



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

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

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

## REGULAR COUNCIL MEETING AGENDA

**Closed Portion at 6:00 p.m. in Municipal Meeting Room**

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

**TUESDAY, February 9, 2016**

**2225 Otter Point Road, Sooke, B.C.**

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)**

<b>CALL TO ORDER</b>		
<b>MOTION TO CLOSE THE MEETING TO THE PUBLIC:</b>		
Motion to close the meeting to the public under section 90(1) of the <i>Community Charter</i> to discuss:		
90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;		
90(1)(c) labour relations or other employee relations;		
90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;		
90(1)(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].		
<b>CALL TO ORDER - Open Portion</b>		
<b>INTRODUCTION OF NEW BUSINESS/SUPPLEMENTARY INFORMATION</b>		
<b>APPROVAL OF THE AGENDA</b>		
<b>ADOPTION OF COUNCIL AND COW MEETING MINUTES:</b>		
January 25, 2016	Regular Council Meeting	1
January 26, 2016	Committee of the Whole Meeting	7
<b>RECEIPT OF DRAFT COUNCIL COMMITTEE MINUTES FOR INFORMATION:</b>		
January 21, 2016	Sooke Community Centre Advisory Committee	11
January 26, 2016	Emergency Planning Committee	15
January 27, 2016	Sooke Program for the Arts (SPA) Committee	19
January 28, 2016	Climate Change Action Committee	23

<b><i>DELEGATIONS – REQUESTS TO ADDRESS COUNCIL (or Presentations - 5 minute time limit each)</i></b>		
D-1	Sooke Lions Club – “Gateway to Sooke” Proposed Revitalization Project, John Farmer and Godfrey Medhurst	--
D-2	Team Sooke/Juan de Fuca Refugee Sponsorship Committee – Sponsorship Request, Sid Jorna, Chair	27
<b><i>PUBLIC QUESTION AND COMMENT PERIOD</i></b> <b><i>(10 minutes – 2 minutes time limit per person)</i></b>		
<b><i>BYLAWS</i></b>		
B-1	<b>Bylaw No. 629, <i>Officers and Employees Amendment Bylaw (398-1)</i></b> • Council to consider adoption of Bylaw No. 629	31
B-2	<b>2017 Idlemore Road</b> <b>Bylaw No. 627, <i>Official Community Plan Amendment Bylaw (400-8)</i></b> <b>Bylaw No. 628, <i>Zoning Amendment Bylaw (600-21)</i></b> • Council to consider adoption of Bylaw No. 627 and Bylaw No. 628	35
B-3	<b>Sooke Zoning Bylaw Proposed Amendments</b> <b>Bylaw No. 630, <i>Zoning Amendment Bylaw (600-22)</i></b> • Council to consider introduction, first and second reading of Bylaw No. 630 and schedule Public Hearing	41
<b><i>REPORTS For Information – Council, Committees, COW and Commissions and Staff (CAO, Development Services)</i></b>		
RI-1	<b>Mayor and Council Reports (Verbal)</b>	--
<b><i>NEW BUSINESS</i></b>		
<b><i>CORRESPONDENCE Requiring Action:</i></b>		
C-1	<b>Correspondence dated January 14, 2016 from Westcoast Flyfishers Association RE: 2016 Fishing Exploratory offered to Journey Middle School students – Request for sponsorship</b>	61
C-2	<b>Correspondence dated February 1, 2016 from Victoria Chamber of Commerce RE: Proclamation Request – Chamber Week February 15-19, 2016</b>	63
<b><i>REPORT OF IN CAMERA RESOLUTIONS</i></b>		
RIC-1	<b>Resolutions from January 25, 2016 Regular Council Meeting – In Camera portion:</b> • Southern Vancouver Island Regional Economic Development	65
<b><i>ADJOURNMENT</i></b>		



## DISTRICT OF SOOKE

Minutes of the Regular Meeting of Council  
held in the Council Chamber  
at 2225 Otter Point Road, Sooke, BC  
on January 25, 2016  
6:00 p.m., Closed Portion, Meeting Room  
7:00 p.m., Open Portion, Council Chamber

### COUNCIL PRESENT

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

### STAFF PRESENT (Open Portion)

Teresa Sullivan, Chief Administrative Officer  
Brent Blackhall, Deputy Director of Finance  
Bonnie Sprinkling, Corporate Officer  
Katherine Lesyshen, Planner II (left at 7:40 pm)  
Tina Hansen, Corporate Assistant

### CALL TO ORDER

Acting Mayor Reay called the meeting to order at 6:04 p.m.

### MOTION TO CLOSE THE MEETING TO THE PUBLIC

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

- 90(1)(c) labour relations or other employee relations;
- 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- 90(1)(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- 90(1)(g) litigation or potential litigation affecting the municipality;
- 90(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

**CARRIED UNANIMOUSLY**

### CALL TO ORDER - OPEN PORTION

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

### APPROVAL OF THE AGENDA

**MOVED** and seconded to add the following items to the agenda as new business/supplemental information:

Item B-2 Supplementary Information - Bylaw No. 629, *Officers and Employees Amendment Bylaw (398-1) Public Officer and Designated Employee Appointments*

1. REVISED STAFF REPORT JANUARY 21, 2016

Remove and Replace Agenda Pages 27-33  
**CARRIED UNANIMOUSLY**

**MOVED** and seconded to move Agenda Item C-1 Letter dated January 17, 2016 from Mike Hicks, Regional Director, Juan de Fuca Electoral Area to immediately following Minutes for Information.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to approve the agenda as amended.

**CARRIED UNANIMOUSLY**

#### **ADOPTION OF MINUTES**

**MOVED** and seconded that the minutes of the Regular Council meeting held on January 11, 2016 be adopted as circulated.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Committee of the Whole meeting held on January 18, 2016 be adopted as circulated.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Special Council meeting held on January 18, 2016 be adopted as circulated.

**CARRIED UNANIMOUSLY**

#### **MINUTES FOR INFORMATION**

**MOVED** and seconded that the following minutes be received for information:

January 25, 2016                      Long Term Financial Planning Committee  
January 12, 2016                      Parks & Trails Advisory Committee

**CARRIED UNANIMOUSLY**

#### **CORRESPONDENCE REQUIRING ACTION**

##### **C-1 Letter dated January 17, 2015 from Mike Hicks, Regional Director, Juan de Fuca Electoral Area**

Regional Director Mike Hicks addressed Council as to a request from the Capital Regional District to make amendments to the District of Sooke Bylaw No. 59, *Firearms Regulation Bylaw, 2001*. Mr. Hicks advised that there are an estimated 6,000 resident, non-migratory geese within the CRD and it is forecasted that these numbers will grow up to 60,000 over the next 20 years. These geese are devastating to sports fields, parks and lakes and in particular to farmers in the Sooke region. Director Hicks advised that the CRD is asking that rural municipalities consider amendments to their Firearms Bylaws to allow hunting to take place on farms that have obtained a crop damage permit from the Federal Canadian Wildlife Service. Director Hicks advised that this will assist farmers in protecting their crops and will reduce the number of geese damaging crops.

**MOVED** and seconded to direct staff to provide a report to Council on proposed amendments to the District of Sooke Bylaw No. 59, *Firearms Regulation Bylaw, 2001*:

1. To exempt holders (farmers) of Crop Protection Permits issued by the Canadian Wildlife Service;
2. Those with a current Canadian Wildlife Service Crop Protection Permit may hunt on lands using the Federal Migratory Birds regulations and in possession of a valid federal Migratory Game Bird Hunting Permit.

**CARRIED UNANIMOUSLY**

## **PUBLIC QUESTION AND COMMENT PERIOD**

Ellen Lewers, Sooke resident provided comments as to Regional Director Hicks' presentation and the CRD's request to Council to amend the *Firearms Regulation Bylaw*. Ms. Lewers asked that there be more clarity with the definitions and the wording in the bylaw as she believes the current bylaw to be ambiguous. Ms. Lewers advised that there needs to be input from the public on the amendments:

Anita Wasiuta, representing Sooke Food CH Society advised that Sooke Food CHI supports farmers and the protection of crops and supports the CRD's request to amend the *Firearms Regulation Bylaw*. Ms. Wasiuta advised that these are non-migratory birds and that they are damaging crops and our playgrounds.

## **BYLAWS**

- B-1**    **7000 Melrick Place**  
**Bylaw No. 623, *Zoning Amendment Bylaw (600-20)***  
**Bylaw No. 624, *Sooke Core Sewer Specified Area Amendment Bylaw (147-25)***  
**Bylaw No. 625, *7000 Melrick Place Phased Development Agreement Repeal Bylaw, 2015***

**MOVED** and seconded that Bylaw No. 623, *Zoning Amendment Bylaw (600-23)* be introduced adopted.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that Bylaw No. 624, *Sooke Core Sewer Specified Area Amendment Bylaw (147-25)* be adopted.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that Bylaw No. 625, *7000 Melrick Place Phased Development Agreement Repeal Bylaw, 2015* be adopted.

**CARRIED UNANIMOUSLY**

- B-2**    **Bylaw No. 629, *Officers and Employees Amendment Bylaw (398-1)* Public Officer and Designated Employee Appointments**

**MOVED** and seconded to appoint Teresa Sullivan as Chief Administrative Officer;  
**AND TO** rescind the appointment of Michael Dillabaugh as Director of Finance;

**AND TO** rescind appointment of Brent Blackhall as Deputy Financial Officer and appoint him Acting Director of Finance;

**AND TO** rescind the Animal Control Officers appointments for Rob Letts, Rob Helmy, Dean Ridley, Mike Crowe and David Skorzewski;

**AND TO** appoint Ryan Johnston, Bobby Bains and Andrew Freer as Animal Control Officers.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to introduce and give first reading to Bylaw No. 629, *Officers and Employees Amendment Bylaw (398-1)*.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to give second reading to Bylaw No. 629, *Officers and Employees Amendment Bylaw (398-1)*.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to give third reading to Bylaw No. 629, *Officers and Employees Amendment Bylaw (398-1)*.

**CARRIED UNANIMOUSLY**

#### **REPORTS REQUIRING ACTION**

##### **RA-1 Development Permit Amendment – 6995 Nordin Road – Phase 4 (Heron View Villas)**

Katherine Lesyshen gave a powerpoint presentation and summary of the Development Permit Amendment for 6995 Nordin Road.

**MOVED** and seconded to authorize the issuance of Development Permit Amendment PLN01245 for the purpose of amending the Development Permit for 6995 Nordin Road (Phase 4) with updated elevation drawings, site plan and landscaping.

**CARRIED UNANIMOUSLY**

##### **RA-2 Subdivision in the Agricultural Land Reserve (Lot Line Adjustment) 6258 Soule Road**

Katherine Lesyshen gave a powerpoint presentation and summary of the Lot Line Adjustment at 6258 Soule Road.

**MOVED** and seconded to forward this request for a lot line adjustment by way of subdivision to the Agricultural Land Commission with a recommendation for approval.

**CARRIED UNANIMOUSLY**

##### **RA-3 Alternate Council Member Appointment to SEAPARC**

**MOVED** and seconded to appoint Councillor Kerrie Reay to the Sooke and Electoral Area Parks and Recreation Commission as Alternate Council Member.

**CARRIED UNANIMOUSLY**

**RA-4 Sooke Fire Services Commission – Terms of Reference Amendment**

**MOVED** and seconded to approve amendments to the Terms of Reference for the Sooke Fire Services Commission;  
**AND TO** further amend the Sooke Fire Service Commission Terms of Reference in section 4.1 to a two year term.  
**CARRIED UNANIMOUSLY**

**RA-5 Hiring Committee – Terms of Reference Amendment**

**MOVED** and seconded to approve amendments to the Terms of Reference for the Hiring Committee.  
**CARRIED UNANIMOUSLY**

**REPORTS FOR INFORMATION**

**RI-1 RCMP Monthly Mayor Report – December 2015**

**MOVED** and seconded to receive the RCMP Monthly Mayor Report for December 2015 for information.  
**CARRIED UNANIMOUSLY**

**RI-2 2016 Preliminary Assessment Roll Analysis**

**MOVED** and seconded to receive the 2016 Preliminary Assessments Roll Analysis report for information.  
**CARRIED UNANIMOUSLY**

**RI-3 Mayor’s Report**

Councillor Parkinson reported on attending the Committee Workshop with Don Lidstone, the MOU Working Group meeting at T’Sou-ke Nation and the Sooke Harmony Project for Journey Middle Students to learn how to play strings and drums in a marching band. Councillor Parkinson also attended the Te’mexw Committee Meeting, School District No 62 Transportation meeting and the Sooke Community Association appreciation dinner.

Councillor Kasper reported on attending a number of CRD Board meetings over the past month. Councillor Kasper also attended the School District No. 62 meeting on safe routes to school, and the MOU Working Group meeting at T’Sou-ke Nation.

Acting Mayor Reay reported on attending the School District No. 62 Transportation meeting last week advising that they were provided interesting statistics showing School District No. 62 as one of the fastest growing school districts in the province and that it is expected to increase by over 20 percent over the next number of years.

**RI-4 CAO Update**

Teresa Sullivan reported that she has conducted over 200 meetings with staff, the business and development community and members of the public since in order to find out what the District is doing well at and what things could be improved. Ms. Sullivan advised that she has been welcomed by the residents of Sooke and took the opportunity to thank everyone for their support.

**REPORT OF IN CAMERA RESOLUTIONS**

**RIC-1 Resolutions from January 11, 2016 Regular Council Meeting – In Camera portion**

**Sooke Fire Services Commission Appointments**

**MOVED** and seconded that Council appoint:

- 1. Kenneth R. Ebbs-Canavan
- 2. Cameron MacIntyre
- 3. Murray Lambert

to the Sooke Fire Services Commission effective immediately;

**AND THAT** this resolution be released to the public.

**MOVED** and seconded that Council approve the honorarium in the amount of \$2,500 for the members of the Sooke Fire Services Commission;

**AND THAT** this resolution be released to the public.

**ADJOURNMENT**

**MOVED** and seconded to adjourn the meeting at 7:47 p.m.

**CARRIED UNANIMOUSLY**

**Certified Correct:**

---

**Kerrie Reay**  
Acting Mayor

---

**Tina Hansen**  
Deputy Corporate Officer





**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held January 26, 2016  
at 6:00 pm  
Council Chamber, 2225 Otter Point Road

---

**COUNCIL PRESENT**

Acting Mayor Kerrie Reay  
Councillor Bev Berger  
Councillor Rick Kasper  
Councillor Ebony Logins  
Councillor Kevin Pearson

**STAFF PRESENT**

Teresa Sullivan, Chief Administrative Officer  
Tina Hansen, Corporate Assistant

**ABSENT:** Mayor Maja Tait, Councillor Brenda Parkinson

1. **Call to Order**

The meeting was called to order at 6:04 p.m.

2. **Approval of Agenda**

**MOVED** to approve the agenda as circulated.  
**CARRIED**

3. **Presentation: Trade Commissioner Service, Marilyn MacLean Denton, Head of Office & Trade Commissioner**

Marilyn MacLean Denton, Trade Commissioner provided a powerpoint presentation and overview of the Trade Commissioner Service (TCS) and Can-Export. Ms. MacLean Denton reported that the TCS has been around since 1897. They have a network of 900 Trade Commissioners located in 174 cities worldwide and have a client base of over 13,500 per year. The majority of Trade Commissioners are not Canadian, they are hired in country and are locally engaged; they speak the same language and know the culture. The TCS services are free to Canadian companies and it is important for companies to get in touch with the local Trade Commissioner in Canada prior to getting into foreign markets.

Ms. MacLean Denton advised that their clients are small, medium and large companies that are established in Canada and do business abroad. The TSC is there to provide advice to these companies. Companies are expected to have researched their markets and to have a business plan in place. The TCS assists companies to succeed globally and helps lower costs of doing business through four key services:

- Preparation for international market
- Market-potential assessment
- Qualified contacts
- Problem solving

Ms. MacLean Denton explained the continuum or export process. There are a number of things that companies need to do throughout the continuum and it is important, based on what companies are planning to do abroad, to know which TCS Partner services fit with their goals. These steps are important to consider as companies get into their international business development plan.

Information was provided as to the Canadian Technology Accelerator (CTA) which was developed by the TCS to assist technology companies' access global business opportunities. The CTA's focus is on export-ready technology firms; they support the growth of companies through immersion into international markets.

Ms. MacLean Denton overviewed the CanExport Program explaining that there are a number of criteria for becoming eligible for the program including having annual revenue of \$200,000 up to \$50 million dollars. The CanExport Program is a five year program and it is important for companies to have a five year plan. As companies complete the on-line application, it helps in developing a strategic plan and is a good learning tool. Ms. MacLean Denton also noted that in order to meet the criteria; projects must be between \$20,000 and \$200,000 and if approved 50 percent of the expenses incurred may be reimbursed.

Ms. MacLean Denton encourages companies interested in foreign markets to reach out to the TCS by sending an email providing contact information and a profile of the company explaining what the company does. This makes it easy for the TCS to put companies into their database so they can contact sector Officers abroad. Trade Commissioners in other countries will often go to great distances to provide information to help businesses prepare for the global markets.

**Committee discussion:**

- Discussion as to Agriculture Agri-Food Canada for companies wanting to export food products
- Discussion as to Trade Agreements and whether the TCS assists companies in learning about barriers hampering exporting products
- Clarification as to whether the five year Can-Export Program could be renewed for another five years
- Discussion as to getting and sharing information from the Trade Commissioner Services and getting it out to the business community; the TCS website is a good tool for businesses

**Public Input:**

Brian Mooney, Sooke resident inquired as to the CanExport Program's entry level minimum criteria of \$ 20,000 for projects in particular to attend trade shows as he believes this amount is well beyond the actual costs that are incurred for trade shows. Ms. MacLean Denton explained that they want companies to think long term and strategically. Ms. MacLean Denton also provided information as to the Agriculture Agri-Marketing program for businesses involved in agriculture.

Acting Mayor Reay took opportunity to thank Ms. Denton for her presentation.

4. **Adjournment**

The meeting was adjourned at 6:45 p.m.

Certified Correct:

---

Kerrie Reay  
Acting Mayor

---

Tina Hansen  
Deputy Corporate Officer





**DISTRICT OF SOOKE**  
**Sooke Community Centre Advisory Committee Minutes**  
Meeting held January 21, 2016  
at 10:00 am  
Council Chamber, 2225 Otter Point Road

**Committee Members Present:**

1. Lee Boyko, Sooke Region Museum, Chair
2. Councillor Ebony Logins
3. Karl Linell, Sooke Community Association
4. Ellen Lewers, Sooke Fall Fair
5. Nikki Logins, Sooke Region Community Health Initiative
6. Jeff Bateman, Sooke Transition Town Society
7. Trevor Colley, Sooke Rotary Club
8. Sharon Bussard Grove, Sooke Community Arts Council
9. David Bennett, Sooke Seniors Drop In Society
10. Steve Knoke, SEAPARC

**Ex Officio:** Acting Mayor Kerrie Reay

**Staff:** Brent Blackhall, Acting Director of Finance  
Bonnie Sprinkling, Corporate Officer

**Absent:** Paul McTavish, Royal Canadian Legion Branch 54  
Sandy Pedneault, Sooke Elderly Citizens Housing Society  
Karen George, T'Sou-ke Nation  
Infinity Login, EMCS Youth Engagement Project  
Al Beddows, Sooke Lions

1. Lee Boyko called the meeting to order at 10:01 am.

**2. Approval of the Agenda:**

**MOVED** to approve the agenda with the addition of the following as New Business:

- Correspondence received January 19, 2016 from Bob Phillips, Trustee, School District No. 62

**AND** to move Agenda Item 4 Working Groups to follow Agenda Item 6.

**CARRIED**

**3. Approval of the Minutes:**

**MOVED** to approve the workshop notes of November 19, 2015 as circulated.

**CARRIED**

**5. Information Roundtable:**

The representatives from each group gave an update on their current activities. Activities relating to the Committee Mandate:

- SEAPARC
  - Steve Knoke reviewed the background and focus of the Seaparc Strategic Plan which focusses on items Seaparc is already involved in.
  - The Committee asked questions as to the proposed purchase by CRD/Seaparc of

the golf course property on Throup Road and what it will mean to the Committee's mandate. Mr. Knoke advised that Seaparc does not have any plans as yet for the property, however it must be for recreation use.

- The Committee asked questions about the renewal of the joint use agreement between Seaparc and School District #62. Mr. Knoke advised that the agreement clarifies the sharing of facilities by the two organizations and was modelled on the Westshore agreement.
- Sooke Seniors Drop In Society
  - David Bennett reviewed the letter from the Sooke Elderly Citizens Housing Society and the email submission by Bob Phillips with the Committee.
  - The SECHS has included a Senior Centre at Ayre Manor in their expansion plans, and would like to keep that option open with the Committee.
  - The Committee discussed some of the other sites suggested for the seniors' centre and the need for secure storage. The use of school facilities will be difficult as set out in Mr. Phillips email.
- Sooke Community Association
  - Karl Linell advised the group that maintenance is being carried out on the Sooke Community Hall; windows and floor.
- A/Mayor Kerrie Reay provided an update on the Vancouver Island Regional Library (VIRL) search for property. The District is still working with VIRL to locate a property for the new library; they require property large enough to accommodate a 10,000 square feet building (on one floor) and 38 parking spaces. This is a high priority for the District. When the property is determined, the District can look at opportunities for partnering with VIRL for community facilities.

#### **6. Correspondence**

By general consensus the Committee accepted the correspondence received December 8, 2015 from Sooke Elderly Citizens Housing Society and received January 19, 2016 from Bob Phillips, Trustee, School District No. 62

#### **4. Working Groups:**

The Working Groups established at the workshop November 19, 2015 will now investigate the facilities/spaces identified in relation to appropriate uses required and determine whether or not they are still viable. The groups will meet either at the museum or the municipal hall to discuss. The Working Groups will submit written reports to the Chair by the next meeting. The lead person for each of the Working Groups are:

Arts - Sharon Bussard-Grove

Youth – Lee Boyko

Seniors – Jeff Bateman

Families – Nikki Logins

After the working groups have completed their reports, tours of successful facilities in other communities may be arranged with the use of the Seaparc bus.

7 **Public Input** - There was no input from members of the public.

8. **Next Scheduled Meeting:** February 18, 2016 at 10:00 am.

9. **Adjournment:**

**MOVED** and seconded to adjourn the meeting at 11:15 a.m.

Certified Correct:

---

Lee Boyko  
Chair

---

Tina Hansen  
Deputy Corporate Officer







**DISTRICT OF SOOKE**  
**Emergency Planning Committee**  
Meeting held January 26, 2016  
at 9:00 am  
Council Chamber, 2225 Otter Point Road

**Committee Members Present:**

Fire Chief Steve Sorensen, Acting Chair  
Councillor Brenda Parkinson  
Staff Sgt. Jeff McArthur – Sooke RCMP  
Ron Bilinsky, Emergency Social Services  
Richard Nimmo, Sooke Amateur Radio

**Staff:**

Richard McLeod –Sooke Fire Rescue Service  
Sarah Temple, recorder

**Regrets:**

George OBriain, Chair  
Jeri Grant, JDF Emergency Program Coordinator  
Bryon Longeway, Sooke EMS Chief  
Stephanie Dunlop, Metchosin Fire Chief  
Rachel Grigg, RCMSAR  
Krystal Hanson, VIHA  
Alison Makkinga, SD #62  
Ed Gorse – Sooke Amateur Radio

1. **Call to Order**  
The meeting was called to order at 10:06 a.m.
2. **Approval of the Agenda**  
**MOVED** to approve the agenda as circulated.  
**CARRIED**
3. **Approval of Minutes:**  
**MOVED** to approve the minutes of November 24, 2015 as circulated, with the addition of Councillor Parkinson as an attendee.  
**CARRIED**
4. **Emergency Coordinator:**
  - Steve Sorensen will be the Acting Chair of the Emergency Planning Committee moving forward. Chief Sorensen has also returned to the position of Emergency Coordinator for the District of Sooke.
  - Chief Sorensen also advised that the position of ESS Coordinator will need to be filled in the spring due to the retirement of the existing coordinator.

## 5. Unfinished Business – Business Arising from the Minutes:

### a. Muster Points and Signage:

- The Committee discussed possible locations for signage directing residents to emergency muster points.
- Signage is not possible on the Community Hall.
- Alternate locations for signage include the municipal hall and/or the firehall, the ambulance station, the RCMP station, the legion and along Sooke Road at Connie Road.
- Discussion of using the existing sign infrastructure at Connie Road, but alternating the signage. Signs could include:
  - Volunteer recruitment
  - Emergency preparedness
  - Smoke alarms
  - Cigarettes and wildfires

**ACTION:** Chief Sorensen to investigate possibility of changing the Connie Road sign four times per year.

**ACTION:** Chief Sorensen to investigate signage directing residents to the emergency muster points at the following locations: Royal Canadian Legion, Sooke Ambulance Station, Sooke RCMP Station, Sooke Municipal Hall and/or Fire Hall.

- Discussion of alternate muster points. Locations would need to have fire sprinklers and have the ability to use a generator.
- The Committee discussed challenges with tsunami signage.

### b. Working Group – Recovery & Mitigation Strategies following a disaster

- The Committee discussed challenges associated assigning enormous tasks to working groups of volunteers who live in a large region.

### c. Strategic Planning:

**ACTION:** carry forward discussion as to the strategic priorities of the Committee to an upcoming meeting. The identified priorities include:

- Stocking the recently purchased storage container located in the Sooke Public Works Yard.
- Return/ Replace / Update Old Federally Owned Emergency Supplies
- Organize a Communications Exercises with SD #62 – to test the CB radios

## 6. Emergency Preparedness Week:

- The Committee discussed upcoming events and plans for participation.
- Emergency Preparedness Week is coming up the first week in May.
- Rotary Auction is April 30 – The ESS group is starting to plan for this event. .
- Some suggestions for areas of focus include public education on “Shelter in Place” and organization of Neighborhood Emergency Groups.
- EMBC also has new information on how people with limited mobility can prepare to Shelter in Place.

- Public Education could also include information on emergency radio frequencies for the area.

7. **Training :**

- The Committee discussed plans for a comprehensive tabletop training exercise that would bring together multiple emergency preparedness partners.
- The training exercise would be for an entire day and there are some pre-packaged training scenarios available.
- Suggested partners include: Sooke Fire Rescue, Sooke RCMP, Sooke EHS, District of Sooke EOC staff, District of Sooke Council members, ESS volunteers, HAM Radio operators, Citizens on Patrol, EMCS Leadership class and local media.
- Chief Sorensen reported that he has applied for funding to host additional EOC training, which if successful will be held at a later date.

8. **Correspondence for Information**

- The Committee discussed proposed changes to the Emergency Program Act.
- Chief Sorensen reported that he had recently attended a regional meeting with area Emergency Coordinators to provide feedback to the Province on the proposed changes.

9. **Discussion:**

- The Committee further discussed ideas for Neighbourhood Emergency Groups. Some suggestions including working with areas that have established resident organizations, like the Harbourside Cohousing, or strata developments.

**ACTION:** Dick Nimmo to find further information on both the Saanich Neighbourhood Emergency Program and Juan de Fuca neighbourhood programs.

- The Committee discussed ideas for increased volunteerism in emergency planning and emergency preparedness, specifically related to instigating and supporting neighbourhood emergency preparedness groups.

**ACTION:** Deputy Chief McLeod to speak with the ESS group to determine interest in supporting Neighbourhood Emergency Preparedness groups.

- Ron Bilinsky updated the Committee as to progress in having Camp Barnard used as an emergency response centre. Mr. Bilinsky is currently working with the CRD to come to an agreement.
- Dick Nimmo reported that the Central Middle School HAM radio program has ceased and that all equipment has been donated to Camp Barnard. Local HAM radio operators will be contacted to help set up a radio program at Camp Barnard.
- Deputy Chief McLeod reported that he has Contacted Shelter Box Canada and learned they no longer supply shelter boxes.
- Deputy Chief McLeod further reported on the cost of purchasing sandbag hoppers. The cost is approximate \$60 per unit. Each unit weighs approximately 4 lbs, can be operated by one person and will fill over 200 sandbags per hour.

9. **Public Input:**

There was no input from members of the public.

10. **Next Scheduled Meeting:**

- Tuesday, March 22, 2016 at 10:00 a.m.

11. **Adjournment:**

**MOVED** and seconded to adjourn the meeting at 11:07 a.m.

**CARRIED**

---

Steve Sorensen  
Acting Chair

---

Tina Hansen  
Deputy Corporate Officer



**DISTRICT OF SOOKE**  
**Sooke Program for the Arts (SPA) Committee Minutes**  
Meeting held January 27, 2016  
at 9:30 am  
Council Chamber, 2225 Otter Point Road

**Committee Members Present:**

1. Councillor Brenda Parkinson, Chair
2. Lorna Cosper
3. Drew Johnston
4. Frederique Philip
5. John David Russell
6. Bob Tully
7. Lee Boyko, Sooke Region Historical Society
8. Linda Anderson, Sooke Community Arts Council

**Staff:** Danica Rice, Planner II (Workshop Facilitator)  
Tina Hansen, Corporate Assistant, recorder

**Absent:** Linda Bristol, T'Sou-ke First Nation

**1. Call to Order**

The meeting was called to order at 9:33 a.m.

**2. Approval of the Agenda:**

**MOVED** to approve the agenda with the addition of discussion on the Sooke Program for the Arts (SPA) Terms of Reference.

**CARRIED**

**3. Appointment of Committee Chair:**

Drew Johnston addressed the Committee advising that he believes he could contribute to the Committee in the role of Committee Chair as he has experience working with Committees in his former employment with the Province, is familiar with Policy, Terms of Reference and Work Plans and he would like to contribute to the arts in Sooke.

**MOVED** to appoint Drew Johnston as Chair of the Sooke Program for the Arts (SPA) Committee.

**CARRIED**

**4. Approval of the Minutes: November 25, 2015**

**MOVED** to approve the minutes of November 25, 2015 as circulated.

**CARRIED**

**5. Sooke Program for the Arts (SPA) Reserve Fund Account Inquiry:**

**Committee Discussion:**

- The Committee asked for clarification as to the transfer of funds in the amount of \$4,420 from the SPA Reserve Account
- The Committee asked for clarification as to the expenditure of \$10,000 for the District of Sooke's participation in the Canada 150 Mosaic Program and whether this amount has already been expended from the SPA Reserve Account
- The Committee asked whether the expenditure for the District of Sooke's participation in 2016 Communities in Bloom has been expended from the SPA Reserve Account

**ACTION ITEM:** Staff to bring forward additional information on the SPA Reserve Account for items listed above.

- The Committee discussed that other municipalities such as Saanich and Victoria have slight variations in the way they calculate revenue for their Public Art Programs versus the District of Sooke contributing 3 percent of Building Permit revenue
- Discussion as to the Capital Regional District (CRD) Arts Development Service, its member municipalities, how it operates, how it acquires art and membership costs
- Discussion as to the timeline for becoming a member of the CRD Arts Development Service
- Discussion as to the importance of looking at art on a broader scale and looking outside the community of Sooke as it is still considered to be "local art"

**6. Creative City Network: 2016 Membership Renewal**

Chair Johnston provided an overview of the Creative City Network advising that the Creative City Network newsletter provides information on the arts in different communities. This is more of a resource for staff benefit and development.

**Committee Discussion:**

- The previous SPA Committee was originally responsible for signing up with Creative City Network; the District has been a member for only one year; there does not seem to be benefit to the District from the membership
- Discussion as to whether there have been any applications from the SPA Committee in the past to Creative City Network or whether they are strictly an online resource centre

**MOVED** that the Creative City Network membership for 2016 not be renewed.

**CARRIED**

**7. 2016 Communities in Bloom**

Councillor Parkinson provided an overview of Communities in Bloom for the Committee advising that the District of Sooke has been a member of the Program for a number of years. The District of Sooke received its five bloom status in 2014 and did not participate in 2015 due to the Town Centre improvements and construction of the roundabout. The District was able to take one year off from participating while maintaining its five bloom status. Councillor Parkinson provided information as to the seven categories that communities are judged on, the Communities in Bloom profile book, and how the past Mayor's Advisory Panel on the Arts and Beautification and volunteers worked on the Communities in Bloom project. Councillor Parkinson advised that it is a "feel good" project and involves the Sooke Chamber of Commerce, local businesses and residents.

Frederique Philip added that the group works with the local businesses to understand that if they beautify their storefronts it benefits their business and encourages pride for the town. Ms. Philip provided information on how successful Communities in Bloom is in France.

**Committee Discussed:**

- Communities in Bloom is uplifting for the community and gives people a common cause to improve the community
- Communities in Bloom is not just about flowers, it is about infrastructure, landscape, and beautification
- Look to someone on the Committee who is able to take the lead on Communities in Bloom and work with members of the public
- The flower element of Communities in Bloom inspires people to participate
- The District works on the larger elements such as projects and infrastructure and the Committee works on the smaller elements such as beautification with the public
- Discussion as to art projects and using the Municipal Arts Policy as a guide to work on projects for Communities in Bloom
- The District has applied to BC Hydro for a grant to wrap hydro boxes
- Communities in Bloom is an all-encompassing event for the community and is a large undertaking for one person. The Committee would need the experience of someone who has been previously involved
- Look at having a Chair and Co-Chair; two people team up for the undertaking with an additional person to learn the process
- Other Committee members could also get involved and participate in certain areas

The Committee agreed by general consensus to appoint Brenda Parkinson, Frederique Philip and Linda Anderson to the Communities in Bloom Working Group.

**ACTION ITEM:** Staff to provide the Committee with a copy of the last Communities in Bloom Profile Book and the Communities in Bloom Evaluation Report. A draft work plan from the working group was requested for the next Committee meeting.

**8. Canada 150 Mosaic: Correspondence received January 19, 2016**

Councillor Parkinson provided an overview of the Canada 150 Mosaic project.

**Committee Discussed:**

- The Canada 150 Mosaic working group would be responsible for working on the Canada 150 Mosaic project
- The working group would look at coming up with a "Theme" for the mural and bring it forward to the Committee; the Committee would recommend their top choices for the mural to Council
- Look at doing a "call out to artists" to get ideas for the mural
- Canada 150 Mosaic supplies everything for the project.
- The mosaic should be a picture that depicts Sooke for the Canada 150 celebration
- Discussion as to the size of the mural and an appropriate site for the mural

The Committee agreed by general consensus to appoint John Russell, Bob Tully and Lee Boyko to the Canada 150 Mosaic Project Working Group.

**ACTION ITEM:** The Canada 150 Mosaic Working Group to provide a draft work plan for the

next Committee meeting.

The meeting recessed at 10:48 a.m.

The meeting was called back to order at 11:03 a.m.

**9. Sooke Public Art Visioning Workshop**

Danica Rice facilitated the Sooke Public Art Visioning Workshop for the Committee. Ms. Rice advised that the purpose of the workshop is to help facilitate the Committee's vision as a group for Public Art in Sooke.

**10. Next Meeting: February 24, 2016 at 9:30 a.m.**

**ACTION ITEM:** The Committee requested that staff bring forward the Sooke Program for the Arts Terms of Reference on the next Committee Agenda.

**ACTION ITEM:** The Committee requested that Working Group updates also be included on each Committee Agenda.

The Sooke Public Art Visioning Workshop will resume at the next Committee meeting.

**11. Adjournment**

**MOVED** to adjourn the meeting at 11:57 a.m.

**CARRIED**

---

Drew Johnson  
Chair

---

Tina Hansen  
Deputy Corporate Officer





**DISTRICT OF SOOKE**  
**Climate Change Action Committee**  
Minutes of Meeting held  
January 28, 2016 at 3:00 pm  
Council Chamber, 2225 Otter Point Road, Sooke, BC

**Committee Members Present:**

Jeff Bateman, Sooke Transition Town/Zero Waste Sooke, Chair  
Councillor Ebony Logins  
Andrew Moore, T'Sou-ke Nation (arrived at 3:06)  
Brent Blackhall, Deputy Director of Finance  
Laura Hooper, Parks and Environmental Services Coordinator  
Steve Sorensen, Fire Chief (arrived at 3:08)

**Recorder:** Sarah Temple, Finance and Administration Assistant

**1. Call to Order**

Jeff Bateman called the meeting to order at 3:04 p.m.

**2. Approval of the Agenda**

**MOVED** to approve the agenda with the addition of the following items as New Business:

- Recommendations from Alternative Energy Projects working group
- Energy Reduction Challenge
- BC Climate Leadership Plan

**CARRIED**

**3. Approval of Minutes**

**MOVED** to approve the minutes of November 12, 2015 as amended.

**CARRIED**

**4. Strategic Planning:**

**Strategic Priorities from CEEP**

Committee Discussion:

- The Committee discussed the strategic priorities outlined in the CEEP.
- Each of the top 3 priorities involves ongoing effort and are completed as opportunities arise.
- Yard waste is currently an area where opportunities for improvement exist. .
- Discussion of other initiatives identified in the CEEP, such as electrical vehicle charging stations in the town centre and at the municipal hall. Councillor Logins advised that EMCS students are also working towards installing an electric vehicle charging station. Previous research has been conducted on suitable locations in Sooke.
- The District of Sooke engineering vehicle is due for replacement, consideration should be given to replacing it with a hybrid vehicle.

**ACTION:** Brent Blackhall to add Climate Change Action Committee items to the draft 2016-2021 Financial Plan for consideration by Council, specifically;

- Energy Audit for the Municipal Hall
- Consultant to research and strategically plan Alternative Energy Programs and Projects which could be undertaken in the community (recommendation from Alternative Energy Working Group)

**Discussion of Solar Ready building code:**

Committee Discussion:

- Andrew Moore advised new technology is available to improve solar readiness in new homes.

**ACTION:** Add discussion of Solar Ready building code to March agenda for Committee discussion.

**T'Sou-ke Nation MOU:**

Committee Discussion:

- Nothing to report following meeting last week.

**5. Public Education Planning:**

**Budget for Advertising and Promotion**

Committee Discussion:

- The Committee discussed budgetary needs for Advertising and Promotions and determined that the required funds were minimal and could be allocated from general District advertising budgets.
- Discussion of promoting an “energy awareness month”.
- Discussion of using the District of Sooke website to better promote Climate Change initiatives.
- Discussion of collaborative community consultation on energy reduction – potentially in conjunction with the Sooke Fall Fair.

**Model for collaboration with community groups**

Committee Discussion:

- Discussion of Transition Sooke/ Awareness Film Night “Energy Reduction Challenge” results. This is an example of a means of collaboration with other community groups.

**6. Current Initiatives:**

**Municipal Hall heat pump update**

Committee Discussion:

- Steve Sorensen reported that the electric heat pumps in the municipal hall will require updating in a few years. The building will also require a new roof in the next few years, which could be built to a solar panel standard.

**7. Woodstove Program**

Committee Discussion:

- The deadline has passed to apply for 2016, but planning should commence for a 2017 announcement in the fall as the requirements may include air quality gathering.

**ACTION:** Staff to apply for Woodstove Exchange Program in fall 2016.

**8. Alternative Energy Projects working group:**

Committee Discussion:

- The working group provided the Committee with three written recommendations.
- Discussion of energy audit and solar demonstration project at the municipal hall.
- Discussion of solar projects expansion to residents, possible subsidy programs and cooperative solar projects.
- Discussion of demonstration projects and working in collaboration with Edward Milne Community School.
- Discussion of biomass and tipping fees from Sooke sewage treatment and the use of biomass as a source of energy.

**9. Agricultural Plan:**

Committee Discussion:

- Discussion of contents of the Agricultural Plan, including the effects of future temperature change.
- Possibility of using storm water ponds as a source of water for agricultural uses.
- Discussion of water harvesting in other municipal operations, such as fire hose testing.

**ACTION:** Chief Sorensen to investigate possible water catchment systems to reduce water usage during fire hose testing.

**ACTION:** Carry forward discussion of the Agricultural Plan, including the "Neighbours of Fairfield" article, to the next Climate Change Action Committee meeting.

**10. BC Climate Leadership Plan**

Committee Discussion:

- The province has opened up public consultation on the Climate Leadership Plan. Committee members are able to comment as members of the public.

**11. Public Input:**

Michael Tacon, Sooke resident, addressed the Committee and spoke regarding the positive nature of the January Awareness Film Night. Mr. Tacon also informed the Committee of the high energy efficiency of the Harbourside Cohousing project.

**12. Next Scheduled Meeting:**

- March 17, 2016 at 3:00 pm.
- Fourth Thursday of the month, quarterly or at the call of the Chair.

**13. Adjournment:**

**MOVED** and seconded to adjourn the meeting at 4:13 p.m.

Certified by:

---

Jeff Bateman  
Chair

---

Tina Hansen  
Deputy Corporate Officer

Team Sooke/Juan de Fuca  
c/o St. Rose of Lima Catholic Church  
2191 Townsend Rd., Sooke, BC V9Z 0H4

District of Sooke  
JAN 25 2016  
Received

20 January 2016

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

COPY

Dear Mayor and Council:

You may have read in the *Sooke News Mirror* or other media about a local initiative to sponsor a refugee family. As community leaders, we thought you might like to know more about the project.

The Team Sooke/Juan de Fuca Refugee Sponsorship Committee is a group of Sooke and Juan de Fuca residents who are working to bring a refugee family Sooke. Our committee is operating within a well-established, government-sanctioned system of private sponsorship that has helped many families settle in Canada over the years.

We don't yet know where the family will be from. We do know that the family will have been forced to flee their home country out of fear for their lives. Our job is to support the family for a year while they become established in Canada. Support means paying for all their basic needs, such as food, shelter and clothing. For this we have set a fundraising goal of \$50,000. Support also means making them welcome in our community.


Since the project began in early December, we have seen increasing community involvement. Donations from individuals and businesses are approaching 40% of our fundraising goal. Local faith groups are setting up support committees, and service organizations are expressing interest in coming "on board." Journey Middle School has asked to meet with us and offered to take the lead on involving local schools. Juan de Fuca's Electoral Area Director Mike Hicks has pledged the CRD to contribute \$5,000 once we have reached the minimum \$35,000 we need to begin the sponsorship process.

Later, we will be looking for "in-kind" donations and volunteers to help the family with day-to-day life and learning English. Right now our focus is on achieving our threshold figure of \$35,000. I am attaching some materials that explain our project in more detail.

If you would like more information, I would be pleased to talk with you as individuals or make a presentation to the council.

Sincerely,



Sid Jorna  
Chair, Team Sooke/Juan de Fuca Refugee Sponsorship Committee  
 [teamsookejuandefuca@gmail.com](mailto:teamsookejuandefuca@gmail.com)

Original Document to File No. 0400-01			
For Action by:	CC	Agenda	Other
Mayor/Council	<input checked="" type="checkbox"/>		
Council Reader File	<input type="checkbox"/>		
CAO	<input type="checkbox"/>		
Corp Services	<input type="checkbox"/>		
Engineering	<input type="checkbox"/>		
Finance	<input type="checkbox"/>		
Planning	<input type="checkbox"/>		
Fire	<input type="checkbox"/>		
Other	<input type="checkbox"/>		

Attachments: Overview, FAQ

# Team Sooke/Juan de Fuca Refugee Sponsorship Project

*Helping a displaced family settle in our community*

Phase 1 Prepare	Phase 2 Become Sponsors	Phase 3 Welcome Newcomers	Phase 4 Provide Ongoing Support
<ul style="list-style-type: none"> <li>- Raise \$50,000</li> <li>- Identify community resources</li> <li>- Begin application process</li> </ul>	<ul style="list-style-type: none"> <li>- Complete qualifications to sponsor refugees</li> <li>- Be matched with a family</li> </ul>	<ul style="list-style-type: none"> <li>- Provide daily support in all areas</li> <li>- Review needs and build relationships</li> </ul>	<ul style="list-style-type: none"> <li>- Adjust support level based on need</li> </ul>



**We are here.** We want to have a minimum of \$35,000 in the bank before we apply to sponsor.

We are happy to receive donations of any amount.

- Donations are fully tax deductible.
- All monies we receive from donors will go directly toward meeting the family's needs.
- Because the family will live in Sooke, the money we raise will largely be spent in Sooke.

<p><b><i>By Cheque or Cash</i></b></p> <ul style="list-style-type: none"> <li>• Make cheques payable to St. Rose of Lima (Sooke)</li> <li>• Mail to: St. Rose of Lima Catholic Church 2191 Townsend Rd. Sooke, BC V9Z 0H4</li> <li>• Include your full name and address</li> <li>• Tax receipts for donations \$20 and over will be sent out in February</li> </ul> <p><b>*** IMPORTANT: Write "Refugee Sponsorship" on your cheque. ***</b></p> <p>For cash donations contact Sid Jorna <a href="mailto:teamsookejuandefuca@gmail.com">teamsookejuandefuca@gmail.com</a> or 250.642.2767</p>	<p><b><i>Or Online</i></b></p> <p>Though our website <b><a href="http://teamsookejuandefuca.ca">teamsookejuandefuca.ca</a></b> or directly at <a href="https://www.canadahelps.org/dn/13048">https://www.canadahelps.org/dn/13048</a></p> <ul style="list-style-type: none"> <li>• Secure credit card or Paypal payment</li> <li>• Instant tax receipt sent by email for any donation</li> </ul> <p><b>*** IMPORTANT: Write "Refugee Sponsorship" in the comment box. ***</b></p> <p><i>CanadaHelps reduces the amount donated by taking 3.5%. Your tax receipt is for the full amount, however.</i></p>
---	--

## **You may have some questions ...**

*Who is Team Sooke/Juan de Fuca?*

We are a group of Sooke and Juan de Fuca area residents who have formed a Refugee Sponsorship Committee. The committee works under the auspices of St. Rose of Lima Parish but includes other local churches and members of the wider community.

*How does Private Sponsorship work?*

Team Sooke/Juan de Fuca is following the Immigration Canada recommendation to work through a Sponsorship Agreement Holder (SAH). SAHs have signed agreements with the Government of Canada to sponsor refugees. They are generally large, well-established organizations that are experienced in helping refugees settle in Canada.

Our SAH is the Anglican Diocese of British Columbia. Once we meet their criteria we will be certified as a Constituent Group—that is, a group that can sponsor a family.

*Is this the same as the government sponsorship program we've heard about?*

No. In Private Sponsorship a group of individuals agrees to support a refugee or refugees for at least a year. By the time the refugees arrive, arrangements have been made to meet their basic needs, and there is a network of volunteers ready to help them. In contrast, government-sponsored refugees have many of their needs paid for by federal or provincial programs, but they do not have this level of one-on-one support. Private Sponsorship greatly improves the chances of the family making a smooth transition to their new life.

*Why do we need so much money?*

In order to qualify as a Constituent Group we need to have enough money in the bank to support a family of four for a year. Based on information from experienced sources, we have created a family budget of \$40,000 plus a contingency fund of \$10,000. So our total goal is \$50,000.

*What happens to my donation?*

Your donation will be held in trust by the St. Rose of Lima Parish in Sooke. 100% of money received by us will go directly to pay for the family's needs such as food, shelter, and transportation.

*Note: If you donate online CanadaHelps reduces the amount we receive by taking 3.5% off the top. Your tax receipt is for the full amount, however.*

*What if we don't meet our fundraising goal?*

If we fail to raise a minimum of \$35,000 within a reasonable timeframe, all monies collected will be passed to another group supporting a refugee family.

*Who will we be sponsoring?*

We won't know until we are further along the process. We do know they will be people who have been forced to flee their home country out of fear for their lives. They will have been struggling to survive in horrific conditions, and desperately need a place to live. They may or may not be a Syrian family.

*How are refugees selected?*

The United Nations Refugee Agency and Immigration Canada work together to identify valid refugees. Before the family comes to Canada, they are subject to extensive medical and security checks.

*What kind of support will we provide newcomers?*

Support will cover all aspects of life. Immediately when a family arrives we will provide them with housing, food, and clothing, and make arrangements for medical and dental care. As families settle in, we will help them access the other services they may need such as counselling, language training, and school liaison. We will also help with the everyday practicalities, such as banking, shopping, and public transportation.

*Is Sooke the right place for refugees to settle?*

Every effort will be made to find a good match for our community for the long term. However, it may be that Sooke is the place of refuge that will allow the newcomers to get on their feet—heal, improve their language skills, and learn about Canadian culture.

*How long is our commitment?*

The legal financial commitment is to support the family for one year. Our goal is to have the family self-sufficient by the end of that year. In some cases families may need additional support beyond the first year. We will adjust our support as needed.

*Do we have the skills and experience to make this work?*

Others have done this many times before and are ready to help us. As well as being guided by the SAH (Anglican Diocese of BC), we are working closely with organizations such as the Inter-Cultural Association of Greater Victoria. Our volunteers have already been attending workshops to help prepare for the challenges we may face.





File No. 3900-01

**REQUEST FOR DECISION**  
Regular Council  
Meeting Date: February 9, 2016

To: Teresa Sullivan, Chief Administrative Officer  
From: Corporate Services  
Re: **Bylaw No. 629, *Officers and Employees Amendment Bylaw (398-1)***

**RECOMMENDATION:**

**THAT COUNCIL** adopt Bylaw No. 629, *Officers and Employees Amendment Bylaw (398-1)*

On January 25<sup>th</sup>, 2016, Council gave first, second and third reading to Bylaw No. 629, *Officers and Employees Amendment Bylaw (398-1)* to amend officer and employee duties.

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

**Attached Documents:**

1. Bylaw No. 629

JH.  
Tina Hansen

Approved for Council Agenda	
Engineering <u>[Signature]</u>	Planning <u>[Signature]</u>
Corp. Services <u>[Signature]</u>	Finance <u>[Signature]</u>
CAO <u>[Signature]</u>	





## DISTRICT OF SOOKE

### BYLAW NO. 629

---

A bylaw to amend officer and employee duties.

---

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

1. This Bylaw is cited as *Officers and Employees Amendment Bylaw (398-1)*.
2. Bylaw No. 398, *Officers and Employees Bylaw, 2009*, is amended as follows:
  - a) Section 4(e) is deleted in its entirety.
  - b) Section 4(f) is deleted in its entirety.
  - c) Section 5(b) is deleted in its entirety.
  - d) Section 5(d) is deleted in its entirety.

Introduced and read a first time the 25<sup>th</sup> day of January, 2016.

Read a second time the 25<sup>th</sup> day of January, 2016.

Read a third time the 25<sup>th</sup> day of January, 2016.

Adopted on the        day of        , 2016.

CERTIFIED BY:

---

Kerrie Reay  
Acting Mayor

---

Tina Hansen  
Deputy Corporate Officer





File No. 3900-01

### REQUEST FOR DECISION

Regular Council Meeting  
Meeting Date: February 9, 2016

To: Teresa Sullivan, Chief Administrative Officer  
From: Corporate Services  
Re: **2017 Idlemore Road**  
**Bylaw No. 627, Official Community Plan Amendment Bylaw (400-8)**  
**Bylaw No. 628, Zoning Amendment Bylaw (600-21)**

**RECOMMENDATION:**

**THAT COUNCIL** adopt Bylaw No. 627, *Official Community Plan Amendment Bylaw (400-8)*;  
**AND THAT COUNCIL** adopt Bylaw No. 628, *Zoning Amendment Bylaw (600-21)*.

On December 14, 2015, Council introduced and gave first and second reading to Bylaw No. 627, *Official Community Plan Amendment Bylaw (400-8)* to amend Bylaw No. 400, *Official Community Plan Bylaw, 2010* for the purpose of amending the land use designation for the property legally described as Lot 4, Block 3, Section 7, Sooke District Plan 2434 from Community Residential (CR) to Technical Industrial (TI).

At the same meeting, Council introduced and gave first and second reading to Bylaw No. 628, *Zoning Amendment Bylaw (600-21)* to amend Bylaw No. 600, *Sooke Zoning Bylaw, 2013* for the purpose of amending the zoning of property legally described as Lot 4, Block 3, Section 7, Sooke District Plan 2434 from Rural Residential (RU4) to Service Commercial (C3).

Council received public input at a Public Hearing held on January 11, 2016. At the same meeting, Council gave third reading to Bylaw No. 627 and Bylaw No. 628.




The Ministry of Transportation and Infrastructure approved Bylaw No. 628 in writing and in accordance with section 52(3) of the *Transportation Act* on January 14<sup>th</sup>, 2016. A s. 219 covenant was registered at the Land Titles Office February 1, 2016.

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

**Attached Documents:**

- 1. Bylaw No. 627 at third reading
- 2. Bylaw No. 628 at third reading

  
\_\_\_\_\_  
Tina Hansen

Approved for Council Agenda	
Engineering	Planning
	
Corp. Services	Finance
 _____ CAO	





## DISTRICT OF SOOKE

### BYLAW No. 627

---

A bylaw to amend Bylaw No. 400, *Official Community Plan Bylaw, 2010* for the purposes of amending the land use designation for the property legally described as Lot 4, Block 3, Section 7, Sooke District Plan 2434 from Community Residential (CR) to Technical Industrial (TI).

---

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

1. This Bylaw is cited as *Official Community Plan Amendment Bylaw (400-8)*.
2. Bylaw No. 400, *Official Community Plan Bylaw, 2010* is amended in Map 1 and Map 1C by deleting from the Community Residential (CR) designation and adding to the Technical Industrial (TI) Designation that property legally described as Lot 4, Block 3, Section 7, Sooke District Plan 2434 shown outlined in black and hatched on Schedule A to this bylaw.

Introduced and read a first time the 14<sup>th</sup> day of December, 2015

Read a second time the 14<sup>th</sup> day of December, 2015

Amended the 11<sup>th</sup> day of January, 2016

Public Hearing held the 11<sup>th</sup> day of January, 2016

Read a third time the 11<sup>th</sup> day of January, 2016

Adopted on the                      day of                      2016

Certified:

---

Kerrie Reay  
Acting Mayor

---

Tina Hansen  
Deputy Corporate Officer

**SCHEDULE "A"**







## DISTRICT OF SOOKE

### BYLAW No. 628

---

A bylaw to amend Bylaw No. 600, *Sooke Zoning Bylaw, 2013* for the purposes of amending the zoning of property legally described as Lot 4, Block 3, Section 7, Sooke District Plan 2434 from Rural Residential (RU4) to Service Commercial (C3).

---

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

1. This Bylaw is cited *Zoning Amendment Bylaw (600-21)*.
2. Bylaw No. 600, *Sooke Zoning Bylaw, 2013* is amended in **Schedule A** by changing the zoning from Rural Residential Zone (RU4) to Service Commercial Zone (C3) that property legally described as Lot 4, Block 3, Section 7, Sooke District Plan 2434 as shown outlined in black and shaded with hatching on Schedule A to this bylaw.

Introduced and read a first time the 14<sup>th</sup> day of December, 2015

Read a second time the 14<sup>th</sup> day of December, 2015

Amended the 11<sup>th</sup> day of January, 2016

Public Hearing held the 11<sup>th</sup> day of January, 2016

Read a third time the 11<sup>th</sup> day of January, 2016

Approved by the Ministry of Transportation and Infrastructure the 14<sup>th</sup> day of January, 2016

Adopted on the                      day of                      2016

Certified:

---

Kerrie Reay  
Acting Mayor

---

Tina Hansen  
Deputy Corporate Officer

FOR INFORMATION ONLY: Section 219 Covenant registered in the Victoria Land Titles office under number CA4934433

**SCHEDULE "A"**





**REQUEST FOR DECISION**  
Regular Council  
Meeting Date: February 9, 2016

To: Teresa Sullivan, Chief Administrative Officer  
From: Planning Department  
Re: **Sooke Zoning Bylaw Proposed Amendments**

**RECOMMENDATION**

**THAT COUNCIL** introduce and give first and second reading to Bylaw No. 630, *Zoning Amendment Bylaw (600-22)*;

**AND THAT COUNCIL** direct staff to schedule a Public Hearing in accordance with the *Local Government Act* and *Community Charter* notice requirements.

**A. Executive Summary:**

The purpose of this report is to present three amendments to Bylaw No. 600, *Sooke Zoning Bylaw, 2013* (Zoning Bylaw). The three amendments proposed are:

1. Add "Accessory dwelling unit, one per lot" as a permitted use in all commercial and industrial zones to give business owners options for live/work.
2. Clarify the language that those dwelling units (mentioned above) will be located above or to the rear of the business.
3. Proactive amendment to address emerging land use trends for commercial zones to include small scale "Micro Brewery" (500m<sup>2</sup>) and "Artisan Industry" (200m<sup>2</sup>). It's important that the proposed uses be at a scale consistent with the vision of the town centre.

**B. Frequently Asked Questions:**

**Why are we looking at additional uses?**

The text amendments proposed are timely because the District is proactively looking at revitalizing the town centre. These uses include more realistic options for business owners to 'live-work', and we are looking at emerging artisan industries that can add to the vibrancy of the community. These uses are value-added, and allow for small-scale production, and can create local jobs. Also, the 'creative' sector nicely compliments the tourism sector.

**Why is limiting the size of 'artisan industry' and 'micro brewery' so important?**

The scale of the proposed uses is important because the majority of existing commercial properties affected by these amendments are located in the town centre. Large industrial uses in the town centre is not supported by the Official Community Plan (OCP).

**C. Background:**

As a result of everyday use of the Zoning Bylaw (adopted in 2013), inquiries from potential businesses, and new trends in land use, staff is recommending amendments to the Zoning Bylaw. The proposed amendments are summarized above.

**D. Analysis:**

The proposed amendments contained in Draft Bylaw No. 630 are brought forward for consideration. The proposed amendments are consistent with the Official Community Plan (OCP) vision and the Sooke Sustainable Development Strategy (Policy Context attached), and include three main issues that need to be addressed in the Zoning Bylaw:

1. **Accessory Dwelling Units** - Adding "Accessory dwelling units, one per lot" – to each of the commercial and industrial zones. This amendment will allow for an accessory dwelling unit to locate on commercial and industrial zoned properties throughout the District. We have heard that businesses want the option to house a caretaker to live onsite to provide a level of security.

Currently, there is only provision in the Zoning Bylaw to allow accessory "Employee Housing", where an owner must enter into a formal housing agreement with the District. "Accessory dwelling unit – one per lot" allows a single dwelling unit on the site, where a housing agreement would not be required.

The Zoning Bylaw already allows "Accessory Dwelling units, one per lot" in all Institutional Zones as well as the C4 Zone. This will provide consistency in language throughout the bylaw.

2. **Accessory dwelling unit location** – Currently, there is a condition of use related to accessory dwelling units that states "If an accessory dwelling unit is a detached single family residential dwelling, it must be located above or to the rear of the principal use."

A detached single family dwelling, by its definition, cannot 'locate above a principal use', because it would then be attached. In order to clarify this point, staff recommend replacing the above language with "Accessory dwelling units must be located above or to the rear of the principal use", which better meets the intent within the conditions of use. This language will be consistent in all commercial, industrial and institutional zones.

3. **Micro Brewery and Artisan Industry** – New craft industries are emerging in and around Sooke, and can create an interesting mix of uses and activities. It is proposed that these uses be added to C2, C3, and C4 zones at the appropriate scale. Artisan Industry is currently a permitted use in the CTC Zone.

A micro brewery (limited to 500m<sup>2</sup> in floor area) differs from brew pub under liquor licensing, in that a pub must serve food. A Micro Brewery is a small scale craft brewery, typically having retail sale of product and a tasting room. The scale of the operation is important for Council to consider, as large-scale breweries are more appropriately located on industrial lands.

Artisan Industries (limited to 200m<sup>2</sup> in floor area) could include many different types of food production (cheese, sea salt, seaweed), artist studios, and small scale workshops such as furniture building, surfboard manufacturing etc. This amendment provides community resiliency by allowing small-scale businesses to be established to create local jobs, package and distribute local foods, and allow for small-scale production to occur.

**E. Legal Impacts:**

As per legislated requirements of section 466 of the *Local Government Act*, a notice of public hearing will be published in at least 2 consecutive issues of a newspaper. The text amendments will affect more than 10 or more parcels owned by 10 or more persons and therefore notice to adjacent property owners under section 466(4) is not required.

**F. Financial Impacts:**

There will be costs associated with the advertising for Public Hearing which will be paid for by the District.

**G. Strategic Relevance:**

**Community Planning** – The District will work towards streamlining planning processes to encourage investment and job growth in the community.

- Ensure our bylaws reflect community needs and values.

**Economic Prosperity** – The District will work towards developing appropriate mechanisms to facilitate and promote long-term community economic prosperity.


**Enhancing Community Livability** – The District will work towards making Sooke a vibrant and accessible community.

- Focus on making the town centre vibrant and accessible.

**Attached Documents:**

1. Draft Bylaw No. 630 (600-22)
2. Sooke Policy Context
3. Power Point Presentation Slides

Respectfully,

  
 \_\_\_\_\_  
 Katherine Lesyshen, MCIP, RPP  
 Planner II

Approved for Council Agenda	
Engineering	Planning
Corp. Services	Finance
CAO	

## **Sooke Policy Context**

### **Official Community Plan, 2010 (Bylaw 400)**

#### **Section 4.2 Sustainable Land Use Policy**

##### **4.2.1 Goals**

- Create a range of housing opportunities and choices;
- Design and create Sooke as a compact community while retaining its rural nature;
- Create a sense of place within Sooke
- Make fair, cost effective, consistent development decisions;
- Balance economic development with social and environmental considerations;

##### **4.2.2 Objectives**

- a. Become a cultural centre by developing a complimentary economy to other adjacent communities that focuses on Sooke's assets, including arts and culture, food and the ocean front.
- e. Promote food security initiatives and a sustainable local food system

#### **Section 4.4 Economic Development**

##### **4.4.2 Objectives**

- c. Advocate for sustainable and community appropriate growth, including employment opportunities, small business retention/expansion, population increases and expansion of the tax base;
- d. Encourage a diversified local economy;
- h. Continue to support the traditional economic base of the resource and service sectors, but recognize and support the shift towards emerging sustainable resource management opportunities as the new core of the local economy, eg. Tourism, education, value-added;
- s. Link food security and economic development initiatives;

#### **Section 4.8 Arts and Culture**

- q. Strive to achieve an active, vibrant and economically viable downtown area that draws its energy from exciting and innovative downtown artistic and cultural venues within a downtown cultural precinct;
- t. Conduct regular reviews of and make recommendations to Council for improvements to policies and bylaws pertaining to arts

#### **Section 5.4 Town Centre**

##### **Section 5.4.2 Town Centre Objectives**

- a. To implement the vision and recommendations outlined in the Town Centre Plan;
- b. To support the development of galleries, live/work, and exhibit space in the proposed Artisan Alley and art studios as home occupations;
- i. To create active storefronts that limit non-retail uses on the ground floor;
- n. To create an identifiable focal point and Town Centre for the community; a place where people live, work and meet, that attracts residents and visitors.

**Sooke Sustainable Development Strategy, 2008**

A Sustainable Development Strategy for the District of Sooke – July 2008 <b>ACTIONS, KEY TASKS and CATALYST PROJECTS Action</b>	<b>Key Tasks &amp; Catalyst Projects</b>	<b>Implementation Tools</b>
<b>Policy Directions</b>		
<p><b>A food system strategy</b> - Develop and implement a sustainable food system strategy that creates new opportunities and builds upon Sooke's existing food assets.</p>	<p><b>Strong rural-urban links</b> – Develop and strengthen links between producers and consumers by promoting opportunities for interaction. For example, ensure that local farmers markets are a permitted land use in as many areas of Sooke as possible.</p>	<p>OCP/ Zoning Bylaw</p>
	<p><b>Urban agriculture</b> – Promote and provide spaces for urban agriculture, building upon Sooke's three existing community gardens. For example, offer incentives to developers who incorporate edible landscaping (e.g. fruit trees), extensive green roofs and other forms of urban agriculture into their developments. Community gardens can provide opportunities for residents of multi-family units where space is limited, and home gardening should also be encouraged and supported.</p>	<p>OCP/ Zoning Bylaw Incentives Developer Amenity Contribution Sustainability Checklist</p>
	<p><b>Local processing</b> – Promote and provide spaces for local food processing, encouraging the development of new value-added food industries. Cheese production is an example that has worked well in the nearby Cowichan Valley.</p>	<p>OCP/ Zoning Bylaw Incentives District Initiative/ Partnership</p>
	<p><b>Agriculture Land Protection</b> – Develop a strategy for protecting viable agricultural land and ensuring affordable access to new and existing farmers.</p>	<p>Partnership/ Collaboration with the Agricultural Land Commission</p>
	<p><b>Supportive Policy</b> – Review and amend policy where necessary to ensure that policies do not limit the ability of food producers to grow, produce, process, store, distribute and sell local foods.</p>	<p>OCP/ Zoning Bylaw</p>

	<b>Wild Food Access</b> – Work to restore, preserve and obtain access to wild food harvesting areas (e.g. fishing areas, shellfish harvesting, mushroom collecting, hunting)	OCP/ Zoning Bylaw Parks & Trails Master Plan
<b>Informed consumers</b> – Educate the public about the importance of food self-reliance.	<b>Educational campaign</b> – Develop an educational campaign that provides Sooke residents with information on the benefits of a sustainable local food system, and their role in it.	District Initiative/ Partnership





## DISTRICT OF SOOKE

### BYLAW No. 630

---

A bylaw to amend Bylaw No. 600, *Sooke Zoning Bylaw, 2013* for various text amendments.

---

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

1. This Bylaw is cited as *Zoning Amendment Bylaw (600-22)*.
2. Bylaw No. 600, *Sooke Zoning Bylaw, 2013* is amended in **Schedule 401 – Neighbourhood Commercial (C1)**:
  - a. by adding “Accessory dwelling unit, one per lot” to section 401.2 *Permitted Uses - Accessory Uses* and re-numbering the sub-sections as appropriate.
  - b. by deleting and replacing section 401.8 f) *Conditions of Use* with the following:

“401.8 f)      Accessory dwelling units must be located above or to the rear of the principal use.”
3. Bylaw No. 600, *Sooke Zoning Bylaw, 2013* is further amended in **Schedule 402 – General Commercial (C2)**:
  - a. by adding “Micro Brewery” and “Artisan Industry” to section 402.2 *Permitted Uses - Principal Uses* and re-numbering the sub-sections as appropriate;
  - b. by adding “Accessory dwelling unit, one per lot” to section 402.2 *Permitted Uses - Accessory Uses* and re-numbering the sub-sections as appropriate;
  - c. By deleting and replacing section 402.8 c) *Conditions of Use* with the following:

“402.8 c)      Accessory dwelling units must be located above or to the rear of the principal use.”
  - d. by adding immediately after section 402.8 e) *Conditions of Use* the following:

“402.8 f)      Gross floor area for a Micro Brewery must not exceed 500m<sup>2</sup>.  
402.8 g)      Gross floor area for Artisan Industry must not exceed 200m<sup>2</sup>.”

4. Bylaw No. 600, Sooke Zoning Bylaw, 2013 is further amended in **Schedule 403 – Service Commercial (C3)**:
  - a. by adding “Micro Brewery” and “Artisan Industry” to section 403.2 *Permitted Uses - Principal Uses* and re-numbering the sub-sections as appropriate;
  - b. by adding “Accessory dwelling unit, one per lot” to section 403.2 *Permitted Uses - Accessory Uses* and re-numbering the sub-sections as appropriate;
  - c. By deleting and replacing section 403.8(d) *Conditions of Use* with the following:

“403.8 d)      Accessory dwelling units must be located above or to the rear of the principal use.”
  - d. by adding immediately after section 403.8(e) *Conditions of Use* the following:

“403.8 f)      Gross floor area for a Micro Brewery must not exceed 500m<sup>2</sup>.  
403.8 g)      Gross floor area for Artisan Industry must not exceed 200m<sup>2</sup>.”
5. Bylaw No. 600, *Sooke Zoning Bylaw, 2013* is further amended in **Schedule 404 – Commercial Recreation (C4)**:
  - a. by adding “Micro Brewery” and “Artisan Industry” to section 404.2 *Permitted Uses - Principal Uses* and re-numbering the sub-sections as appropriate;
  - b. By deleting and replacing section 404.8 c) *Conditions of use* with the following:

“404.8 c)      Accessory dwelling units must be located above or to the rear of the principal use.”
  - c. by adding immediately after section 404.8 e) *Conditions of Use* the following:

“404.8 f)      Gross floor area for a Micro Brewery must not exceed 500m<sup>2</sup>.  
404.8 g)      Gross floor area for Artisan Industry must not exceed 200m<sup>2</sup>.”
6. Bylaw No. 600, *Sooke Zoning Bylaw, 2013* is further amended in **Schedule 405 – Town Centre Mixed Use (CTC)**:
  - a. by adding “Micro Brewery” to section 405.2 *Permitted Uses - Principal Uses* and re-numbering the sub-sections as appropriate;
  - b. by adding “Accessory dwelling unit, one per lot” to section 405.2 *Permitted Uses - Accessory Uses* and re-numbering the sub-sections as appropriate;
  - c. By deleting and replacing section 405.8 d) *Conditions of Use* with the following:

"405.8 d) Accessory dwelling units must be located above or to the rear of the principal use."

d. by adding immediately after section 404.8 h) *Conditions of Use* the following:

"405.8 h) Gross floor area for a Micro Brewery must not exceed 500m<sup>2</sup>.

405.8 i) Gross floor area for Artisan Industry must not exceed 200m<sup>2</sup>."

7. Bylaw No. 600, *Sooke Zoning Bylaw, 2013* is further amended in **Schedule 501 – Light Industrial (M1)**:

a. by adding "Accessory dwelling unit, one per lot" to section 501.2 *Permitted Uses - Accessory Uses* and re-numbering the sub-sections as appropriate.

b. by deleting and replacing section 501.8 c) *Conditions of Use* with the following:

"501.8 c) Accessory dwelling units must be located above or to the rear of the principal use."

8. Bylaw No. 600, *Sooke Zoning Bylaw, 2013* is further amended in **Schedule 502 – General Industrial (M2)**:

a. by adding "Accessory dwelling unit, one per lot" to section 502.2 *Permitted Uses - Accessory Uses* and re-numbering the sub-sections as appropriate.

b. by deleting and replacing section 502.8 c) *Conditions of Use* with the following:

"502.8 c) Accessory dwelling units must be located above or to the rear of the principal use."

9. Bylaw No. 600, *Sooke Zoning Bylaw, 2013* is further amended in **Schedule 503 – Heavy Industrial (M3)**:

a. by adding "Accessory dwelling unit, one per lot" to section 503.2 *Permitted Uses - Accessory Uses* and re-numbering the sub-sections as appropriate.

b. by deleting and replacing section 503.8 e) *Conditions of Use* with the following:

"503.8 e) Accessory dwelling units must be located above or to the rear of the principal use."

10. Bylaw No. 600, *Sooke Zoning Bylaw, 2013* is further amended in **Schedule 504 – Aquatic Industrial (M4)**:

- a. by adding “Accessory dwelling unit, one per lot” to section 504.2 *Permitted Uses - Accessory Uses* and re-numbering the sub-sections as appropriate.
- b. by deleting and replacing section 504.8 c) *Conditions of Use* with the following:
  - “504.8 c)      Accessory dwelling units must be located above or to the rear of the principal use.”

11. Bylaw No. 600, *Sooke Zoning Bylaw, 2013* is further amended in **Schedule 505 – Technical Industrial Business Park (M5):**

- a. by adding “Accessory dwelling unit, one per lot” to section 505.2 *Permitted Uses - Accessory Uses* and re-numbering the sub-sections as appropriate.
- b. by deleting and replacing section 505.8 b) *Conditions of Use* with the following:
  - “505.8 b)      Accessory dwelling units must be located above or to the rear of the principal use.”

12. Bylaw No. 600, *Sooke Zoning Bylaw, 2013* is further amended in **Schedule 601 – Public Recreation (P1):**

- a. by deleting and replacing section 601.8 a) *Conditions of Use* with the following:
  - “601.8 a)      Accessory dwelling units must be located above or to the rear of the principal use.”

13. Bylaw No. 600, *Sooke Zoning Bylaw, 2013* is further amended in **Schedule 602 – Community Facilities (P2):**

- a. by deleting and replacing section 602.8 *Conditions of Use* with the following:
  - “602.8 a)      Accessory dwelling units must be located above or to the rear of the principal use.”

14. Bylaw No. 600, *Sooke Zoning Bylaw, 2013* is further amended in **Schedule 603 – Public Utilities (P3):**

- b. by deleting and replacing section 603.8 *Conditions of Use* with the following:
  - “603.8 b)      Accessory dwelling units must be located above or to the rear of the principal use.”

Introduced and read a first time the day of \_\_\_\_\_, 2016

Read a second time the day of \_\_\_\_\_, 2016

Public Hearing held the day of \_\_\_\_\_, 2016

Read a third time the day of \_\_\_\_\_, 2016

Adopted on the day of \_\_\_\_\_, 2016

Certified Correct:

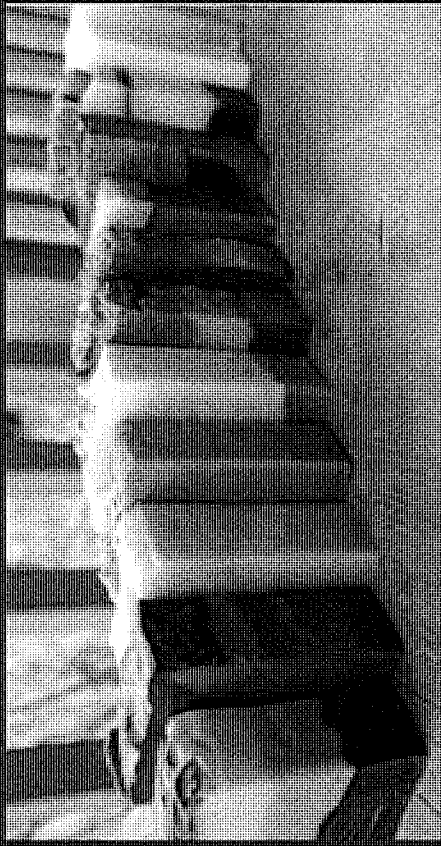
\_\_\_\_\_  
Kerrie Reay  
Acting Mayor

\_\_\_\_\_  
Bonnie Sprinkling  
Corporate Officer

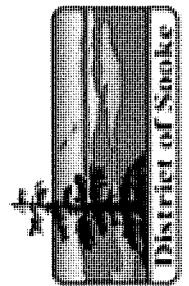
DRAFT



# PROPOSED TEXT AMENDMENTS Sooke ZONING BYLAW



Regular Council  
February 9, 2016



## EXECUTIVE SUMMARY

### ■ Three proposed Zoning Bylaw amendments:

1. to add "Accessory Dwelling unit, one per lot" as a permitted use in all commercial and industrial zones.
2. to clarify that those units (mentioned above) are located above or to the rear of the business. Provide consistency in language through entire bylaw wherever it is permitted. (Commercial, Industrial & Institutional)
3. To add Micro Brewery (500m<sup>2</sup>) and Artisan Industry (200m<sup>2</sup>) to the C2, C3, C4 and CTC Zones. Clarify scale, and provide consistency.



## CONTEXT – WHY ARE WE DOING THIS?

Staff have had numerous telephone calls/inquiries over the last year regarding better options for live/work, as well as identifying appropriately zoned properties for 'artisan' type businesses.

- Existing businesses that would like to relocate here.
- Some businesses are looking for access to fully serviced lands (water & sewer).
- Recent analysis on how to best position the town centre for revitalization; Royal Roads Tourism project (2015), Economic Development Symposium – Sooke Chamber (2015).
- Proactive problem-solving; anticipating land uses that are showing up in nearby locations (Sidney, Saanich, Duncan, Nanaimo, etc).
- Revitalizing and creating vibrancy in the Town Centre.

## ADD "ACCESSORY DWELLING UNITS"

Currently, employee housing is an option in commercial and industrial properties.

-Issue: Employee housing requires that a formal housing agreement be entered into with the District.

The advantage of using "accessory dwelling unit, one per lot" allows a single dwelling unit on site without a housing agreement. Allows for 'caretaker unit'.

This language is already in C4 and Institutional zones; the amendment will provide consistency through the bylaw.

Impacted Zones: C1, C2, C3, CTC, M1, M2, M3, M4, M5  
Currently in: C4, P1, P2, P3



## AMEND DWELLING UNIT LOCATION

### Conditions of Use of the dwelling:

#### Existing language:

“If an accessory dwelling unit is a detached single family residential dwelling, it must be located above or to the rear of the principal use.”

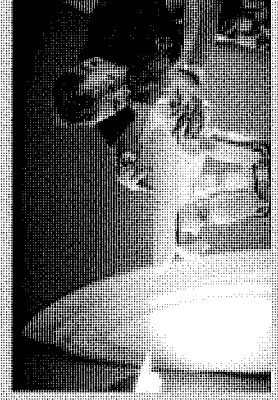
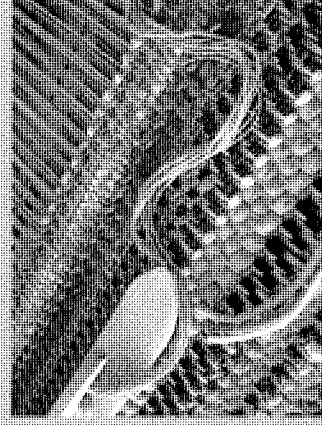
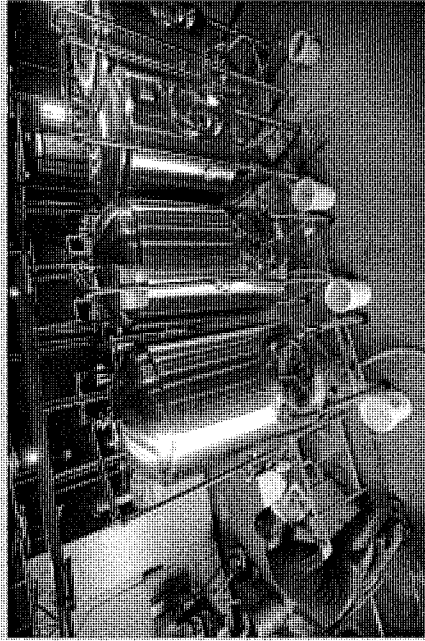
#### Proposed language:

“Accessory dwelling units must be located above or to the rear of the principal use.”

Impacted Zones: C1, C2, C3, C4, CTC, M1, M2, M3, M4,  
M5, P1, P2, P3

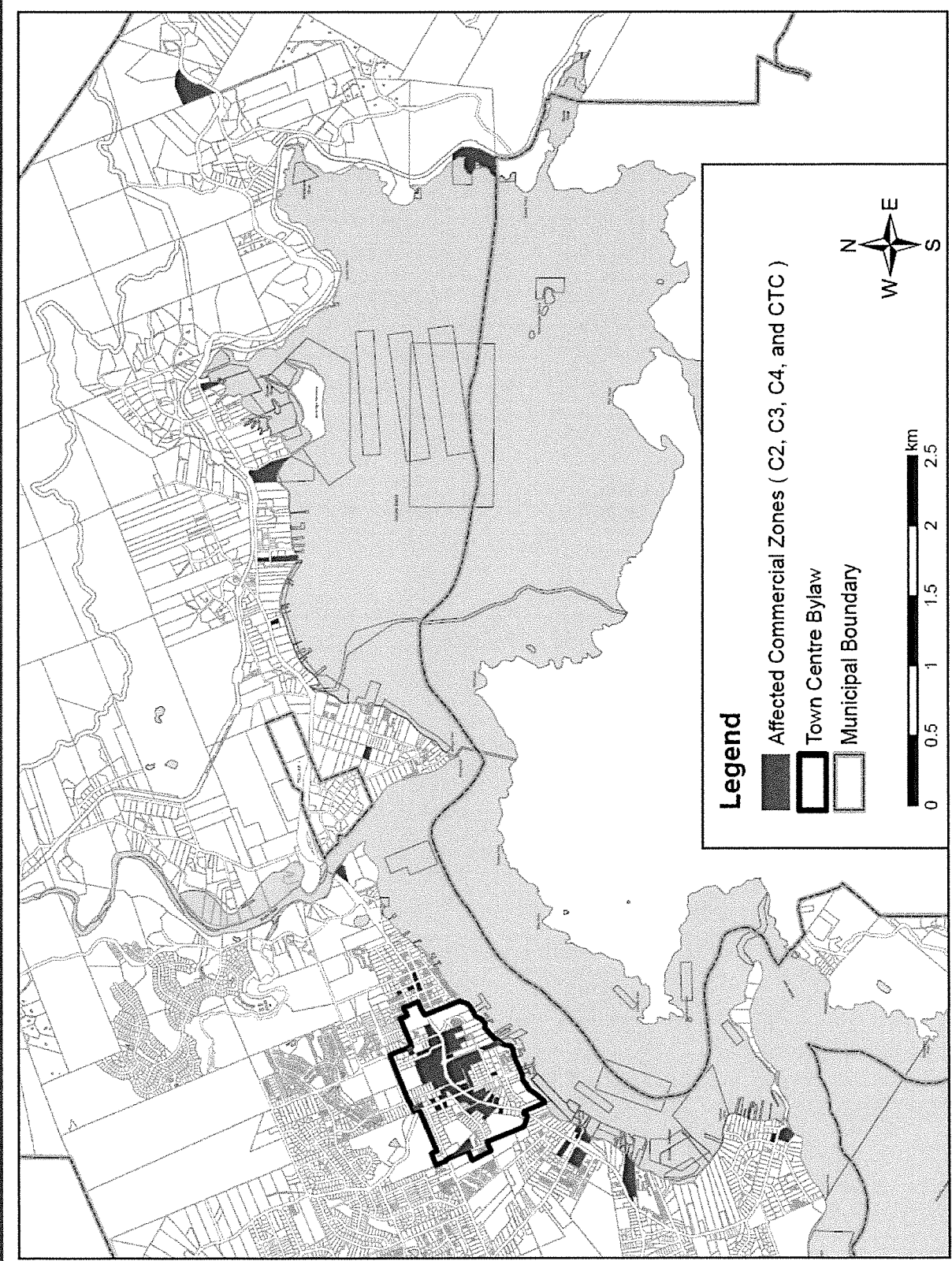
## ADD 'MICRO BREWERY' AND 'ARTISAN INDUSTRY' TO COMMERCIAL ZONES

- New craft industries are emerging in and around Sooke
  - sea salt, seaweed, furniture building, brewing, distilling, fine foods, soap making, crafting of surfboards, wood turning/carving, pottery
  - Allowing these uses in existing commercial zones – at a small scale
  - Many properties with these zones are already in the town centre



Impacted Zones: C2, C3, C4 & CTC

# COMMERCIAL ZONES – C2, C3, C4 AND CTC ZONES

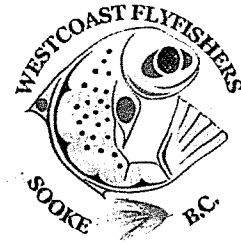




District of Sooke  
JAN 18 2016  
Received

COPY

Westcoast Flyfishers Association



Canada



January 14, 2016

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

Re: 2016 Fishing Exploratory – An Event to Introduce Children to Sport Fishing.

Your Worship ,

I am writing to you as the volunteer organizer of the 2016 Fishing Exploratory that the Westcoast Flyfishing Association (WFA) is offering to students at Journey Middle School (JMS) in Sooke in collaboration with Golden Rods and Reels (GRR), The Haig Brown Fly Fishing Association (HBFFA), The Fresh Water Fisheries Society of British Columbia (FFSBC), and Juan de Fuca Community Parks.

This project aims at introducing 20 grade 7 and 8 students to fishing through a series of five consecutive events planned to take place in the period of April to June 2016.

- |          |   |
|----------|---|
| April 21 | Shore fishing with bait on Poirier Lake   |
| April 28 | Intro to fishing basics (JMS in class)    |
| May 5    | Intro to Fly-tying (JMS in class)         |
| May 12   | Casting Practice (JMS, outdoors)          |
| Late May | Fly-fishing: Trolling on Lake (Kemp Lake) |

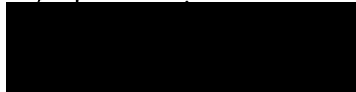
The event will also involve some 30 experienced fly fishers as coaches, and perhaps 6 to 10 parents and teachers of the students, for a total of some 60 people involved.

We are currently looking for sponsors to support this event. So far, FFSBC offered to supply us with 20 spinning rod & reel combos and instructional booklets for their Learn to Fish (L2F) program. Our volunteer coaches are able to supply watercraft for the lake trolling event, as well as guidance and expertise during the outdoors and in class training sessions.

We are now looking for life vests and polarized glasses for the 20 students. These we plan to keep for future events of this kind. Additionally we would like to be able to offer draw prizes for both children and volunteers.

I will give you a phone call in the near future to find out whether you are interested in sponsoring this event, and if so, what kind of support you suggest to offer. In case you are interested in sponsorship, we would also appreciate a copy of an appropriate company logo that we can use in our promotional material.

Sincerely



Jochen Moehr  
 Volunteer Organizer, WFA  
 2016 Fishing Exploratory

Original Document to File No. 1770-01			
For Action by:	CC	Agenda	Other
Mayor/Council	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Council Reader File	<input type="checkbox"/>		
CAO	<input type="checkbox"/>		
Corp Services	<input type="checkbox"/>		
Engineering	<input type="checkbox"/>		
Finance	<input type="checkbox"/>		
Planning	<input type="checkbox"/>		
Fire	<input type="checkbox"/>		
Other	<input type="checkbox"/>		



**Tina Hansen**

---

**Subject:** FW: Proclamation Request: Chamber Week (Feb 15 to 19)  
**Attachments:** Proclamation - Municipal\_Sooke.docx

---

**From:** Peggy Kulmala <[Policy@victoriachamber.ca](mailto:Policy@victoriachamber.ca)>  
**Sent:** Monday, February 1, 2016 10:23 AM  
**To:** Maja Tait  
**Cc:** Cheryl Wirch-Ryckman; Christine Lewis; [info@sookeregionchamber.com](mailto:info@sookeregionchamber.com)  
**Subject:** Proclamation Request: Chamber Week (Feb 15 to 19)

Greetings Mayor Tait:

February 15, 2016 marks the beginning of Chamber of Commerce Week, an opportunity for BC's more than 125 Chambers of Commerce to showcase their hard work on behalf of businesses across the province.

This year, Chambers are celebrating the theme of "Empowering BC businesses" – a theme that highlights how Chambers strive to empower and grow each business in their community.

Please find attached a draft proclamation that we offer you and your Council for consideration,

Respectfully,

Peggy

**Peggy Kulmala, Policy and Public Affairs Manager**  
Email: [policy@victoriachamber.ca](mailto:policy@victoriachamber.ca) Web: [www.victoriachamber.ca](http://www.victoriachamber.ca)  
Direct: 250-360-3476 Fax: 250-385-3552 Address: #100-852 Fort Street, Victoria, BC V8W 1H8

**Join us in celebrating the power of connection during Chamber Week February 15-19<sup>th</sup>!**  
[Click here for all Chamber Week events.](#)

# THE CHAMBER.

GREATER VICTORIA  
CHAMBER OF COMMERCE

## CHAMBER OF COMMERCE WEEK PROCLAMATION

WHEREAS a strong local business community is a key driver of our local economic prosperity,  
and

WHEREAS a strong local business community creates jobs and opportunities for residents of  
Sooke and supports community growth, and

WHEREAS the Greater Victoria Chamber of Commerce and Sooke Chamber of Commerce are  
business organizations dedicated to strengthening Sooke's business community and helping our  
community to thrive, and

WHEREAS every year, members of the Greater Victoria Chamber of Commerce and Sooke Chamber  
of Commerce dedicate countless volunteer hours in service to our region's businesses and community;

NOW, THEREFORE, I, Maja Tait, Mayor of Sooke, do hereby proclaim that February 15 to 19, 2016, shall  
be known as

**“Chamber of Commerce Week”**

in the District of Sooke.



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

Phone: (250) 642-1634

Fax: (250) 642-0541

email: [info@sooke.ca](mailto:info@sooke.ca)

website: [www.sooke.ca](http://www.sooke.ca)

---

## REPORT OF IN CAMERA RESOLUTIONS

---

### January 25, 2016 Regular Council Meeting – Closed Portion

#### RI-1 CAO's Update

##### **Southern Vancouver Island Regional Economic Development**

**MOVED** and seconded to direct the Acting Mayor to inform the Interim Board of Directors that the District of Sooke will not be proceeding with its membership with, and involvement in the initiatives of the South Vancouver Island Regional Economic Development Society.

**AND THAT** this resolution be released to the public.