000	215,323	138,770	256,503	1,071	-	261,869	429,453		



**Correspondence**  
**February 23, 2017 – March 6, 2017**

<b>Date Received</b>	<b>Description</b>
Feb 23, 2017	Email from the Sooke Region Chamber regarding Eustace Road used as Park and Ride parking
Feb 24, 2017	Email from Earth Day Canada regarding 2017 Earth Day Campaign
Feb 24, 2017	Email from Sooke Resident, Hans Seefeldt regarding Heavy Truck Traffic on West Coast and Sooke Roads
Feb 24, 2017	Email from Small Business BC regarding Announcement of the 14 <sup>th</sup> Annual Small Business BC Awards
Feb 28, 2017	Letter from Diamond Municipal Solutions regarding Plaque of appreciation for 15 years of working relationship
Mar 2, 2017	Email from Cathy Peters regarding UBCM and Bill C-36 Raising Awareness campaign
Mar 3, 2017	Email copy of correspondence to Sooke resident, Robert Stamp from Vancouver Island Regional Library regarding New Sooke Library location
Mar 3, 2017	Email from Richard Kiers regarding meeting request to discuss Sooke Town Centre Project
Mar 6, 2017	Letter dated February 24, 2017 from CREST Emergency Communications regarding February Board Meeting Highlights
Mar 6, 2017	Email from Township of Esquimalt regarding User Fees for Use of Electric Vehicle Charging Stations

## Cassidy Thagard

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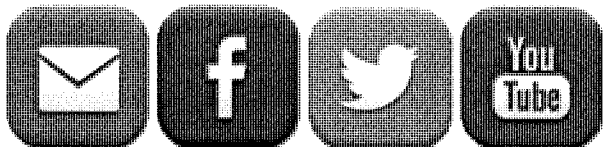
**From:** Sooke Region Chamber <info@sookeregionchamber.com>  
**Sent:** Thursday, February 23, 2017 10:57 AM  
**To:** Info  
**Cc:** Chamber President  
**Subject:** Please respond: Eustace Road used as Park and Ride location impacting local businesses  
**Attachments:** District of Sooke - Eustace Road used as Park and Ride location impacting local businesses.ltr.pdf

Good morning Mayor and Council,  
Please see the attached letter from our Chamber president in regards to Eustace Road being used as Park and Ride location which is impacting local businesses.  
We look forward to your reply.  
Best regards,  
Aline

Aline Doiron, Office Manager  
Sooke Region Chamber of Commerce  
Unit #1A, 6631 Sooke Road, Seaview Business Centre  
Sooke, B.C., V9Z 0A3  
Telephone: (250)642-6112  
Email: [info@sookeregionchamber.com](mailto:info@sookeregionchamber.com)  
Web: [sookeregionchamber.com](http://sookeregionchamber.com)

District of Sooke  
FEB 23 2017  
Received

### STAY CONNECTED:

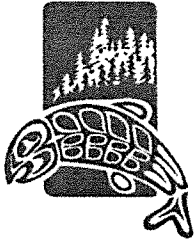


Original to File No. 0230-20	
For Action by:	Copy to:
Mayor	<input checked="" type="checkbox"/> MAYA
Council	<input checked="" type="checkbox"/> COUNCIL
CAO	<input checked="" type="checkbox"/> TERESA
Corporate Services	<input type="checkbox"/>
Development Services	<input type="checkbox"/>
Financial Services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

Our 17th Annual Business Excellence Awards Banquet & Auction is April 1, 2017 (Early Bird tickets available until March 5!) [DETAILS](#)

Visit our [Events webpage](#) and nominate your favourite local businesses by March 5.





# Sooke Region Chamber of Commerce

#1A, 6631 Sooke Road  
Seaview Business Centre  
Sooke, British Columbia  
V9Z 0A3

Telephone: (250)642-6112  
[info@sookeregionchamber.com](mailto:info@sookeregionchamber.com)  
[www.sookeregionchamber.com](http://www.sookeregionchamber.com)  
social media: @sookechamber

February 23, 2017

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

Dear Mayor and Council,

RE: Eustace Road used as Park and Ride location impacting local businesses

We are in receipt of several complaints from businesses in the Eustace Road area of Sooke. It appears that individual motorists are using the area around Eustace Road as a Park and Ride location, leaving vehicles there and commuting by bus into the West Shore or Victoria for the day. Most spots are taken by 7:00 or 8:00 in the morning and not vacated until late in the evening. Businesses in this vicinity are reporting that their customers are unable to find locations to park and they feel they are being adversely affected.

I understand that this matter has been brought to your attention with little action or effect. The Chamber intends to further canvas our members on this issue as we suspect it may not just be limited to the Eustace Road area.

We would imagine that there are many options that the District could investigate in order to ameliorate this situation. Some that immediately come to mind would be:

1. Polite window cards for parked cars reminding individuals that using this area adversely affects local businesses.
2. Posting limited 2-hour parking in the affected areas.
3. Discussions with BC Transit regarding appropriate location of bus stops.
4. Discussions with BC Transit regarding the provision of an additional park and ride location.

Thank you for your attention to this matter and we look forward to your response.

Sincerely,

Kerry Cavers  
President

KC/sg

Cassidy Thagard

**From:** Earth Day Canada <noreply=earthday.ca@mail107.suw13.rsgsv.net> on behalf of Earth Day Canada <noreply@earthday.ca>  
**Sent:** Friday, February 24, 2017 7:40 AM  
**To:** Info  
**Subject:** The big reveal: Our 2017 Earth Day campaign!

District of Sooke  
FEB 24 2017  
Received

Email not displaying correctly?  
View it in your browser



# DOWN TO EARTH

FEBRUARY 2017



**GIVE!**

Donate to one of our award-winning programs through CanadaHelps



**LEARN!**

Tune in to our webinar about outdoor play at school airing live March 22



**PARTY!**

Get tickets to our annual gala, a fundraiser for EarthPLAY

Original to File No. 0320-01	Copy to:	
For Action by:	<input checked="" type="checkbox"/>	MAYA
Mayor	<input checked="" type="checkbox"/>	COUNCIL
Council	<input checked="" type="checkbox"/>	TERESA
CAO	<input 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"/>	

**LET'S EARTHPLAY FOR EARTH DAY 2017!**



Remember how you played as a child? Did you spend a lot of time outside building forts, climbing trees, inventing new games and getting dirty, without any grownups hovering? Today, kids spend far more time on screens — in fact, the average child spends less than one hour outside each day.

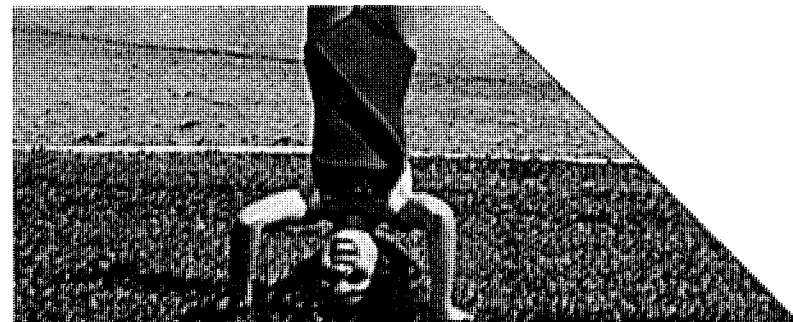
Why does Earth Day Canada care so much about this? Because kids who aren't stimulated by the outdoors, who don't connect with nature, won't grow up with any motivation to protect our planet.

That's why we're asking people across the country to **EarthPLAY for Earth Day 2017**. You'll hear a lot more about our campaign in the weeks ahead; for now, read through our latest newsletter (we hope you dig the new look!) to get a taste of what's to come.

## CAMPAIGN ELEMENTS

### PLEDGE4PLAY!

Take part in our crowdfunding campaign to support adventure playgrounds across Canada, and get the chance to win some awesome prizes! Launching April 1st on our [homepage](#). Interested in sponsoring Earth Day 2017? We've got a complete [sponsorship package](#) available.



### SHARE YOUR #PLAYMEMORY!

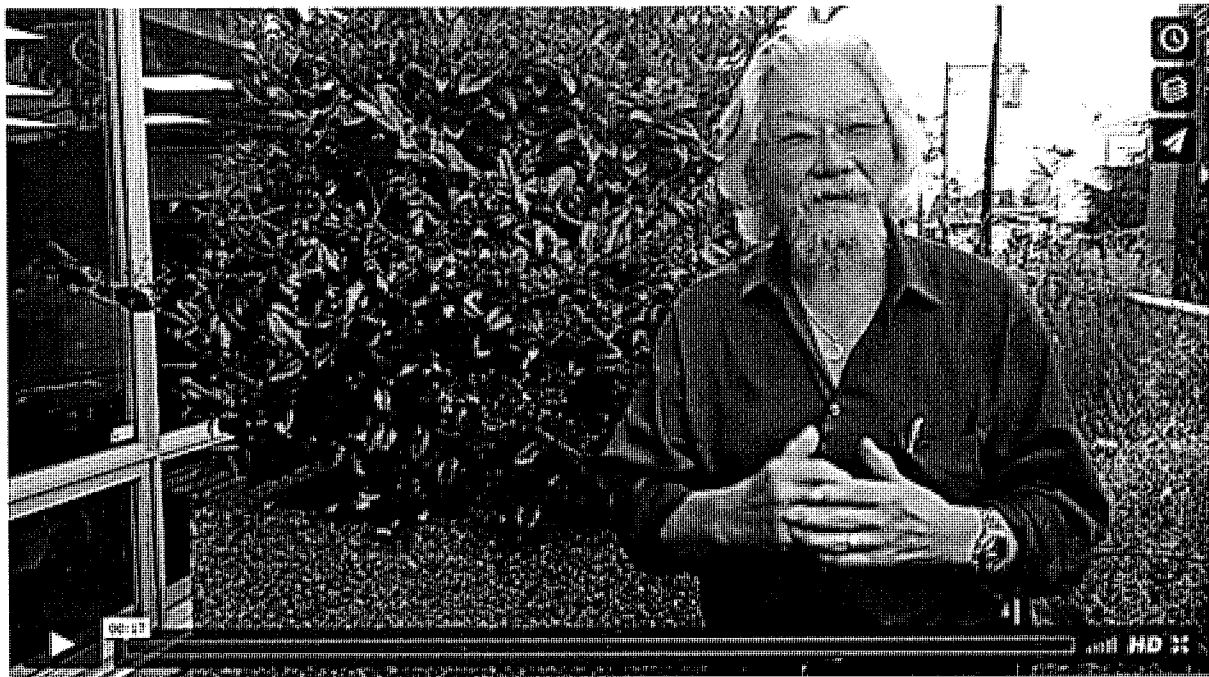
Remember how you used to play? Share your favourite outdoor play memory, along with a photo of yourself as a kid, on our [Facebook](#) and [Twitter](#) feeds. Watch for our posts in early March.

## RECLAIM RECESS!

Encourage your local school to take part in our EarthPLAY for Earth Day campaign — we've got a [free tool kit](#) available, jammed with lots of tips and tricks for how to take back recess and bring adventure play into the school yard.



## DAVID SUZUKI TALKS PLAY



## IN THE NEWS

We've had a great response from a blog post we wrote this month for **Playing Out** — if you want to read more on the street play landscape in Canada and what Earth Day Canada is doing to open our residential roads for more play, [check it out!](#)



## EVENTS

### COME PLAY AT OUR NEXT WINTER POP-UP ADVENTURE PLAYGROUND!

Sunday, Feb. 26, 2 – 4 pm  
Downsview Park  
70 Canuck Ave, Toronto  
(Look for signs near parking lot)

### 2017 GALA: GET TICKETS NOW!

The annual Earth Day Canada Gala sees upwards of 400 environmental leaders and change-makers come together for a night of food, drinks, dancing and eco-friendly loot bags. Tickets are available now on our [gala website](#).

### Earth Day Canada Gala 2017

Wednesday, June 14, 2017  
The Beer Hall at Mill Street Brew Pub

## UPDATES



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### SUPERPOWER YOUR SCHOOL

A big thank-you to everyone who entered the Superpower your School contest! We received hundreds of entries this year, which are currently



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### HOMETOWN HEROES

A reminder to get your nomination package to us by Feb. 28th! Instructions, nomination forms and further details can be found on our [Hometown](#)

being reviewed by our judging panel. Finalists will be announced in mid-March on the [EcoKids](#) site.

[Heroes](#) website. Don't let your local environmental hero go unrecognized!

## VOLUNTEERS WANTED

Do you love spending time outdoors? Are you great with kids? Can you chop wood, stack tires and wrangle large pieces of cardboard? Give our EarthPLAY team a helping hand at the next POP-UP Adventure Playground! Contact Leila at [leila@earthday.ca](mailto:leila@earthday.ca)



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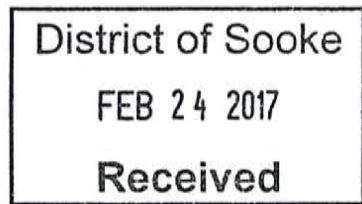
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Unsubscribe

## Cassidy Thagard

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**From:** The West Coast BBQ Store <[REDACTED]>  
**Sent:** Friday, February 24, 2017 3:29 PM  
**To:** Info  
**Subject:** From H. Seefeldt For Major Maja Tait



Dear Major Tait,

I do not suppose you remember me, my name is Hans Seefeldt and I was in contact with you shortly after becoming Sooke townships new Major.

The reason was to do with the unbelievable amount of "Heavy Truck Traffic" on West Coast and Sooke Road. Well...Western Forest products may have ceased activities but it seems like every trucker in Canada has now found a new home running up and down West Coast Road at break neck speed! Although we live in the CRD electorate district, we do pay for Sooke schools and the community pool through our property taxes, as well as sharing a common problem...Tremendous overload of truck traffic!

On any given day at least 50 dump truck trips (back and forth from the gravel pit) are made past my home every day along with another 20 or more logging truck trips (back and forth) by our home as well. This is creating an impossible situation for people like us who have settled here for a quite rural lifestyle, not a constant noise of 22 tires and screaming 500 HP engines flying by our home all day, not to mention the fools who must use their engine breaks for no good reason I can understand!

I believe this situation is eventually going to blow up in someone's face in government it is just a matter of time before someone on West Coast Road will be seriously harmed or potentially killed! I am not the only local who has complained, residents in Shirley are at their wits end with the constant noise and have raised complaints as well.

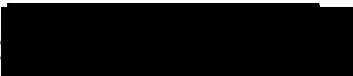
The bottom line is these operators are putting relatively little or nothing into the local economy, but instead costing local tax payers money for roads that are being annually destroyed! It bears mentioning the nice new round about in town center...how long will it take the over 110,000lb trucks to damage the center island made of brick? and who will pay for that?

I have an idea which may very well work, or at the very least cut the heavy truck traffic down substantially and should be relatively easy to implement and enforce. Limit all heavy multi axel over 45,000 lbs gross weight from traveling through Sooke township between the hours of 9.30am and 4.00pm. This should provide ample incentive for logging trucks to take the circle road rather than the scenic route in front of our homes. We are supposed to be so progressive in Canada...the truth is we are not! In most European countries truck noise emissions are closely regulated and trucks of 30ton and over would never be allowed on a road like ours without a special permit for a specified period of use. here it's a total free for all! I pay for the roads and to add insult to injury I have to put up with almost being wiped out pulling off my driveway onto West Coast Road.

I did not mean for my email to be so long winded but I just couldn't help it, the problem is getting that bad! If nothing is done relatively soon my wife and I have decided to sell our home and leave the area.

Thank you for your time.

Sincerely,  
Hans & Valerie Seefeldt



Original to File No. 0000-01	
For Action by:	Copy to:
Mayor	<input checked="" type="checkbox"/> MAJA
Council	<input checked="" type="checkbox"/> COUNCIL
CAO	<input checked="" type="checkbox"/> TFEDESA
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:** Mark Blendheim <Blendheim.Mark@smallbusinessbc.ca>  
**Sent:** Friday, February 24, 2017 2:30 PM  
**To:** Info  
**Subject:** For Your Community: Announcing This Year's Winners | Small Business BC Awards

Hey Mayor Maja Tait,

Hope you're well. Last night, we announced the winners of the 14<sup>th</sup> Annual Small Business BC Awards at the Small Business BC Awards Ceremony in Vancouver.

Over 500 attendees joined us to network, celebrate entrepreneurship in British Columbia and find out who would take home the title of one of BC's best small businesses of the year. Not only was the #SBBCAwards hashtag trending in Vancouver, but in Canada as well!

This year's competition was the largest and fiercest yet, with 699 nominations from 72 communities across the province. Here is a link to the 2017 winners article and press release. Are you able share this news with your community?

Here is a link to the winners graphics bank that you can use in custom posts, as well as social links to help congratulate and spread the about the winners on Facebook, Twitter and LinkedIn.

We've also just revealed our March education and events calendar. Our article - What's Happening this Month at Small Business BC - features details on upcoming seminars, webinars, events and information on the Canada-B.C. Job Grant and Export Navigator Program. Here are social links to share these highlights with your community Facebook, Twitter and LinkedIn.

Thanks again for your support of this year's nominees and small business owners in the province. We look forward to passing along more good news soon.

Kind regards,

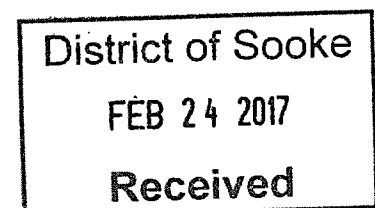
**MARK BLENDHEIM**  
COMMUNICATIONS MANAGER  
Suite 54 - 601 West Cordova St. Vancouver, BC V6B 1G1  
Tel: 604 775 5607 | Toll-free: 1 800 667 2272 | Fax: 604 775 5520  
Email: [blendheim.mark@smallbusinessbc.ca](mailto:blendheim.mark@smallbusinessbc.ca)  
Website: [www.smallbusinessbc.ca](http://www.smallbusinessbc.ca)



Original to File No. 0290-01	
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"/>

To get the latest information relevant to YOUR business, join the Small Business BC Community.

Newsletters include: *monthly eNews, weekly seminar updates and regular events & special announcements.* Should you wish to unsubscribe at any time, email [feedback@smallbusinessbc.ca](mailto:feedback@smallbusinessbc.ca) or click the unsubscribe link at the footer of the email.





District of Sooke  
 FEB 28 2017  
 Received



Dear District of Sooke

Each year at Diamond’s annual client summit we honour those of you who have taken the time and effort to establish a lasting relationship with us, built on trust and confidence. Through your feedback, survey results and conversations, we continue to make improvements to everything we do. We appreciate the time and thoughtfulness you put into your feedback. Together we have helped each other “Achieve Greater Success”.

We are very pleased to present the **District of Sooke** with the enclosed plaque in recognition of our **15** year relationship.

We are extremely proud of our long relationship and would like to thank you very much for your continued support. Please accept our thanks and we look forward to working with you for many years to come.

Sincerely,

**Michael D’Arcy**  
 General Manager  
 Diamond Municipal Solutions

Plaque with Teresa

Original to File No. 0290-01	
For Action by:	Copy to:
Mayor <input type="checkbox"/>	
Council <input type="checkbox"/>	
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 02 2017

Received

Cassidy Thagard

From: Cathy Peters [redacted]
Sent: Wednesday, March 01, 2017 4:22 PM
To: ca.peters@telus.net
Subject: pedophilia: response to Saturday article in Vancouver Sun by Douglas Todd
Attachments: UBCM & Bill C-36.docx; Public presentations handout.docx

Importance: High

Table with columns: For Action by, Copy to. Includes checkboxes for Mayor, Council, CAO, Corporate Services, Development Services, Financial Services, File, Other. Handwritten notes: Original to File No. 0400-01, COUNCIL, TERESA.

Dear Mayors and City Councillors,
I want to keep you up-to-date with my "raising awareness" work.

I have kept other journalists (Globe and Mail, CTV, CBC) aware of my advocacy as well.

Below is the response I emailed to Douglas Todd, journalist for the Vancouver Sun, to address his article on pedophilia.
This is a overview of my work this past 4 years.
Please look at the links and videos and pass along to your contacts.

This crime must stop.
My goal: to "traffick-proof" every community in BC.

ASK: Would you be willing to write a letter of support so I can present at a workshop at the 2017 UBCM.
Topic: Human trafficking/sexual exploitation, youth and child exploitation in BC and how to stop it.
(Thank you to the Mayor of Fernie who has already done so!)
Most Sincerely, Mrs. Cathy Peters

I will be presenting to New Westminster City Council on Monday evening.

From: Cathy Peters [mailto:[redacted]]
Sent: February-28-17 7:34 AM
To: dtodd@postmedia.com
Cc: Bramham, Daphne; Grant, Tavia; robyndoolittle@globeandmail.com; mi-jung.lee@bellmedia.ca
Subject: pedophilia: response to Saturday article in Vancouver Sun by Douglas Todd
Importance: High

Dear Mr. Todd,
I wanted to respond to your Saturday Vancouver Sun article on pedophilia.

My name is Mrs. Cathy Peters and I have been working on the issue of human trafficking/sexual exploitation, youth and child exploitation for the past 25 years. This is a troubling issue/crime that has come to the fore globally due to the advent of the internet. In fact, it is now considered the fastest growing crime in the world and in Canada, even surpassing drug and weapon sales.

(This trailer gives an overview of the global sex trade/human sex trafficking). https://www.youtube.com/watch?v=COIQGQUcBUc

I first heard about this issue from a former RCMP officer (forensics on Robert Picton file) who is now considered one of the top experts in child sex exploitation/sex tourism in the world. Brian McConaghy founded Ratanak Foundation, in Burnaby, and has exposed the horrific situation in Cambodia with their child exploitation situation.

Businessmen from Canada, USA, Europe visit the brothels in Cambodia specifically to buy sex with children (as young as ages 4 and 5).

It is such a shocking situation there, that Canadians can hardly comprehend or understand it.

32% of children in Cambodia are lured, tricked, forced and sold into the sex trade.

Nepal is even worse. There it is 67% of children are caught up in the sex trade. Their extreme poverty make them vulnerable targets.

Dr. Meridel Rawlings ( a specialist in sexual exploitation from Israel) has done tremendous work in that country; raising awareness and organizing safe houses.

8 years ago I heard a presentation from Benjamin Perrin, a UBC law professor who has written the “textbook” on human trafficking/sexual exploitation, youth and child exploitation in **Canada** called “Invisible Chains”. I recommend that you read it.

Again, our family was absolutely shocked that such a crime existed in Canada.

Our son worked in Ottawa for former MP Mrs. Joy Smith (Manitoba), the foremost expert on this issue and crime in Canada.

She introduced our laws on human trafficking in this country.

In 2008 Canada acknowledged this crime was occurring, and put some minimal laws in place to address it.

I volunteered for Mrs. Smith in both Ottawa and Winnipeg, where I met victims of sex trafficking.

These women were the same age as our daughters, and I was shocked by their stories of victimization.

In the sex trade, that they were all lured into it underage (**ages 11-14**), they were treated as sex slaves, enduring terrible brutality, torture and degrading acts.

Once the Federal law, “Protection of Communities and Exploited Persons Act” was passed in December 2014, I took it upon myself, with the support of my family to raise awareness about this crime, as well as to encourage enforcement of the law here in British Columbia.

(I have included the 3 links from the **Federal Ministry of Justice (in Ottawa) explaining the law**; frequently asked questions document, fact sheet and Technical Paper).

<http://www.justice.gc.ca/eng/rp-pr/other-autre/c36faq/>

[http://www.justice.gc.ca/eng/rp-pr/other-autre/c36fs\\_fi/](http://www.justice.gc.ca/eng/rp-pr/other-autre/c36fs_fi/)

<http://www.justice.gc.ca/eng/rp-pr/other-autre/protect/p1.html>

I have been in touch with every City Council and police agency in BC, by letter and email. I have spoken to Premier and caucus, MLA’s, MP’s, RCMP serious crimes unit (Surrey headquarters), VPD (special crimes investigation team), city councils, school boards, universities, women’s, men’s, business, senior’s, youth, leadership, community, and church groups.

The response has been overwhelming. 2 Resolutions were passed at the 2015 UBCM (Union of British Columbia Municipalities) Convention; B53 on Human Trafficking and B80 on Rape Culture. (attachment)

It is with these 2 Resolutions that I implore politicians to ACT: the 2 E’s; **education** of our youth, the public, politicians, police and the **enforcement** of the law (please see attachment).

I have included my public presentations handout (attachment) that gives “what to do” strategies/resources.

**The point is: today with the internet the global sex trade is growing exponentially.**

**It is a pandemic. It is extremely lucrative and organized crime are involved.**

And the shocking reality is that **children are the targets.**

Children are where the money is.

Children are vulnerable, disease-free and easy to manipulate.  
What kind of society would tolerate children being bought and sold for sex?  
(99% of sex buyers are men).

### **This is child abuse in its most heinous form.**

The USA is addressing the problem.  
Ashton Kutcher made a compelling presentation to the US Senate just over a week ago.  
<http://globalnews.ca/news/3251001/ashton-kutcher-testifies-before-u-s-senate-committee-on-human-trafficking/>  
President Trump announced at a recent press conference that human trafficking would be addressed in the USA.  
[https://www.washingtonpost.com/politics/courts\\_law/trump-vows-to-fight-epidemic-of-human-trafficking/2017/02/23/0098743a-fa03-11e6-aa1e-5f735ee31334\\_story.html?tid=ss\\_fb-bottom&utm\\_term=.f0ab6d23a865](https://www.washingtonpost.com/politics/courts_law/trump-vows-to-fight-epidemic-of-human-trafficking/2017/02/23/0098743a-fa03-11e6-aa1e-5f735ee31334_story.html?tid=ss_fb-bottom&utm_term=.f0ab6d23a865)

We trust Canada would also “step up” to recognize and address this rapidly growing crime.  
As a well known journalist, you have the opportunity to expose this crime and to make a difference.  
Your colleague Daphne Bramham is doing it, as well as Tavia Grant (Globe and Mail) and Robyn Doolittle is doing an excellent series on sexual assault across Canada.  
<http://www.theglobeandmail.com/news/investigations/unfounded-sexual-assault-canada-main/article33891309/>  
Please note: pornography, trafficking, prostitution are all “hand-in-glove” forming a toxic mix ; one would not exist without the other.

Pornography is the fuel to human sex trafficking.  
Pornography on the internet has become increasingly hardcore, violent, demeaning, dehumanizing, and brutal.  
Please watch Dr. Gail Dines TEDtalk (just Google). She speaks to the pornification of our culture and the **devastating effect on our children and society**.  
<https://www.youtube.com/watch?v=YpHNImNsx8>  
She has also written the New York bestseller “Pornland” which gives a graphic and historical overview of how pornography is reshaping our culture.  
Dr. Gary Wilson also writes on Porn and the Mind; its effects.

I have personally met families who have “addicted” youth to porn.  
The new documentary “Over 18” by Michelle and Jared Brock features a young man who was addicted by 9 years of age, and the difficult process involved in stopping it.  
“Fightthenewdrug” is a new NGO responding to this problem.

Dr. Dines points out from her research that statistically as men and boys become more and more desensitized to porn, they will not only rationalize objectification of women and girls, they will at some point want to act out on what they view.  
Once men and boys are viewing child porn (and these are real children being violated sexually on film); **at some point they will act out on what they view**.  
This is the danger we face.

Dr. Matt Logan, former RCMP officer is an expert in pedophilia and is founder of Halo Forensics. Dr. Logan speaks to law enforcement all over the world.  
He addresses what a pedophile “looks like”. Dr. Logan has interviewed the most violent offenders in Canada.  
He mentioned to me that youth porn use is going to exacerbate this crime exponentially. Young boys who view porn will think this is “normal” behavior. Violence towards women and girls will become normalized. Objectification and commodification will lead to total dehumanization of women and girls.

This is why I speak, write and email.

Please note: The pro-legalization lobby does not point out these obvious connections. Their goal is for the sex trade to continue to expand and grow.

Germany is currently the bordello of the world, having legalized prostitution. 80% of men in that country buy sex where it has become normalized (compared to 6-7% of men who buy sex in US, Canada, UK, Sweden). However, German women will not prostitute themselves, so the "supply" has to come from neighbouring poor countries; where girls and women have to be tricked, lured and coerced to enter the sex trade. The dehumanizing impact on these girls and women is so horrendous that German trauma doctors are considering taking the German government to court for human rights abuses.

**Key: It is unacceptable for women and children to be bought and sold in a modern equal society.**

I have included some videos (below) that will give further overview.

I hope to hear from you.

Most Sincerely, Mrs. Cathy Peters

To see what trafficking looks like today:

Covenant House clip, followed by Kailey Haywood "Love Story" clip.

[www.covenanthousetoronto.ca/homeless-youth/Sex-Trafficking](http://www.covenanthousetoronto.ca/homeless-youth/Sex-Trafficking)

<https://www.youtube.com/watch?v=WsbYHI-rZOE>

DTE survivor Trisha Baptie TEDtalk, followed by "We are the Lions" spoken cinema sponsored by YWCA in Tennessee.

<https://www.youtube.com/watch?v=wzC7BU6m7gg>

<https://www.youtube.com/watch?v=PscD6h1iNil>

"Break the Silence" Canadian version; 3 Canadian girls who were trafficked

<https://www.youtube.com/watch?v=9aJS0lcjByM>

## **CANADIAN FEDERAL LAW:**

### **“The Protection of Communities and Exploited Persons Act”**

1. **Targets the demand** by targeting the buyer of sex; the predator, pimp, trafficker, john are criminalized 2. Recognizes the seller of sex is a victim; usually female and is not criminalized 3. Exit strategies put in place to assist the victim out of the sex trade.

## **UBCM RESOLUTIONS September 2015:**

### **B53**

#### **HUMAN TRAFFICKING; NCLGA Executive**

WHEREAS human trafficking is a real and devastating issue in British Columbia; AND WHEREAS significant work & research has been done as of late to aid in the prevention and prosecution of human trafficking throughout Canada: THEREFORE BE IT RESOLVED that UBCM call on the RCMP, local police forces and local governments to work collaboratively in order to implement the recommendations found within the National Task Force on Sex Trafficking of Women and Girls in Canada's recent report ("NO MORE' Ending Sex -Trafficking In Canada") as well as the Province of British Columbia's "Action Plan to Combat Human Trafficking." ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION UBCM RESOLUTIONS COMMITTEE RECOMMENDATION

### **B80**

#### **RAPE CULTURE IN CANADA; NCLGA Executive**

WHEREAS sexual assaults continue to be committed across Canada, and victims are of every age, race, income and gender; AND WHEREAS sexual assaults are under reported, and prosecution and conviction rates are low: THEREFORE BE IT RESOLVED that UBCM advocate for an intergovernmental task force to be convened to determine the steps needed to erase the “rape culture” that is pervasive in schools, universities, workplaces and elsewhere across Canada; AND BE IT FURTHER RESOLVED that the task force be mandated to elicit testimony from victims in order to determine the steps needed to improve the reporting, arrest and conviction rates across Canada. ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION UBCM RESOLUTIONS COMMITTEE RECOMMENDATION

**CANADIAN FEDERAL LAW: “The Protection of Communities and Exploited Persons Act”:** Targets the demand by charging the buyer of sex; the predator, trafficker, john, facilitator are criminalized. **2.** Recognizes the seller of sex is a victim; usually female and is not criminalized. **3.** Exit strategies put in place to assist the victim out of the sex trade.

Know the warning signs of human trafficking in your community, at work, and when travelling. Call the police immediately. Call Crime-Stoppers: 1-800-222-8477, Kids Help Phone: 1-800-668-6868. If a child is in danger call 310-1234 to reach Ministry of Child and Family Development.

**WHAT CAN YOU DO?** Educate yourselves about the issue. “Education is our greatest weapon”. Look up online: [thetraffickedhuman.org](http://thetraffickedhuman.org). Share what you learned today. Call for change; email, call or write a letter to leaders (Municipal, Provincial, Federal) to ask them to address the problem of human trafficking/sexual exploitation/youth and child exploitation by focusing on the 2 E’s: Education of our youth and Enforcement of the law. Support anti-human trafficking policies and support exit programs for trafficked women (Salvation Army: Deborah’s Gate, Union Gospel Mission, Covenant House, REED). Connect with our youth, and encourage our girls to be strong and confident, and for our boys to be respectful. Talk about the issue of objectification of women and girls and that it is a human rights issue. Help frontline workers, NGO’s and the organizations that help survivors of human trafficking by volunteering. Raise awareness. Watch the documentaries (Google them): “Enslaved and Exploited” and “Red Light, Green Light” by Jared and Michelle Brock (2 young Canadian film makers). Read the Canadian “textbook” on the issue “Invisible Chains” by UBC law professor Benjamin Perrin. Take the online course on Human trafficking from Ministry of Public Safety in BC OCTIP (Office to Combat Trafficking in Persons). Study the effect of porn on the (developing) brain (neuroscience research); Dr. Gary Wilson. Watch the Dr. Jackson Katz TEDtalk on men, violence and silence. Check out “fightthenewdrug” website to address youth porn use and addiction.

Learn how the internet works; its strengths and weaknesses. Be computer literate. Take a “cyberspace safety” education course and share what you learn with your family. Sit and listen to your children, grandchildren, greatgrandchildren. Let them talk to you. Learn about their world. Build bridges of trust and unconditional love for your families. Be proactive and involved in children’s lives. Google: “How to stay safe online”, then share that information with your family. **“Every child is one consistent caring adult away from success”.**

### **(some) ORGANIZATIONS COMBATTING HUMAN TRAFFICKING:**

BC Office to Combat Trafficking in Persons (OCTIP) at 604-660-5199 or octip@gov.bc.ca, REED (Resist Exploitation, Embrace Dignity), Servants Anonymous Society, Vancouver Rape Relief and Women's Shelter, Covenant House, Children of the Street Society, EVE (Exploited Voices Now Educating), Mothers Against Trafficking Humans, Safe Online Outreach Society, Fortress Foundation (addressing porn addiction), Salvation Army (Deborah's Gate), The Joy Smith Foundation (Manitoba), RCMP Human Trafficking National Coordination Center (Ottawa), MAST- Men Against Sex Trafficking (London, Ontario), Moosehide Campaign (aboriginal men addressing exploitation of women and girls), Sextrade 101, Defend Dignity, End Modern Slavery-Canadian Advocacy, Stop Child Trafficking, Stop the Traffick, Hope for the Sold, Face It Canada, Walk With Me, International Justice Mission, Chrysalis Network and National Human Trafficking Support Line, Shared Hope International (Washington State), Human Smuggling and Trafficking Center (Washington, DC), Coalition to Abolish Slavery and Trafficking, Free the Slaves, Polaris Project (USA), Male Renaissance Project (for men and boys).

### **RESOURCES/ BOOKS:**

**"Invisible Chains"** by Benjamin Perrin- the textbook for Canada on Human Trafficking.

**"Half the Sky"** by Nicolas Kristoff- New York bestseller describing the global sex trade.

**"The Natasha's"** by Victor Malarek and **"The John's"** by Victor Malarek- W5 award winning Canadian journalist researches the victims, and the men who use.

**"Pornland"** by Dr. Gail Dines- New York bestseller that exposes porn culture and how it is mainstream. Google her TEDtalk; in 13 minutes she exposes what children are watching.

**"No Choice, No Job"** by Dr. Janice Raymond- expert in global sex trade research.

**"Prostitution in Nevada"** by Dr. Melissa Farley- a 2 year study of the prostitution culture in Nevada, USA.

**"Girls Like Us"** by Rachel Lloyd- a memoir by a prostituted sex survivor who helps others exit the sex industry.

Google online: **CNN special report (2015) called "Children for Sale: The Fight to End Human Trafficking"** produced by Jada Pinkett Smith.

### **CONTACT: Mrs. Cathy Peters:**



Former inner city high school teacher (Southern Okanagan, Delta), volunteer for 5 years for 2 Federal MP's (John Weston; West Vancouver-Sunshine Coast-Sea to Sky, Joy Smith; St. Paul/Kildonan, Manitoba), advocate and speaker on Human trafficking/sexual exploitation, youth and child exploitation, youth porn use/addiction.

**It is unacceptable that women and children are bought and sold in a modern equal society.**



**Cassidy Thagard**

---

**From:** Heather Mink Zuvich <HMinkZuvich@virl.bc.ca>  
**Sent:** Friday, March 03, 2017 2:41 PM  
**To:** 'BOB STAMP'  
**Cc:** Barry Avis [REDACTED]; Info; Rosemary Bonanno; Jamie Anderson; Joel Adams; David Carson  
**Subject:** RE: New Sooke Library  
**Attachments:** 2017 03 03 R.Stamp re\_Sooke library location.pdf

Dear Robert Stamp,

Please find attached a letter from Mr. Barry Avis in response to your email of February 27.

Very best regards,

*Heather Mink Zuvich*  
Executive Assistant

***Sent on behalf of Barry Avis, Board Chair, Vancouver Island Regional Library***



**VANCOUVER ISLAND REGIONAL LIBRARY**  
**Administration**  
6250 Hammond Bay Road  
Nanaimo, BC V9R 5N3  
Tel: 250-729-2310  
Mobile: 250-739-0467  
Email: [hminkzuvich@virl.bc.ca](mailto:hminkzuvich@virl.bc.ca)

District of Sooke  
MAR 03 2017  
Received

This email may contain confidential information intended only for the individual or entity named. If the reader is not the intended recipient, or the agent responsible to deliver it to the intended recipient, you are hereby notified that any review, dissemination, distribution or copying of this communication is prohibited. If this email was received in error, please notify us by reply email and delete the original message.

-----Original Message-----

**From:** BOB STAMP [mailto:[REDACTED]]  
**Sent:** Monday, February 27, 2017 9:19 AM  
**To:** David Carson  
**Cc:** Board Communications; info@sooke.ca  
**Subject:** New Sooke Library

Original to File No. 0360-20	
<b>For Action by:</b>	<b>Copy to:</b>
Mayor	<input checked="" type="checkbox"/> MA-JA
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 Mr. David Carson,

I wish to register my support for a CENTRAL location for the proposed new Sooke Library, and to state my opposition to a SEAPARC location. I am an 80-year-old new resident of Sooke, who chose this community in part because of the central location of most services, and the walkability such centrality provides. A SEAPARC location would compromise my ability to use the library.

Yours sincerely,  
Robert M. Stamp,

[REDACTED]  
Sooke, BC  
[REDACTED]



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

March 3, 2017

Robert M. Stamp  
101 – 6679 Horne Road  
Sooke, BC  
**Original sent via email: [stampb@shaw.ca](mailto:stampb@shaw.ca)**

Dear Robert Stamp,

Thank you for outlining your preferences for a new library for the Sooke community. While I can understand your desire to have a centrally housed Sooke branch, finding a location in the downtown core that balances a number of factors and that aligns with our budget, is a very real challenge.

As of yet, no final decisions have been made, but as you may well have read in the local media, our lease at the current facility ends in December 2018. We would like to avoid entering into a retail lease agreement at that time and the only way to ensure this is to finalize a parcel of land for your new Sooke branch. Time is of the essence.

SEAPARC is under consideration because the land is shovel-ready, the space can accommodate the size of our proposed build, the existing infrastructure already attracts many people each day, the area is projected to develop significantly in the years ahead, and we can complete the project within the scope of our budget.

Our goal is to build a community hub that will serve Sooke's growing and diverse needs for years to come. When the Library Board makes a final decision on where to build, our decision will take into consideration all of the points listed above, and will strive to balance the numerous perspectives and preferences of Sooke customers.

Sincerely,

A handwritten signature in black ink that reads "Barry Avis".

Barry Avis  
Board Chair, Vancouver Island Regional Library

Cc: Mayor and Council, District of Sooke  
Vancouver Island Regional Library Board of Trustees  
Rosemary Bonanno, Executive Director, VIRL  
Jamie Anderson, Director of Library Services and Planning, VIRL  
Joel Adams, Director of Finance, VIRL  
David Carson, Divisional Manager, Communications, VIRL

Strong Libraries ■ Strong Communities

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

## Cassidy Thagard

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**From:** Richard <richard@radcliffelane.com>  
**Sent:** Friday, March 03, 2017 2:05 PM  
**To:** Info  
**Subject:** Sooke Town Centre Project

Good Day Mayor and Council

I would like to set up a meeting with each individual Council member to discuss the re-zoning of our town center site and the plans for development.

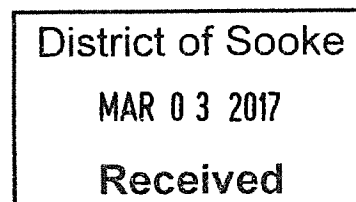
We are looking for input and ideas that will enhance the project and work to help with the future growth of Sooke

Please let me know the best way to set this up

Regards

**Richard A Kiers**  
Real Estate Project Manager  
**Highbury Asset Management Inc.**  
663 Radcliffe Lane  
Victoria, BC.  
V8S 5B8  
Cell: 250 888 9438

*This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system.*



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



EMERGENCY COMMUNICATIONS

Unit 110-2944 West Shore Parkway, Victoria, BC V9B 0B2  
Phone 250.391.6552 | Fax 250.391.1601 | [CREST.CA](http://CREST.CA)

District of Sooke  
2205 Otter Point Rd  
Sooke, BC  
V0S 1N0

District of Sooke  
MAR 06 2017  
Received

Feb 24, 2017

Original to File No. 7010-20	
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 checked="" type="checkbox"/>	KRANT
Fire <input checked="" type="checkbox"/>	KENN
Other <input type="checkbox"/>	

Dear Mayor and Council,

In the interest of keeping our shareholders informed and up-to-date on the Capital Region's emergency communications system, the following is a brief highlight of February's board meeting.

As you know we have embarked on our technology renewal project taking place between 2016 – 2018. The "next generation" technology will replace the existing radio system that currently serves 50 emergency response agencies within the Capital Region. The new radio system will be based on digital radio technology known as Project 25 (P25), which provides first responders with enhanced audio clarity and coverage among other operational and safety benefits.

As we enter the most critical phase of a radio & system replacement program, I wanted to recap what has led us to this point, and acknowledge the work put in by the user groups guiding our process. We have been fortunate to have active participation from a number of departments. Both the Fire Services & the Police Service Committee has undertaken a great deal of effort, specifically in evaluating of the RFP issued for new P25 radios in 2015, which also included a rigorous test period of the 2 vendors products (EF Johnson & Motorola) by a number of our user agencies. Ultimately the user groups showed a strong preference for the Motorola APX radio with the military (both police & fire), RCMP, Victoria FD, Saanich FD, Esquimalt FD, Oak Bay FD, UVic Security, and BC Ambulance investing in these radios to date. Currently over 500 new radios are in service at CREST, with another 2000 to be deployed over the next two years.

As 2017 starts we have taken receipt of the new Motorola P25 network equipment. The fall of 2016 saw CREST staff, outside consultants, and Motorola engineers design our replacement system, which then followed with a build and test stage at the factory, before acceptance at the end of 2016.

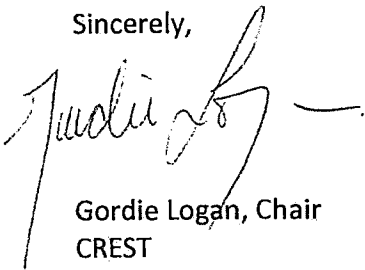
With the new system in hand our next steps are to start the cold installs in the core (Phase 1 – Victoria/Saanich/Oak Bay/Esquimalt) which will take us into May. Once the Phase 1 is complete we undertake static testing and configuration (offline) for several months (June – August). We also will quantify the coverage provided and will also verify the coverage before and after. User testing could start in the fall. We will establish a group of user representatives to specifically test performance of the new system, as well as undertake our own CREST verification. Once we are satisfied it is performing as per our contract we then coordinate a cutover with user agencies in the core (late 2017). The cutover process will be coordinated on an agency by agency basis, and typically takes place quite quickly.

Phase 2 (Westshore & Saanich Peninsula), Phase 3 (Gulf Islands & Pacific Rim) will follow the same pattern, with an expectation that the new system will be complete by end of 2018.

Stay tuned for further updates.

Please feel free to let general manager Gord Horth at [ghorth@crest.ca](mailto:ghorth@crest.ca) or myself know if you would like more information on the work of CREST.

Sincerely,

A handwritten signature in black ink, appearing to read "Gordie Logan", with a horizontal line extending to the right.

Gordie Logan, Chair  
CREST

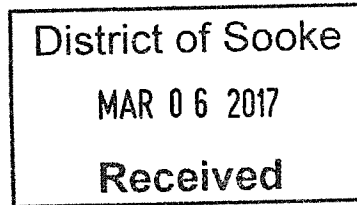
## Cassidy Thagard

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**From:** Sarah Temple  
**Sent:** Monday, March 06, 2017 9:12 AM  
**To:** Cassidy Thagard  
**Subject:** FW: Township of Esquimalt - charging for use of electric vehicle charging stations  
**Attachments:** March 03 2017\_Esquimalt Public Notification\_EV Charging Station Changes.pdf

Council Correspondence please

Sarah Temple  
*Corporate Services Assistant*  
District of Sooke  
2205 Otter Point Road  
Sooke, BC V9Z 1J2  
T. (250) 642.1616  
F. (250) 642.0541 web: <http://www.sooke.ca>



---

**From:** Eve Taylor [mailto:Eve.Taylor@esquimalt.ca]  
**Sent:** Monday, March 06, 2017 9:05 AM  
**To:** Catie McTeer (cmcteer@viewroyal.ca) <cmcteer@viewroyal.ca>; Cindy Denomme <cdenomme@oakbay.ca>; Danielle St. Jacques <dstjacques@victoria.ca>; 'jconeybeer@cityoflangford.ca' <jconeybeer@cityoflangford.ca>; Jennifer Cochrane <jcochrane@viewroyal.ca>; Jennifer Royer Collard <jroyercollard@sooke.ca>; Lisa Coburn <lcoburn@northsaanich.ca>; Liz Condon <lcondon@highlands.ca>; Paula Kully <pkully@sidney.ca>; Ruby Shea <ruby.shea@csaanich.ca>; Sam Neurauter (sneurauter@colwood.ca) <sneurauter@colwood.ca>; Sherri Andrews <sherri.andrews@saanich.ca>; Sarah Temple <stemple@sooke.ca>; tammie van swieten <tvanswieten@metchosin.ca>  
**Subject:** Township of Esquimalt - charging for use of electric vehicle charging stations

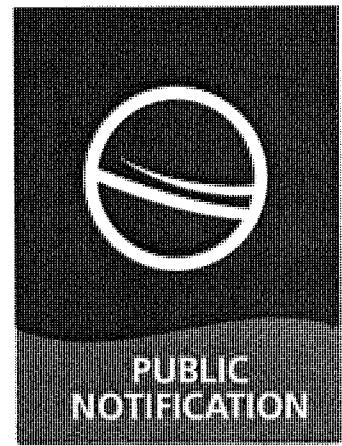
Hello,

The attached public notification document is being sent to advise that the Township of Esquimalt Council has approved charging user fees for electric vehicle charging beginning July 1, 2017. Forwarding for your Council's information.

Thank you,

**Eve Taylor**  
*Executive Assistant (CAO & Mayor)*  
Corporate Services  
Township of Esquimalt  
Phone: 1-250-414-7101  
[www.esquimalt.ca](http://www.esquimalt.ca)

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"/>	



## Service Changes to Electric Vehicle Charging

March 3, 2017

### Closure

With the construction of Esquimalt Town Square set to begin, the electric vehicle charging station will be closed starting March 6, 2017.

### Relocation of Station

The electric vehicle charging station will be relocated to the parking lot west of Memorial Park on Esquimalt Road within the next several weeks. The station will re-open once electrical and communication services are in place for its operation.

### User Fee – Beginning July 1, 2017

Due to the increasing demand for the electric vehicle charging station, a user fee of \$1.00 per hour will come into effect beginning July 1, 2017. All user fees collected will be used to fund sustainability initiatives through the Township's Sustainability Reserve Fund. Payment can be made by downloading the FLO mobile app available for Apple and Android phones.



### Why are you charging a fee?

- **Manage increasing demand.** Since 2014, station use has increased by more than 50% each year.
- **Limit length of charging sessions.** A time based fee encourages EV drivers to move their vehicle once the battery is sufficiently charged.
- **Provide neighbourhood charging for EV drivers without access to charging at home.** EV drivers living in rental apartments or stratified condos are less likely to have access to EV charging at home.
- **Avoid conflict between station users.** On rare occasions there have been disputes between drivers of 100% electric vehicles and drivers of plug-in hybrid electric vehicles.
- **Reduce range anxiety for current and prospective EV drivers.** Introducing a fee helps to ensure that stations are more readily available for EV drivers that require a charge to complete their travels. It is generally expected that the majority of EV charging will take place at home.

### For more information, please contact:

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