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## 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**

**January 25, 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)**

### **CALL TO ORDER**

#### **MOTION TO CLOSE THE MEETING TO THE PUBLIC:**

Motion 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.

### **CALL TO ORDER - Open Portion**

### **INTRODUCTION OF NEW BUSINESS/SUPPLEMENTARY INFORMATION**

### **APPROVAL OF THE AGENDA**

### **ADOPTION OF COUNCIL AND COW MEETING MINUTES:**

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<b>RECEIPT OF DRAFT COUNCIL COMMITTEE MINUTES FOR INFORMATION:</b>		
January 5, 2016	Long Term Financial Planning Committee	13
January 12, 2016	Parks & Trails Advisory Committee	15
<b>PUBLIC QUESTION AND COMMENT PERIOD</b> <i>(10 minutes – 2 minutes time limit per person)</i>		
<b>PUBLIC INPUT AND INFORMATION MEETINGS and Related Reports:</b>		
<b>BYLAWS</b>		
<b>B-1</b>	<b>7000 Melrick Place</b> <b>Bylaw No. 623, Zoning Amendment Bylaw (600-20)</b> <b>Bylaw No. 624, Sooke Core Sewer Specified Area Amendment Bylaw (147-25)</b> <b>Bylaw No. 625, 7000 Melrick Place Phased Development Agreement Repeal Bylaw, 2015</b> <ul style="list-style-type: none"> <li>• Council to consider adoption of Bylaw Nos. 623, 624 and 625</li> </ul>	19
<b>B-2</b>	<b>Bylaw No. 629, Officers and Employees Amendment Bylaw (398-1)</b> <b>Public Officer and Designated Employee Appointments</b> <ul style="list-style-type: none"> <li>• Corporate Services Report/Presentation</li> <li>• Council to consider recommendation</li> </ul>	27
<b>REPORTS Requiring Action:</b>		
<b>RA-1</b>	<b>Development Permit Amendment –</b> <b>6995 Nordin Road – Phase 4 (Heron View Villas)</b> <ul style="list-style-type: none"> <li>• Planning Department Report/Presentation</li> <li>• Council to consider issuance of Development Permit Amendment PLN01245</li> </ul>	35
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<b>RA-3</b>	<b>Alternate Council Member Appointment to SEAPARC</b> <ul style="list-style-type: none"> <li>• Corporate Services Report</li> <li>• Council to consider recommendation</li> </ul>	57
<b>RA-4</b>	<b>Sooke Fire Services Commission – Terms of Reference Amendment</b> <ul style="list-style-type: none"> <li>• Corporate Services Report</li> <li>• Council to consider recommendation</li> </ul>	61
<b>RA-5</b>	<b>Hiring Committee – Terms of Reference Amendment</b> <ul style="list-style-type: none"> <li>• Corporate Services Report</li> <li>• Council to consider recommendation</li> </ul>	69

**REPORTS For Information – Council, Committees, COW and Commissions and Staff (CAO, Development Services)**

RI-1	RCMP Monthly Mayor Report – December 2015	73
RI-2	2016 Preliminary Assessment Roll Analysis	77
RI-3	Mayor's Report	--
RI-4	CAO Update	--

**NEW BUSINESS**

**CORRESPONDENCE Requiring Action:**

C-1	Letter dated January 17, 2015 from Mike Hicks, Regional Director, Juan de Fuca Electoral Area <ul style="list-style-type: none"><li>Council to consider request and provide staff with direction as to amendments to <a href="#">Bylaw No. 59</a>, <i>Firearms Regulation Bylaw, 2001</i></li></ul>	79
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**REPORT OF IN CAMERA RESOLUTIONS**

RIC-1	Resolutions from January 11, 2016 Regular Council Meeting – In Camera portion <ul style="list-style-type: none"><li>Sooke Fire Services Commission</li></ul>	83
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**ADJOURNMENT**



## DISTRICT OF SOOKE

Minutes of the Regular Meeting of Council  
held in the Council Chamber  
at 2225 Otter Point Road, Sooke, BC  
on January 11, 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  
Bonnie Sprinkling, Corporate Officer  
Elisabeth Nelson, Municipal Engineer  
Brent Blackhall, Acting Director of Finance  
Katherine Lesyshen, Planner II  
Danica Rice, Planner II  
Nikki Lewers, Land Development Technician  
Sarah Temple, Finance and Administration Asst.

### CALL TO ORDER

Acting Mayor Reay called the meeting to order at 6:01 pm.

### MOTION TO CLOSE THE MEETING TO THE PUBLIC

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

90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

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].

**CARRIED UNANIMOUSLY**

### CALL TO ORDER - OPEN PORTION

Acting Mayor Reay called the open portion of the Regular Council meeting to order at 7:08 p.m. in the Council Chambers.

### APPROVAL OF THE AGENDA

**MOVED** and seconded to approve the agenda with the removal of item RA-2: Public Greenspace Maintenance Contract 2016-2018 & Public Trails and Walkways Maintenance Contract 2016-2018 Request to Subcontract

**CARRIED UNANIMOUSLY**

### ADOPTION OF MINUTES

**MOVED** and seconded that the minutes of the Special Council meeting held on December 7, 2015 be adopted as circulated.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Committee of the Whole meeting held on December 7, 2015 be adopted as circulated.  
**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Special Council meeting held on December 12, 2015 be adopted as circulated.  
**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Regular Council meeting held on December 14, 2015 be adopted as circulated.  
**CARRIED UNANIMOUSLY**

#### **PUBLIC QUESTION AND COMMENT PERIOD**

Ellen Lewers, Sooke resident, addressed Council and spoke to the RCMP Monthly Mayor Report, and requested the reporting of alcohol and drug related incidents under the "assault" category. Ms. Lewers also spoke regarding the minutes of the December 7, 2015 Committee of the Whole meeting and noted that the minutes did not reflect Council's comments as to Councillor Parkinson contacting the Sooke Lion's Club.

Gail Hall, Sooke resident, addressed Council and spoke regarding the minutes of the December 14, 2015 Regular Council meeting and specifically the Public Hearing for 2182 Church Road – Wadams Way Comprehensive Development Zone. Ms. Hall stated that the minutes did not accurately reflect her comments, as the specifics of her concerns were not included. Ms. Hall stated that she believes by removing the specifics, her statements as to the rezoning were not reflected. Ms. Hall further stated that she did not express an opposition to the rezoning of 2182 Church Road.

**Action Item:** Ms. Sullivan will ensure that Ms. Hall's concerns are addressed in the December 14, 2015 minutes.

#### **PUBLIC HEARINGS AND RELATED BYLAWS**

##### **PH-1 Report of Public Hearings – 2017 Idlemore Road**

- **Bylaw No. 627, Official Community Plan Amendment Bylaw (400-8)**
- **Bylaw No. 628, Zoning Amendment Bylaw (600-21)**

Danica Rice gave a Powerpoint presentation and summary of the rezoning application for 2017 Idlemore Road.

**MOVED** and seconded that Bylaw No. 627, *Official Community Plan Amendment Bylaw (400-8)* be amended.  
**CARRIED UNANIMOUSLY**

**MOVED** and seconded that Bylaw No. 628, *Zoning Amendment Bylaw (600-21)* be amended.  
**CARRIED UNANIMOUSLY**

Acting Mayor Reay called the Public Hearings for Bylaw No. 627 and Bylaw No. 628 to order at 7:35 p.m.

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

**Public Submissions:**

Paulette Cawley, Sooke Resident and adjacent property owner, addressed Council to express her opposition to the rezoning application and OCP amendment. Ms. Cawley stated that while she has no objection to Mr. Peters using the property as a storage facility, she objects to the rezoning as it would permit subsequent owners to use the property for less-desirable purposes that would detrimentally affect her property value. Ms. Cawley provided a written submission.

Roger Temple, Sooke resident, addressed Council and spoke in support of the rezoning application and OCP amendment. Mr. Temple is a member of both the Sooke Community Choir and the Sooke Rotary Club and stated that Sooke Moving and Storage has provided great assistance to these and other community groups for many years. Mr. Temple stated that storage space in the community is essential and that Mr. Peters provides excellent service.

Mark Layton, Sooke resident, read his public submission in support of the rezoning application and OCP amendment.

Matthew Peters, Sooke resident, read public submissions on behalf of Emmett O'Sullivan and Ray Coffey in support of the rezoning application and OCP amendment.

Kate Armitage, Sooke resident and Office Manager for Sooke Moving and Storage, read public submissions from Hugh and Linda Audet and Larry Lloyd in support of the rezoning application and OCP amendment.

Jane Jowett, Otter Point Resident, read a public submission on behalf of Neil Flynn and Roger Temple of the Rotary Club of Sooke in support of the rezoning application and OCP amendment.

Rob Peters, applicant, addressed Council and stated that the subject property has been used for industrial purposes since 1974. Mr. Peters stated that he believes the proposed changes will enhance the neighbourhood and the community in general, and he looks forward to operating his business on the property long-term, growing with and supporting the community.

Ellen Lewers, Sooke Resident, addressed Council and spoke regarding the proposed C3 zoning and the Technical Industrial OCP designation. Ms. Lewers stated that she feels neither category is a good fit for Mr. Peter's proposed storage facility and she encouraged Council to revisit both the Zoning bylaw and the OCP to create classifications that better represent the intended uses. Ms. Lewers further stated she appreciates Mr. Peter's good citizenry and his willingness to assist with the Sooke Fall Fair.

Gail Hall, Sooke Resident, addressed Council to speak to the history of the rezoning application and OCP amendment. Ms. Hall stated that the application was brought forward as new business at the December 14, 2015 Regular Council meeting and therefore she felt that there was not sufficient time for the public to research questions and receive answers.

Ms. Hall spoke further as to procedural concerns regarding the proposed amendment of Bylaw No. 400 and regarding requirements of the *Local Government Act*, which require Zoning to be consistent with the OCP. Ms. Hall stated that in her opinion, C3 zoning does not fit with a Technical Industrial designation and that such a designation should not be required for Mr. Peters to expand his current business. Ms. Hall stated her concerns that the amenity contributions discussed do not meet legislative requirements. Ms. Hall concluded that she is not opposed to Mr. Peter's expansion of his business and encouraged Council to help him do so, without presenting unnecessary challenges.

Acting Mayor Reay called three times for submissions to the Public Hearings for Bylaw No. 627 and Bylaw No. 628. Hearing none, the public hearing closed at 8:02 pm.

**Council Discussion:**

- Clarification of rear set-back requirements.
- Discussion of proposed amenity contribution. Clarification that Mr. Peter's first choice was to have streetlights installed in the area, which has recently been ordered by the Engineering department.
- Discussion of various uses for the amenity contribution, including a trail.
- Ms. Sullivan stated that the *Community Amenity Contribution Policy* will be reviewed.

**Council consider third reading of Bylaw No. 627 and Bylaw No. 628**

**MOVED** and seconded that Bylaw No. 627, *Official Community Plan Amendment Bylaw (400-8)* be read a third time.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that Bylaw No. 628, *Zoning Amendment Bylaw (600-21)* be read a third time.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that prior to final adoption of Bylaw No. 627 and 628, the Owner enter into a Section 219 Covenant with the District of Sooke to address an amenity contribution towards the construction of a trail along Idlemore Road;

**AND TO** authorize the Acting Mayor and Chief Administrative Officer to execute the Section 219 Covenant.

**CARRIED UNANIMOUSLY**

**BYLAWS**

**B-1 Bylaw No. 622, *Zoning Amendment Bylaw (600-19)* – 2182 Church Road – Wadams Way Comprehensive Zone**

**MOVED** and seconded that Bylaw No. 622, *Zoning Amendment Bylaw (600-19)* be read a third time.

**CARRIED UNANIMOUSLY**

**B-2 Bylaw No. 623, *Zoning Amendment Bylaw (600-20)* – 7000 Melrick Place**

**MOVED** and seconded to rescind third reading of Bylaw No. 623, *Zoning Amendment Bylaw (600-20)*.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that Bylaw No. 623, *Zoning Amendment Bylaw (600-20)* be read a third time.

**CARRIED UNANIMOUSLY**

## **REPORTS REQUIRING ACTION**

### **RA-1 Residential Strata Title Conversion Application for 2072 Dover Street**

**MOVED** and seconded to provide Approval in Principle for the strata title conversion of a property legally described as Lots 5 and 6, Block 16, Section 14, Sooke District, Plan 217 (2072 Dover Street) to allow for approval of a strata plan following the conversion of an existing two dwelling unit structure into a strata titled duplex, subject to all technical requirements being satisfactorily addressed

**CARRIED UNANIMOUSLY**

## **REPORTS FOR INFORMATION**

### **RI-1 RCMP Monthly Mayor Report – November 2015**

**MOVED** and seconded to file the RCMP Monthly Mayor Report for November 2015.

**CARRIED UNANIMOUSLY**

### **RI-2 Mayor and Council Reports (Verbal)**

Councillor Logins reported that a student from EMCS had recently been awarded an opportunity to go to Ottawa to learn about legislation and politics.

Councillor Kasper reported CRD Regional Planning will consider Sooke schools when identifying 25 schools in the region for improved pedestrian access. Councillor Kasper further reported that the first meeting of the new CRD Board of Directors is on January 13<sup>th</sup> and that the Chair will be announcing Committee duties.

Councillor Pearson reported that he attended the Juan de Fuca Water Commission meeting on January 4 and that the water line extension down Otter Point will be on the next agenda. Councillor Pearson also reported that a large development is planned for the North side of the Trans-Canada Highway, near Bear Mountain. Councillor Pearson attended the Saltwater Salmon Series wind-up dinner along with other Sooke Councillors and reported its was a great event, celebrating three fishing derbies. All of which take place in the fishing off-season, generating economic development in less prosperous seasons.

Councillor Berger reported that she attended South Vancouver Island Regional Economic Development Association. The website is up and running at [www.vyjiprosperty.ca](http://www.vyjiprosperty.ca). Councillor Berger reported on the Associations progress so far, including recruitment efforts for an industry-led Board of Directors.

## **REPORT OF IN CAMERA RESOLUTIONS**

Acting Mayor Reay announced the appointment of the following members to the Sooke Fire Services Commission:

- Kenneth Ebbs-Canavan
- Cameron MacIntyre
- Murray Lambert



**ADJOURNMENT – OPEN PORTION**

**MOVED** and seconded to adjourn the open portion of the Regular Council meeting at 8:28 p.m.

**CARRIED UNANIMOUSLY**

The meeting adjourned at 9:50 p.m.

**Certified Correct:**

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**Acting Mayor Kerrie Reay**  
Mayor

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**Bonnie Sprinkling**  
Corporate Officer



**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held January 18, 2016  
at 7:00 pm in  
Council Chamber, 2225 Otter Point Road

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**COUNCIL PRESENT**

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

**STAFF PRESENT**

Teresa Sullivan, Chief Administrative Officer  
Bonnie Sprinkling, Corporate Officer  
Brent Blackhall, Deputy Director of Finance  
Tina Hansen, Corporate Assistant

**ABSENT:** Mayor Maja Tait

1. **Call to Order**

The meeting was called to order at 7:01 p.m.

2. **Approval of Agenda**

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

3. **Presentation: Sooke Region Chamber of Commerce Operational Plan 2016**

Kerry Cavers, President Sooke Region Chamber of Commerce provided a powerpoint presentation and overview of the Chamber's Operational Plan for 2016. Ms. Cavers reported that the 2016 Board of Directors is comprised of twelve engaged individuals that have expertise in the areas of real estate, education, architecture, technology, hospitality, tourism, marketing and manufacturing. They believe that Sooke has a lot to offer to its residents and visitors in terms of its natural beauty and its unique character and they want to see the community thrive.

Ms. Cavers overviewed the Sooke Region Chamber of Commerce' 2016 strategies that fall under the following economic development categories:

- Improve efficiency of existing firms
- Improve ability to retain and capture dollars:
- Attract new basic employers
- Encourage business formation
- Increase Provincial and local funding

The strategies include business education, shared services, a loyalty rewards program to the "Better Buy Sooke" campaign, and events such as "Sooke-tastic" and Sooke Sunday Car Lot. Ms. Cavers advised that the Chamber has one Director dedicated to seek out provincial and local funding for Sooke. Ms. Cavers reviewed a number of other planned projects and initiatives advising that it is important to continue to promote the Sooke brand "Wild by Nature" both within the community and elsewhere. The Chamber

looks forward to working with community stakeholders including the District of Sooke with its Operational Plan for 2016.

The Committee took the opportunity to thank Ms. Cavers for her presentation and thanked the Executive members for attending the meeting.

**Council discussion:**

- The Committee noted the exciting program put together by the Chamber for the upcoming year
- The Committee noted the importance of Sooke's fishing industry and the benefit to holding events such as the Salmon Festival and the Sooke Salt Water Series to bring in tourism dollars in particular during the slow season
- Discussion as to the Chamber working with local business to create/improve store fronts
- Discussion as to the Chamber's Resident Re-location package which provides information on Sooke to help draw people to the community

**4. Royal Roads University Developing a Destination Framework Project for Downtown Sooke: Summary Report**

**Council discussion:**

- Discussion as to the importance of the Royal Roads University Summary Report and its contents; well thought-out information and ideas have been provided by the students
- Look at discussing the information in the Report and incorporating some things into Council's Strategic Plan; look at a way of moving forward with some of the ideas
- Look at using the Report and including it as a resource during the review of the District's Official Community Plan
- Having the Chief Administrative Officer review the Royal Roads University Report to see how items in the document could fit in with Council's Strategic Plan

Teresa Sullivan reported that she plans to get the stakeholder community together in the near future in order to broaden the scope and grow momentum as everyone has the interest of the community at heart and wants to see the town core developed. In order to do this we need to engage our stakeholders.

**5. Public Input: Current Issues**

Ellen Lewers, Sooke resident addressed the Committee and asked Council to remember the Vision and Guiding Principles in the District's *Official Community Plan* and not to lose sight of the Vision when incorporating the information into a plan. Ms. Lewers also advised that the community stakeholders are the residents of Sooke and businesses and we need to include everyone.

Dr. Steve Grundy, Vice President of Academics Royal Roads University commented as to the Royal Roads University Summary Report. Mr. Grundy advised that Mr. White and the University students are hoping to make the report more solid and are keen on pursuing the project and working with the District to make it real.

6. **Adjournment**

The meeting was adjourned at 7:28 p.m.

Certified Correct:

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Kerrie Reay  
Acting Mayor

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Bonnie Sprinkling  
Corporate Officer



**DISTRICT OF SOOKE**

Minutes of the Special Meeting of Council  
held in the Council Chamber  
at 2225 Otter Point Road, Sooke, BC  
on January 18, 2016 immediately  
following the Committee of the Whole Meeting

**COUNCIL PRESENT**

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

**STAFF PRESENT**

Teresa Sullivan, Chief Administrative Officer  
Bonnie Sprinkling, Corporate Officer

**ABSENT:** Mayor Maja Tait

**CALL TO ORDER**

Acting Mayor Reay called the meeting to order at 7:38 p.m.

**APPROVAL OF AGENDA**

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

**CARRIED UNANIMOUSLY**

**MOTION TO CLOSE THE MEETING TO THE PUBLIC**

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

- 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)(g) litigation or potential litigation affecting the municipality;

**AND TO** waive the notice requirements under section 127(4) of the *Community Charter* [unanimous vote of all council members].

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

**MOVED** and seconded to adjourn the meeting at 8:25 p.m.

**CARRIED UNANIMOUSLY**

**Certified Correct:**

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**Kerrie Reay**  
**Acting Mayor**

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**Bonnie Sprinkling**  
**Corporate Officer**

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Meeting Date: January 18, 2016  
Adopted on: \*, 2016

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District of Sooke  
Special Council Meeting Minutes



**DISTRICT OF SOOKE**  
**Minutes of the Long Term Financial Planning Committee**  
Meeting held in the CAO Office  
at 2205 Otter Point Road, Sooke, BC  
on January 5, 2016 at 11:00 a.m.

**PRESENT**

Councillor Kerrie Reay, Chair  
Councillor Rick Kasper

**STAFF**

Teresa Sullivan, Chief Administrative Officer

**CALL TO ORDER**

Councillor Kerrie Reay called the meeting to order at 11:10 a.m.

**APPROVAL OF THE AGENDA**

**MOVED** and seconded to approve the agenda as circulated with the addition as  
circulated

**CARRIED UNANIMOUSLY**

**MOTION TO CLOSE THE MEETING TO THE PUBLIC**

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

90(1)(k) negotiations and related discussions respecting the proposed provision of a  
municipal service that are at their preliminary stages and that, in the view of the council,  
could reasonably be expected to harm the interests of the municipality if they were held  
in public.

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

**MOVED** and seconded to adjourn the meeting at 12:14 p.m.

**CARRIED UNANIMOUSLY**

**Certified Correct:**

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**Councillor Kerrie Reay**  
Chair

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**Bonnie Sprinkling**  
Corporate Officer







**DISTRICT OF SOOKE**  
**Parks and Trails Advisory Committee**  
Meeting held January 12, 2016  
at 1:00 pm  
Council Chamber, 2225 Otter Point Road

**Committee Members Present:**

John Boquist, Chair  
Debbie Clarkston  
Ross Reid  
Mark Ziegler

**Staff:**

Elisabeth Nelson, Municipal Engineer  
Laura Hooper, Parks and Environmental Services Coordinator  
Sarah Temple, Finance and Administration Assistant

1. The Chair called the meeting to order at 1:02 p.m.
2. **Approval of the Agenda:**  
**MOVED** to approve the agenda with the addition of:
  - Public Input**CARRIED UNANIMOUSLY**
3. **Approval of Minutes:**  
**MOVED** to approve the November 3, 2015 minutes as circulated.  
**CARRIED**
4. **Strategic Plan**  
Laura Hooper provided an overview of the District of Sooke's 2016 Strategic Plan and specifically the "Enhancing Community Livability" section of the Strategic Plan as it relates to the Parks and Trails Advisory Committee.

**Committee Discussion:**

- Discussion of items found in Strategic Plan, OCP and Parks and Trails Master Plan. John Phillips Memorial Park, increased trail connectivity and improved waterfront access are consistently mentioned.
- Discussion of how documents are related to one another and to the Committee's roles and responsibilities.
- Discussion of how Committee recommendations are brought forward to Council.

**5. Resolutions from November 23, 2015 Regular Council Meeting**

**Priority Projects Approved:**

- At the November 23, 2015 Regular Council meeting Council approved the removal of the tree in front of the Municipal Hall. Staff will move forward with a report back to Council outlining options for enhancement of the area.
- Council supported the updating of the John Phillips Memorial Park plan as a top priority project.
- Council provided direction to staff to explore an agreement for public use of the area between Eustace and Caldwell.

School District 62 Transportation/Linkages:

- School District 62 is hosting a meeting on January 21<sup>st</sup> to discuss student transportation.
- Staff and Councillors of the District will be in attendance. Following this meeting, further discussion of local opportunities for improved pedestrian linkages should be expected.

Committee Discussion – Representation at Council meetings:

- Discussion of timing of Committee recommendations moving forward to Council meetings. Meeting minutes and Committee recommendations are forwarded to the next Regular Council meeting, following the Committee meeting.
- Staff will inform the Committee if they are on the agenda once meeting agendas are confirmed.

6. **John Phillips Memorial Park**

- **JPMP Trust Committee Final Report**
- **Preferred Arrangement of Park Features**
- **Next Steps:**

Laura Hooper gave a brief history of John Phillips Memorial Park and the preferred arrangement of amenities as outlined in 2005/2006 by a Public Committee. Ms. Hooper overviewed the amenities that have been installed since 2006.

Committee Discussion:

- Discussion of the value of the extensive public input process that took place in 2005/2006.
- The recommendations of the previous report provide many options for park improvements that could be prioritized and implemented over time.
- Staff provided a written outline of estimated capital costs and maintenance costs for some of the preferred park features.
- Discussion of water park feature at Broomhill Park, which was decommissioned in 2007. Should the water park be relocated to John Phillips Memorial Park (one of the potential park features mentioned in the 2006 report), it would need to be co-located with washroom facilities.
- Discussion of public washrooms and the availability of sewer at John Phillips Memorial Park.
- Possibility of collaborating with private land owners for washroom access.
- Discussion of budgetary constraints and five year financial planning timelines.
- The Committee discussed the prioritization of park features and their wish to choose items for prioritization.

**The Committee agreed by general consensus:**

- To use of the existing John Phillips Memorial Park Plan as a guiding document for prioritizing and developing park features;
- To identify priority projects for the John Phillips Memorial Park for approval by Council through the budget process, with public consultation to be held in February 2016

**ACTION:** Staff will submit information to the local media regarding the Parks and Trails Advisory Committee and the prioritization of park features for John Phillips Memorial Park.

- **Correspondence from Carmen Neumann received October 29, 2015 re: John Phillips Memorial Park**

Received for information.

7. **Correspondence for Information:**
  - **CRD Regional Trails Management Plan – Public Consultation**
    - Committee members are able to take part in the Public Consultation process through the CRD's website.
  
  - **Resignation of Committee Member Kendall Arnold**  
**MOVED** to not advertise for a new Parks and Trails Committee member.  
**CARRIED UNANIMOUSLY**
8. **Development Department Referrals: Nil**
9. **Action Items – Strategic Plan / Official Community Plan: NIL**
10. **Public Input:**
  - Olena Russell, Sooke resident, spoke in support of washrooms, trails and garbage cans being prioritized in John Phillips Memorial Park.
  - Jeff Bateman, Sooke resident, expressed confidence in the Committee's direction.
11. **Next Scheduled Meeting:**
  - Tuesday, February 2, 2016 at 1:00 pm
  - Meetings – The first Tuesday of each month at 1:00 pm.
12. **Adjournment:**  
**MOVED** to adjourn the meeting at 2:34 pm.

---

John Boquist  
Chair

---

Bonnie Sprinkling  
Corporate Officer





**REQUEST FOR DECISION**

Regular Council

Meeting Date: January 25, 2016

To: Teresa Sullivan, Chief Administrative Officer

From: Bonnie Sprinkling, Corporate Officer

Re: **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**

**RECOMMENDATION:**

**THAT COUNCIL** adopt Bylaw No. 623, *Zoning Amendment Bylaw (600-20)*;

**AND THAT COUNCIL** adopt Bylaw No. 624, *Sooke Core Sewer Specified Area Amendment Bylaw (147-25)*;

**AND FURTHER THAT COUNCIL** adopt Bylaw No. 625, *7000 Melrick Place Phased Development Agreement Repeal Bylaw, 2015*.


On December 14<sup>th</sup>, 2015, Council gave first, second and third reading to Bylaw No. 623, *Zoning Amendment Bylaw (600-20)*, Bylaw No. 624, *Sooke Core Sewer Specified Area Amendment Bylaw (147-25)*, and Bylaw No. 625, *7000 Melrick Place Phased Development Agreement Repeal Bylaw, 2015*. At the same meeting, Council waived the holding of a Public Hearing for Bylaw No. 623 in accordance with section 890(4) of the *Local Government Act*.

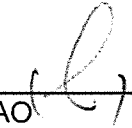
Notice to waive the Public Hearing in accordance with section 893 of the *Local Government Act* and section 892(8) of the *Community Charter* was mailed to adjacent property owners and published in the *Sooke News Mirror* the 30<sup>th</sup> day of December 2015 and the 6<sup>th</sup> day of January, 2016.

The Ministry of Transportation and Infrastructure approved Bylaw No. 623 in writing and in accordance with section 52(3) of the *Transportation Act* on January 14<sup>th</sup>, 2016. It is now in order for Council to consider adoption of the bylaws.

**Attached Documents:**

- 1. Bylaw Nos. 623, 624 and 625 at third reading

  
\_\_\_\_\_  
Bonnie Sprinkling

Approved for Council Agenda  
  
\_\_\_\_\_  
CAO



## DISTRICT OF SOOKE

### BYLAW NO. 623

---

A bylaw to amend Bylaw No. 600, *Sooke Zoning Bylaw, 2013* for the purpose of amending the zoning on a portion of the property known as 7000 Melrick Place (approximately 2.4 ha) from Small Lot Residential (R3) to a split zone of Rural (RU2) and Rural Residential (RU4), as depicted in Schedule A.

---

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

1. This bylaw is cited as *Zoning Amendment Bylaw (600-20)*.
2. Bylaw No. 600, *Sooke Zoning Bylaw, 2013* is amended in Schedule A by changing the zoning on a portion of the property legally described as *Lot A, Section 21, Sooke District, Plan VIP57007*, as outlined in black and shown shaded on Schedule A from Small Lot Residential (R3) to a split zone of Rural (RU2) and Rural Residential (RU4).
3. Bylaw No. 600, *Sooke Zoning Bylaw, 2013* is further amended in Schedule 102 – Rural (RU2), by deleting Section 102.9 (b) in its entirety.

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

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

Notice of Waiver of Public Hearing published December 30, 2015 and January 6, 2016

Rescind third reading the 11<sup>th</sup> day of January, 2016

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

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

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

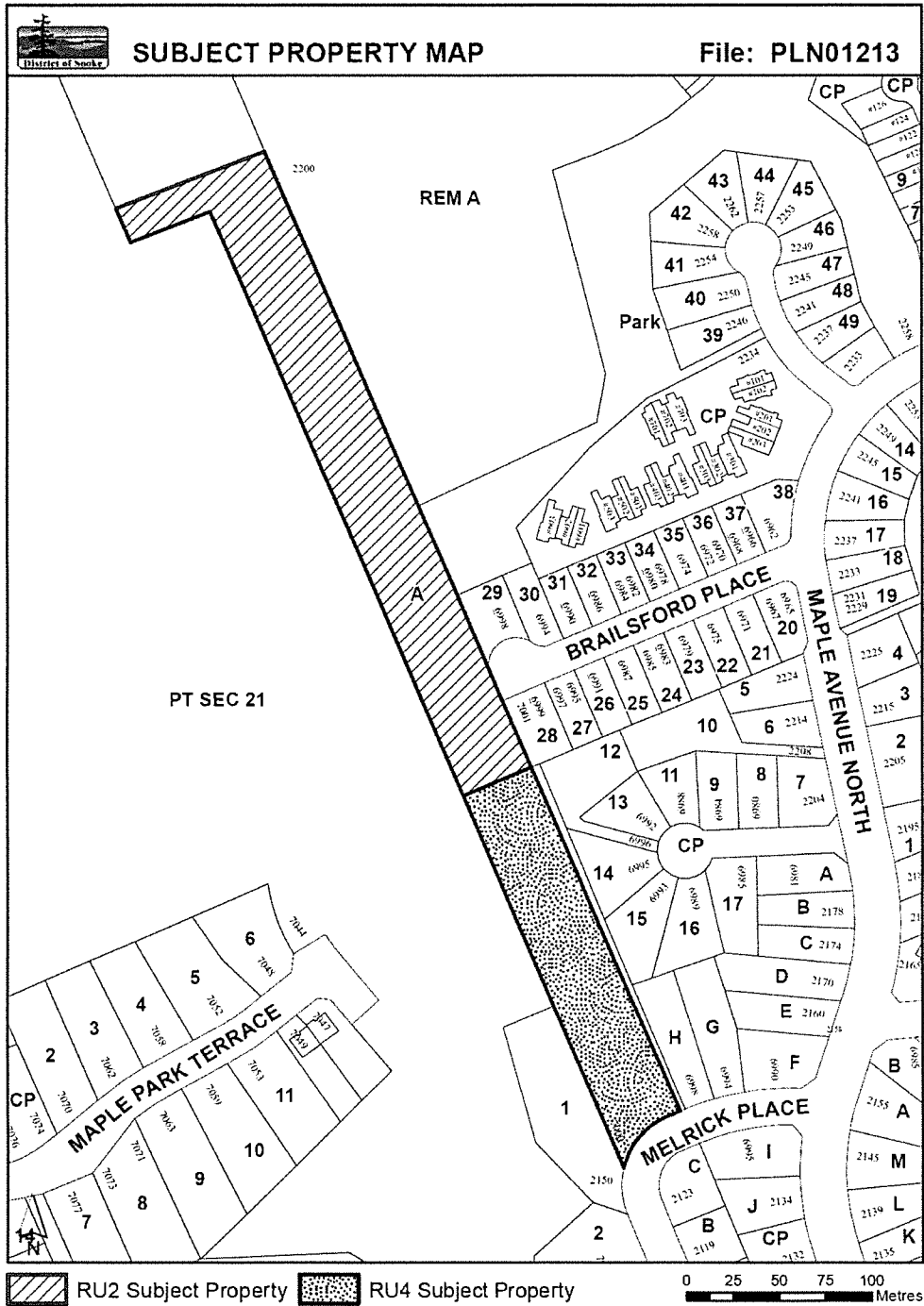
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Kerrie Reay  
Acting Mayor

---

Teresa Sullivan  
Chief Administrative Officer

**SCHEDULE A**









## DISTRICT OF SOOKE

### BYLAW No. 624

---

A bylaw to amend *Sooke Core Sewer Specified Area Bylaw, 2003* to reduce the community sewer system service area by excluding parcel located at 7000 Melrick Place.

---

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

1. This Bylaw is cited as *Sooke Core Sewer Specified Area Amendment Bylaw (147-25)*.
2. Bylaw No. 147, *Sooke Core Sewer Specified Area Bylaw, 2003* is amended in Schedule A by removing from the Sooke Core Sewer Specified Area the parcel shown outlined in black and hatched on Schedule A to this bylaw and legally described as:

(PID 018-350-445) Lot A, Section 21, Sooke District, Plan VIP57007  
(also known as 7000 Melrick Place)

Council resolution the 28<sup>th</sup> day of September, 2015.

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.

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

Adopted on the        day of        , 2015.

Certified by:

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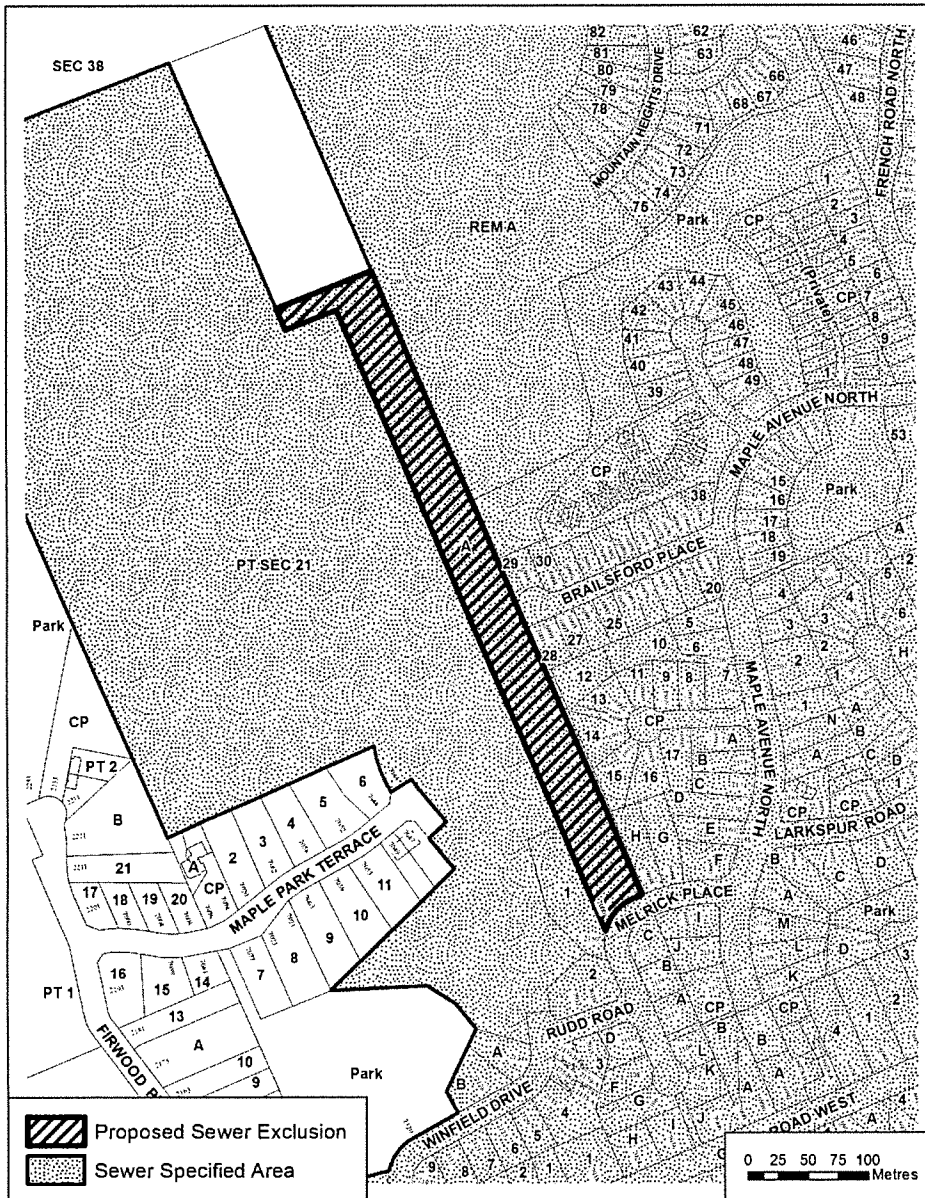
Kerrie Reay  
Mayor

---

Bonnie Sprinkling  
Corporate Officer

## SCHEDULE A

7000 Melrick Place





## DISTRICT OF SOOKE

### BYLAW No. 625

---

A bylaw to repeal Bylaw No. 530, *7000 Melrick Place Phased Development Agreement Authorization Bylaw, 2012*.

---

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

1. This Bylaw is cited as the *7000 Melrick Place Phased Development Agreement Repeal Bylaw, 2015*.
2. Bylaw No. 530, *7000 Melrick Place Phased Development Agreement Authorization Bylaw, 2012* is repealed.

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.

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

Adopted on the        day of        , 2015.

Certified by:

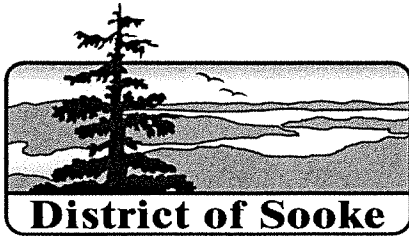
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Kerrie Reay  
Acting Mayor

---

Bonnie Sprinkling  
Corporate Officer





## REQUEST FOR DECISION

Regular Council

Meeting Date: January 25, 2016

To: Teresa Sullivan, Chief Administrative Officer  
From: Corporate Services Department  
Re: **Public Officer and Designated Employee Appointments**

### RECOMMENDATION:

**THAT COUNCIL** appoint Teresa Sullivan as Chief Administrative Officer and Approving Officer;

**AND THAT COUNCIL** rescind the appointment of Robert Howat as Approving Officer and appoint him as Deputy Approving Officer;

**AND THAT COUNCIL** rescind the appointment of Michael Dillabaugh as Director of Finance;

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

**AND THAT COUNCIL** rescind the appointment of Medea Mills as Licence Inspector and appoint Teresa Sullivan as Licence Inspector and Sarah Temple as Alternate Licence Inspector;

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

**AND THAT COUNCIL** appoint Ryan Johnston, Bobby Bains and Andrew Freer as Animal Control Officers;

**AND THAT COUNCIL** give first, second and third reading to Bylaw No. 629, *Officers and Employees Amendment Bylaw (398-1)*.


**Executive Summary**

Many District of Sooke bylaws, policies, agreements and contracts reference or require action by designated officers and employees. Council must therefore appoint by resolution certain staff to the positions.

Amendments are proposed to Bylaw No. 398, *Officers and Employees Bylaw, 2009* for the deletion of the following sections:

- i. Section 4(e) Director of Finance - Deputy Chief Administrative Officer
- ii. Section 5(b) Corporate Officer - grants
- iii. Section 5(d) Corporate Officer – Deputy Chief Administrative Officer

Respectfully,

  
\_\_\_\_\_  
Bonnie Sprinkling

**Attachment:**

- 1. DRAFT Bylaw No. 629;
- 2. Bylaw No. 398

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



## 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 5(b) is deleted in its entirety.
  - c) Section 5(d) is deleted in its entirety.

Introduced and read a first time the        day of        , 2016.

Read a second time the        day of        , 2016.

Read a third time the        day of        , 2016.

Adopted on the        day of        , 2016.

CERTIFIED BY:

---

Kerrie Reay  
Acting Mayor

---

Bonnie Sprinkling  
Corporate Officer







## DISTRICT OF SOOKE

### BYLAW NO. 398

---

A bylaw to establish the Officer positions of the District of Sooke and to assign the powers, duties and functions of such officers.

---

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

1. This Bylaw is cited as the *Officers and Employees Bylaw, 2009*.
2. The following positions are established as Officer positions of the District of Sooke:
  - (a) Chief Administrative Officer
  - (b) Director of Finance
  - (c) Corporate Officer
  - (d) Approving Officer
  - (e) Deputy Approving Officer
3. The Chief Administrative Officer is assigned the following functions and duties:
  - a. Chief Administrative responsibilities, which includes the powers, duties and functions pursuant to section 147 of the *Community Charter*;
  - b. Acting as Signing Officer, together with the Mayor or Acting Mayor, for the purpose of executing all bylaws, instruments, contracts, agreements and documents on behalf of the District of Sooke;
  - c. Authority to oversee all personnel and property matters of the District of Sooke and represent the District of Sooke in all negotiations related thereto in accordance with direction from Council;
  - d. Authority to suspend employees, other than Officers, and report such suspensions and the reason therefore to Council; and
  - e. Other related powers, duties and functions as assigned by Council.

4. The Director of Finance is assigned the following functions and duties:
  - a. Financial Officer responsibilities, which includes the powers, duties and functions pursuant to section 149 of the *Community Charter*;
  - b. Planning and administering the financial affairs of the District of Sooke in the manner authorized by Council, and attending to the investment and borrowing of funds as authorized, subject to the limitations established by the *Community Charter*;
  - c. Ensuring the establishment of appropriate safeguards over all funds, physical assets, insurance and other property of the District of Sooke;
  - d. Acting as a Signing Officer of the District of Sooke, together with the Mayor or Acting Mayor, to sign, make draw and/or accept any cheques, promissory notes, bills of exchange or other negotiable instruments, any order for the payment of money and generally all instruments or documents for the purpose of binding or obligating the District of Sooke in any way in connection with its accounts and transactions with the bank;
  - e. Acting as Deputy Chief Administrative Officer in the absence of the Chief Administrative Officer;
  - f. Administering all matters related to human resources for the District of Sooke, including assistance with union negotiations and recommendations for approval of all wages, salaries and working conditions;
  - g. Preparing or directing the preparation of all financial statements, reports, or statistical reports required by government departments or agencies or Council; and
  - h. Other related powers, duties and functions as assigned by Council or the Chief Administrative Officer.
  
5. The Corporate Officer is assigned the following duties and functions:
  - a. Corporate Officer responsibilities which includes the powers, duties and functions pursuant to section 148 of the *Community Charter*;
  - b. Coordinating municipal grant applications including, drafting submission, and reporting;

- c. Acting as Signing Officer, together with the Mayor or Acting Mayor, for the purpose of executing all bylaws and minutes on behalf of the District of Sooke;
  - d. Acting as Deputy Chief Administrative Officer in the absence of both the Chief Administrative Officer and Director of Finance;
  - e. the “head” for the purposes of the *Freedom of Information and Protection of Privacy Act* ; and
  - f. Other related powers, duties and functions as assigned by Council or the Chief Administrative Officer.
7. The Approving Officer and the Deputy Approving Officer are assigned the responsibility of land use within the municipality, which includes the powers, duties and functions pursuant to Section 77 of the *Land Title Act* and any other related powers, duties and functions as assigned by Council or the Chief Administrative Officer.
9. Bylaw No. 2, *District of Sooke Officers and Employees Bylaw, 1999*, is hereby repealed in its entirety.

Introduced and read a first time the 25<sup>th</sup> day of May, 2009.

Read a second time the 25<sup>th</sup> day of May, 2009.

Read a third time the 25<sup>th</sup> day of May, 2009.

Adopted on the 1<sup>st</sup> day of June, 2009.

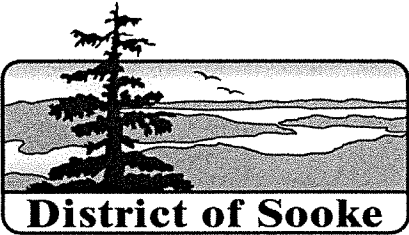
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Janet Evans  
Mayor

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Bonnie Sprinkling  
Corporate Officer





File No. PLN01245

**REQUEST FOR DECISION**  
Regular Council  
Meeting Date: January 25, 2016

To: Teresa Sullivan, Chief Administrative Officer  
From: Planning Department  
Re: **Development Permit Amendment –  
6995 Nordin Road - Phase 4 (Heron View Villas)**

**SUGGESTED ACTION:**

**THAT COUNCIL** 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.

**Executive Summary:**

The Applicant has requested an amendment to DP2007-0506/0511, originally approved for construction of ninety-one (91) multi family units. Due to changing market conditions, the applicant wishes to make some minor alterations to Phase 4 of the Development Permit.

The applicant has submitted new elevation plans, site plan, and an updated landscape plan addressing those changes. Staff have found that the proposed amendments are relatively minor, consistent with the overall vision of the development, and continue to meet the *Sooke Zoning Bylaw* (Bylaw No. 600) and the *Official Community Plan* (Bylaw No. 400).

**Proposed Changes:**

In order to meet current market conditions, the next six units within Phase 4 will be reduced in size from the original Development Permit by 15-20%, which necessitates reorganization of the floor plans and landscaping. Although some window locations will change, garage door layout will change from large double doors to two single doors, and new decks have been incorporated into the design, the overall character of the building will remain in the same Craftsman Style. Landscaping will be of the same quality, but modified to suit the new buildings and parking arrangement.

There is an older, existing house in the location of Phase 4, which will be removed prior to issuance of the Building Permit for this phase.

**Assessing the Application:**

***Sooke Zoning Bylaw, 2013 (Bylaw 600)***

The property is split-zoned RM1 (Low Density Multi Family 1) and RM2 (Medium Density Multi Family 2). The following requirements have been met:

1. The required setback of 3m from the adjacent residential properties to the south has been met.
2. The height requirements of a maximum of 12m or 3 storeys is adhered to with structures approximately 8m in height.
3. The overall lot coverage (40%), amenity areas (completed pool and tennis courts), and parking requirements all continue to meet the Sooke Zoning Bylaw.
4. A solid decorative fence, in accordance with Section 3.18(a) General Regulations has been installed along the southern boundary of the property.

**Official Community Plan Bylaw, 2001 (Repealed Bylaw No. 86)**

The application was originally assessed under the Development Permit Guidelines from Sooke’s previous OCP. The proposed changes to the elevation plans, site plan and landscaping in Phase 4 continue to meet the original intent of the OCP, 2002. Many of the guidelines in the OCP 2002 were brought forward into DPA3 in the Bylaw 400.

**Official Community Plan Bylaw, 2010 (Bylaw No. 400)**

The Development Permit Amendment has been evaluated against the DPA 2 – Community Growth Areas and Comprehensive Development Designated Areas, and DPA-3 Multi Family Residential as follows:

**DPA 2 – Community Growth Areas and Comprehensive Development Designated Areas**

	<b>Relevant OCP Development Permit Area Guidelines</b>
<b>Form &amp; Character 7.5.4.1(a)</b>	<p>The design of a new project or addition to an existing development shall be based on a comprehensive design concept and should give adequate attention to general architectural style, detailing, scale, materials, character and material of roofs, treatment of entrances, gradations of height, relationship of indoor and outdoor spaces and signage, design and placement of play areas, community gardens, access, parking arrangement and circulation, landscape character and design and rainwater management.</p> <p>The buildings will integrate with the existing development and remain in the Craftsman Style with liberal use of wood trim, cedar shingles and Board &amp; Baton in the gables, hardi board siding and stone accents. The colour palette will not change from that originally proposed, which includes Stained wood doors and Garage doors, Green/Grey/Beige painted shades of Hardi Siding, cultured stone at columns and around the front entry and stained/painted wood in the gables.</p> <p>The updated landscaping plan has been prepared by a landscape architect and bonding for this phase will be taken prior to building permit in accordance with the landscape cost estimate provided. The landscaping proposed is of an excellent standard and will be consistent with the existing site.</p>

**DPA 3 – Multi Family Residential**

	<b>Relevant OCP Development Permit Area Guidelines</b>
<b>7.6.4.3 (b) &amp; 7.6.4.3 (e)</b>	<p>Have consistency in the design of the development; Exterior cladding materials and detailing should be appropriate for the West Coast climate.</p> <p>It is requested that the original units proposed in Phase 4 be modified to address market</p>

conditions, including reducing the floor area by 15 – 20%. These proposed changes trigger amendments to the exterior elevation plans. This includes more appropriately placed windows, the addition of deck areas at the rear of the dwellings, use of two single garage doors rather than single double-wide doors.

The overall style of the development will remain the same in a 'craftsman style'. Exterior cladding materials are staying the same (hardi siding, cedar and stone accents, wood doors) with a consistent colour palette.

7.6.4.3 (c)

**Break up the bulk of larger buildings.**

The exterior changes proposed soften the look of the buildings, including use of decking, using two single garage doors rather than a single double-wide door, and larger and more appropriate placement of windows.

**Discussion:**

Planning has no concerns with this development permit amendment application.


**Implication of Recommendation:**

Staff is in support of the development permit amendment for the following reasons:

- The application meets the relevant sections within the OCP, 2010 (Bylaw 400) and remains consistent with original intent of the Development Permit approved under OCP, 2001 (Bylaw 86).
- The application meets the relevant sections within the Sooke Zoning Bylaw (Bylaw 600).
- No concerns raised during the referral process

**Attached Documents:**

1. Application Summary
2. Referral Comments
3. Subject Property Map & Orth photo
4. Draft Development Permit Amendment PLN01245

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

Approved for Council Agenda	
Engineering	Planning
	
Corp. Services	Finance
	
CAO	



### Application Summary

<b>Address</b>	6995 Nordin Road
<b>Legal</b>	Lot A, Section 4, Sooke District, Plan VIP84767, Except Part in Strata Plan VIS6983 (Phases 1-3)
<b>Existing Zoning</b>	RM1 & RM2
<b>Existing OCP</b>	Community Residential
<b>Services</b>	<b>Water:</b> CRD Water <b>Sewer:</b> Municipal <b>Drainage:</b> On-site
<b>Adjacent Land Uses</b>	<b>North:</b> Commercial Recreation <b>South:</b> Residential <b>East:</b> Sooke Harbour <b>West:</b> Residential

### Summary of Internal Referral Agency Comments

#### Engineering Department

No concerns with this amendment

#### Fire Department

I would like to see some form of directional sign near the entrance of the site that shows the addressing arrangement. It could be somewhat confusing to emergency responders trying to find a particular unit number, especially in the dark. SOLUTION: The applicant and Fire chief are working out the details to clarify the addressing at the site's entrance.

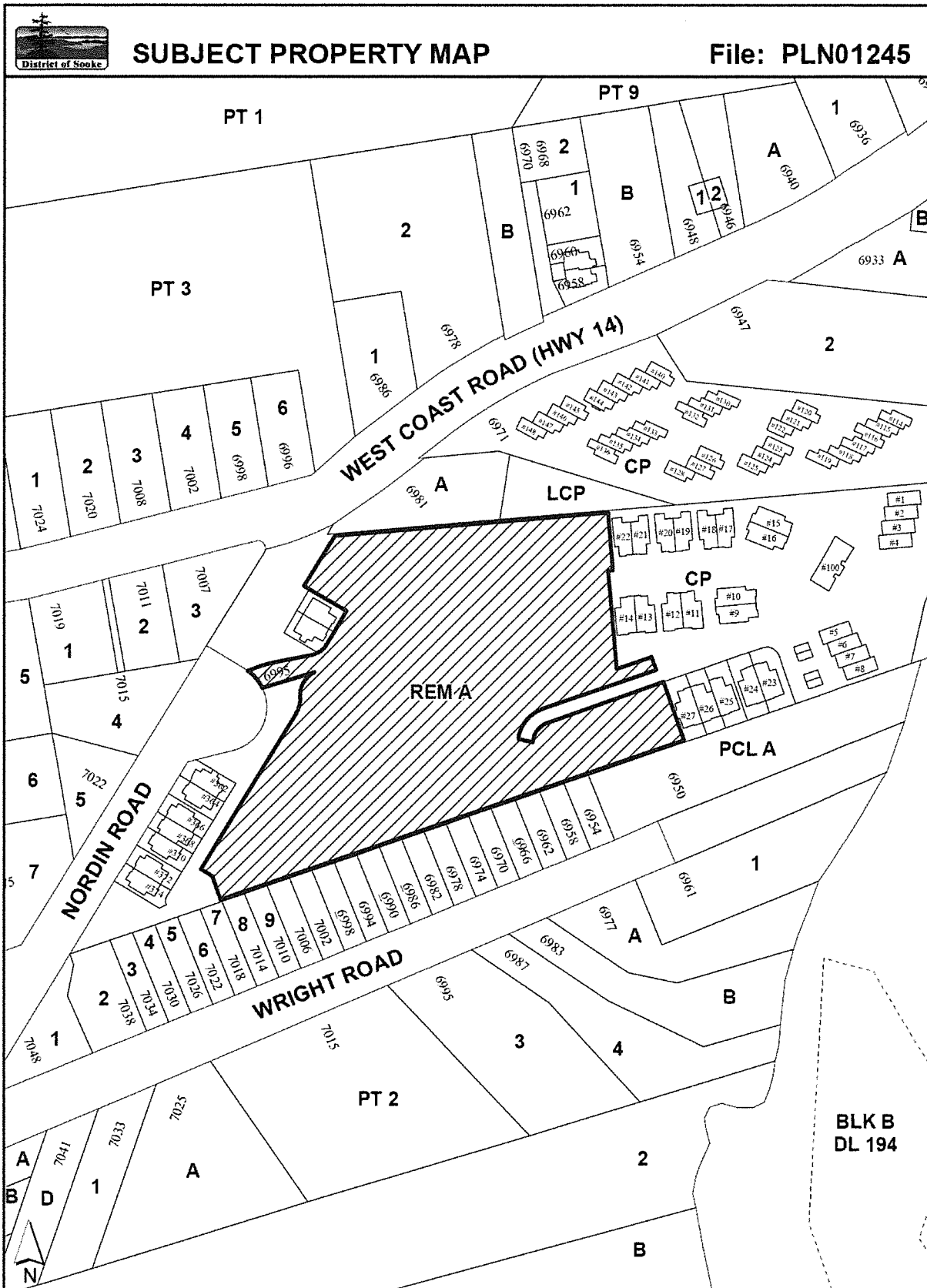
No concerns with the amendment proposed.

#### Approving Officer

No concerns with the amendment.

#### Building Department

No comments.



 Subject Property

0 20 40 60 80 100  
Metres





DEVELOPMENT PERMIT AMENDMENT PLN01245

DATE: January 25, 2016

TO: Heron View Villas – C/o Bob Vaughn

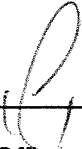
SUBJECT ADDRESS: 6995 Nordin Road

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.  
  
PID 027-462-820  
Lot A, Section 4, Sooke District, Plan VIP84767, Except Part in Strata Plan VIS6983 (Phases 1-3)
3. This Development Permit (PLN01245) is issued to allow for an amendment to the Development Permit and Landscaping Agreement associated with DP2007-0506-0511, as per:
  - a) Schedule A: Site Plan
  - b) Schedule B: Elevation Drawings
  - c) Schedule C: Landscaping Plan & Estimate
4. The development shall be carried out according to the following terms and conditions:  
  
N/A
5. The development shall be carried out according to the following time schedule:  
  
N/A
6. As a condition of the issuance of this Permit, a security 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.

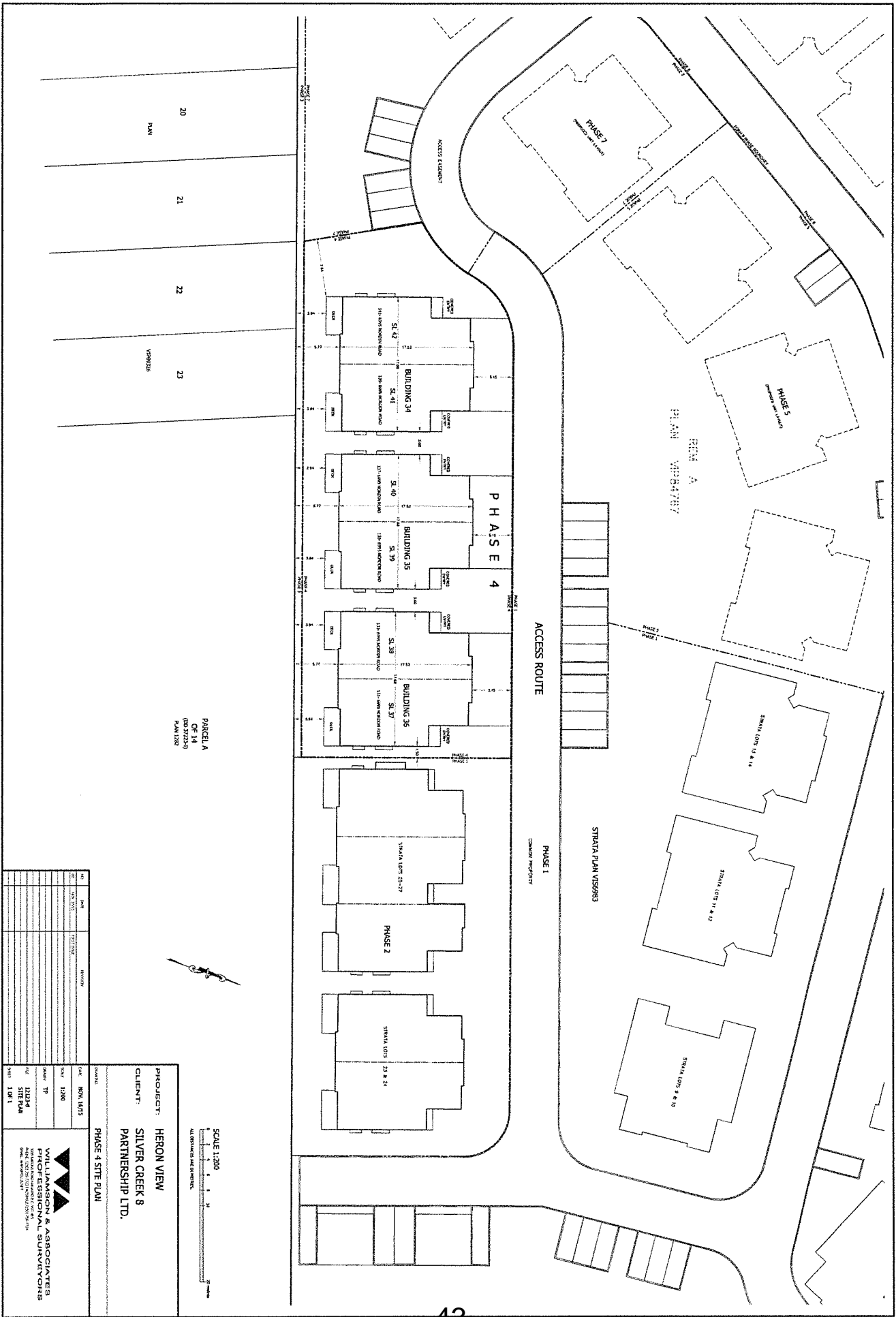
There is filed accordingly:

- a. A Performance Bond in a form acceptable to the District of Sooke on the amount for the landscape works, as amended by this permit, and corresponding to the attached Schedule C.
7. If the Permittee does not commence 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 January, 2016.

  
\_\_\_\_\_  
Teresa Sullivan,  
Chief Administrative Officer

DRAFT



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(D5 3722-1)  
PLAN 1282

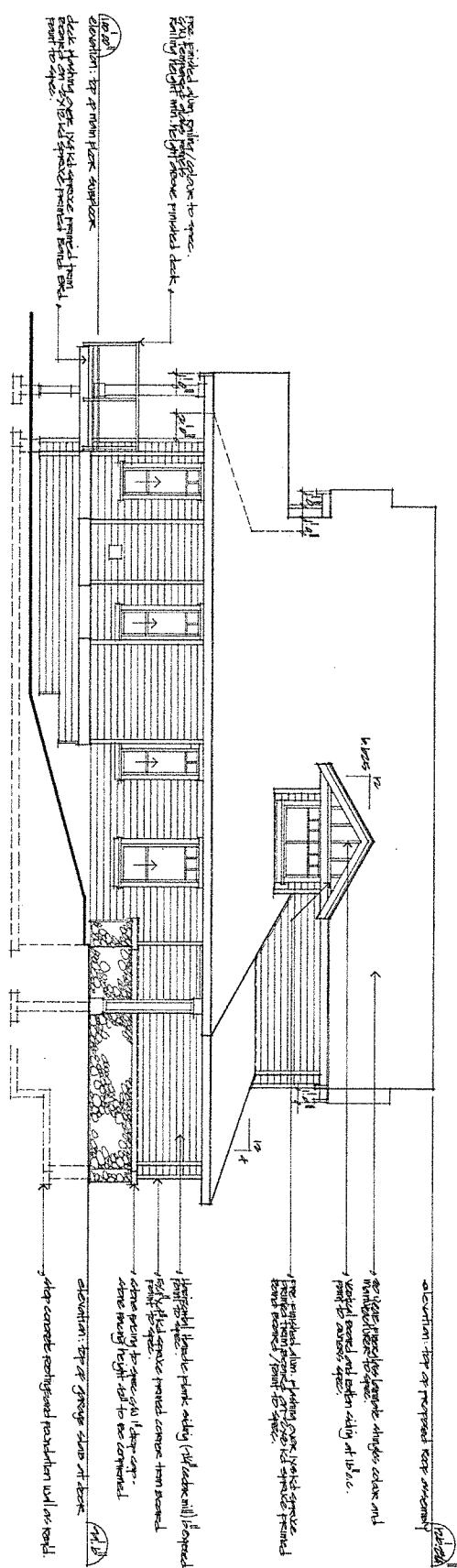
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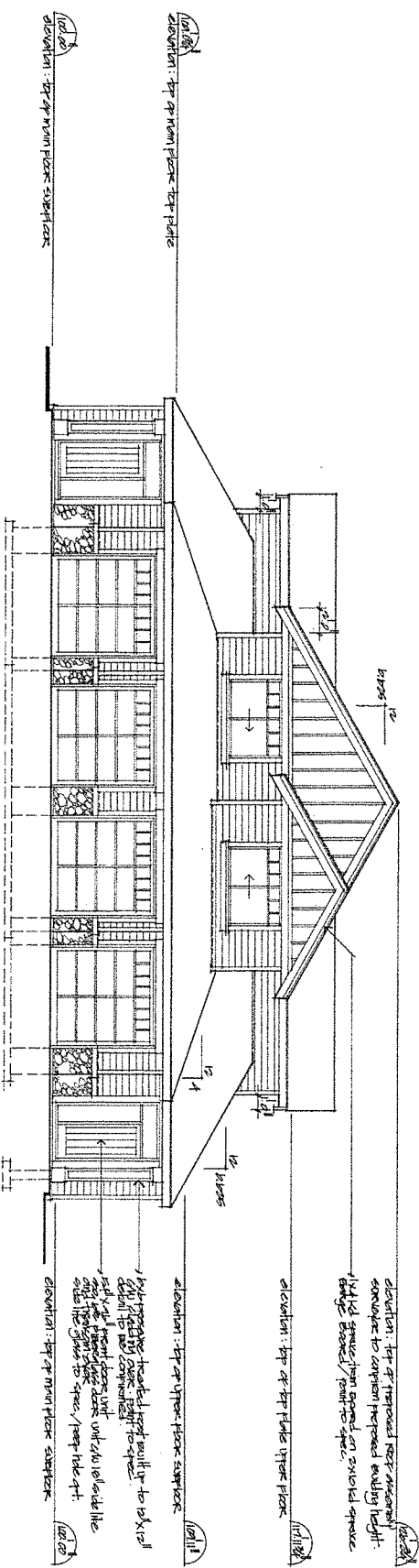
PROJECT: HERON VIEW  
CLIENT: SILVER CREEK 8 PARTNERSHIP LTD.  
SCALE: 1:200  
DATE: 2018  
SHEET: 1 OF 1



**LEFT ELEVATION**  
Scale: 1/4" = 1'-0"



**FRONT ELEVATION**  
Scale: 1/4" = 1'-0"



REVISION DATE  SHEET NUMBER <b>A4</b>	BUILDING #
	SCALE DATE OCT 2015 SCALE 1/4" = 1'-0"
DRAWING TITLE <b>front/left elevations</b>	PROJECT NUMBER 15691
DRAWN BY CHECKED BY	PROJECT TITLE <b>HERON VIEW Phase 4</b> Silvercreek Developments 6995 Nardin Road, Sooke, BC.
CONCEPT DESIGN GROUP RESIDENTIAL AND COMMERCIAL PLANNING 439 Sooke Place Nanaimo, B.C. V9T 5Z9 781-1254 ConceptDesignGroup.com	Copyright reserved. This plan and design is and as all others remaining the exclusive property of Concept Design Group Inc. and cannot be reproduced in any form without prior written consent from same.





FRED BROOKS MBCLA CSLA  
Landscape Architect

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4845 Laguna Way Nanaimo B.C. V9T 5C2  
Tel/Fax: 250.751.0950 Email: fbla@shaw.ca

December 15, 2015

Katherine Lesyshen  
Planner, MCIP  
District of Sooke  
2205 Otter Point Road, Sooke BC V9Z 1J2

Dear Katherine

RE: LANDSCAPE COST ESTIMATE ~ PHASE 4, "HERON VIEW" ,  
6995 NORDIN ROAD, SOOKE, BC

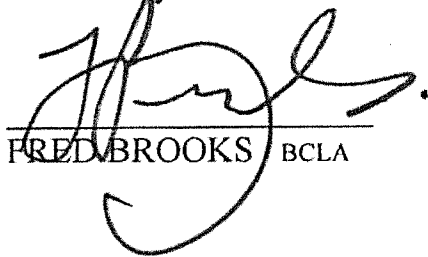
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Please be advised that the cost estimate for the above noted landscape work for Phase Four is \$15,000.00 which includes:

- ❖ Supply and placement of planting soil & top dressing;
- ❖ Supply and installation of plant material and turf;
- ❖ Automatic irrigation system;
- ❖ All related products and services from landscape specifications.

Please contact me if you have any questions or comments.

Yours truly



FRED BROOKS BCLA

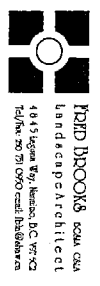
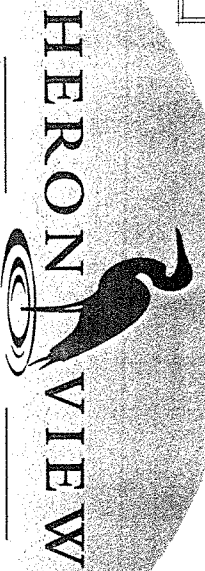
“Phase Four”  
LANDSCAPE  
CONCEPT PLAN

14 December 2015

Sooke

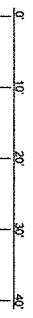
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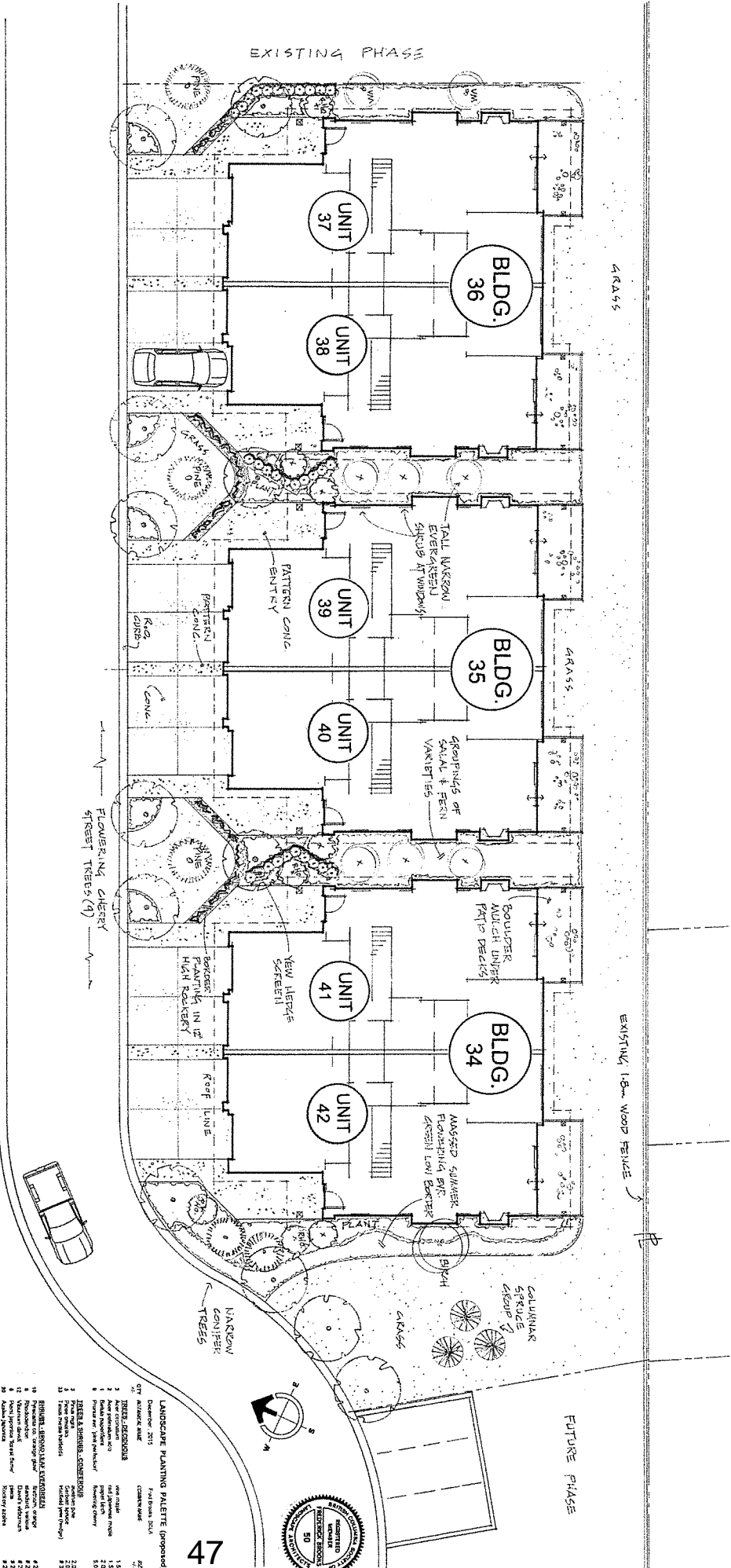


FRANK BROOKS & ASSOCIATES  
Landscape Architect  
1414 57 Avenue #301, Victoria, B.C. V8W 2C2  
Phone: 250 721 0970 Email: info@frankbrooks.com

Bar scale (original drawing, 1" = 8')



- 1. Planting Schedule
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File No. PLN01240

**REQUEST FOR DECISION**  
Regular Council Meeting  
January 25, 2016

To: Teresa Sullivan, Chief Administrative Officer  
From: Planning Department  
Re: **Subdivision in the Agricultural Land Reserve (Lot Line Adjustment)  
– 6258 Soule Road**

**SUGGESTED ACTION:**

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

**1. Executive Summary:**

The District has received a referral from the Agricultural Land Commission (ALC) for a lot line adjustment (subdivision) on lands in the Agricultural Land Reserve. The ALC asks that municipalities provide input on whether the request is supportable, and consistent with local bylaws.

There are currently two lots (Lot 6 = 4.11 acres and Lot 5 = 2.65 acres), and the request is to adjust the existing lot lines through a subdivision application. The proposed parcel size is too small to subdivide in accordance with its current zoning; however, the applicant is able to apply for subdivision pursuant to Section 514 (formerly Section 946) of the *Local Government Act*, to provide residence for a family member.

Because the lots are in the ALR, ALC approval is required before the subdivision application can be considered by the Approving Officer.

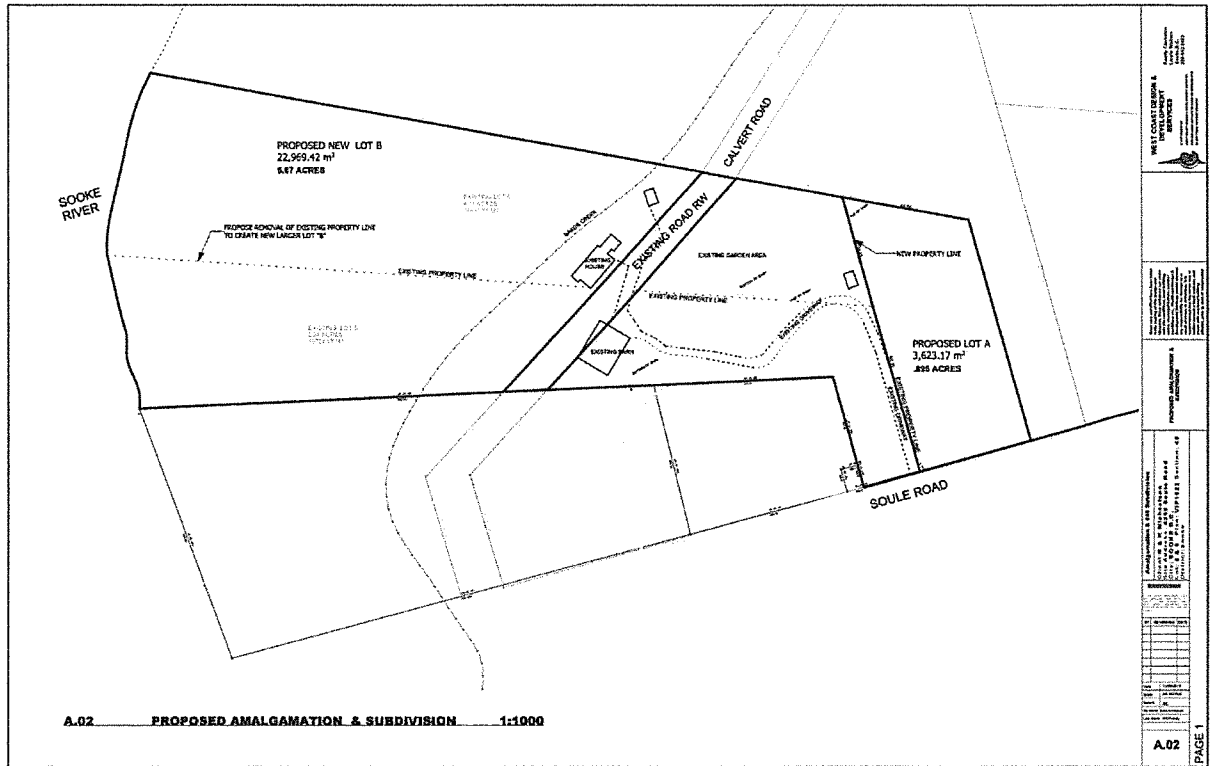
**2. Background:**

There is currently a house and a barn on the property; the barn is separated from the house by the existing property line configuration. The subject properties have a total area of 2.74 hectares (6.76 acres) and are within the ALR. The properties are zoned RU3 Small Scale Agriculture.

The lots are located adjacent to the Sooke River where the western half of the parcels drop away from proposed lot A, and then again into the floodplain area next to the river. Baker Creek, as well as an existing road right of way (unconstructed Calvert Road) bisects the properties near the existing dwelling. Other than the Sooke River, the subject properties are completely surrounded by ALR lands.

The applicant's intent is twofold; they want to create a lot for their daughter, and include all farm buildings on one larger lot. The applicant has proposed Lot A of approximately 3620m<sup>2</sup> (0.895acres) with the remainder becoming part of proposed Lot B shown in Fig 1.

Fig 1 – Proposed lot layout



Proposed lot A is located on the highest part of the property, and is flat for construction purposes and will have access to CRD Water. A septic field will need to be established.

**3. Analysis:**

The proposed parcel size is too small to subdivide in accordance with its current zoning. However, the proposed plan of subdivision can meet the requirements of section 514 of the *Local Government Act*. All conditions of section 514 will need to be met in order for the Approving Officer to consider the application.


**4. Legal Impacts:**


Pursuant to sub-section 25(3) of the *Agricultural Land Commission Act*, a Council resolution must accompany this application.

**5. Financial Impacts: None.**

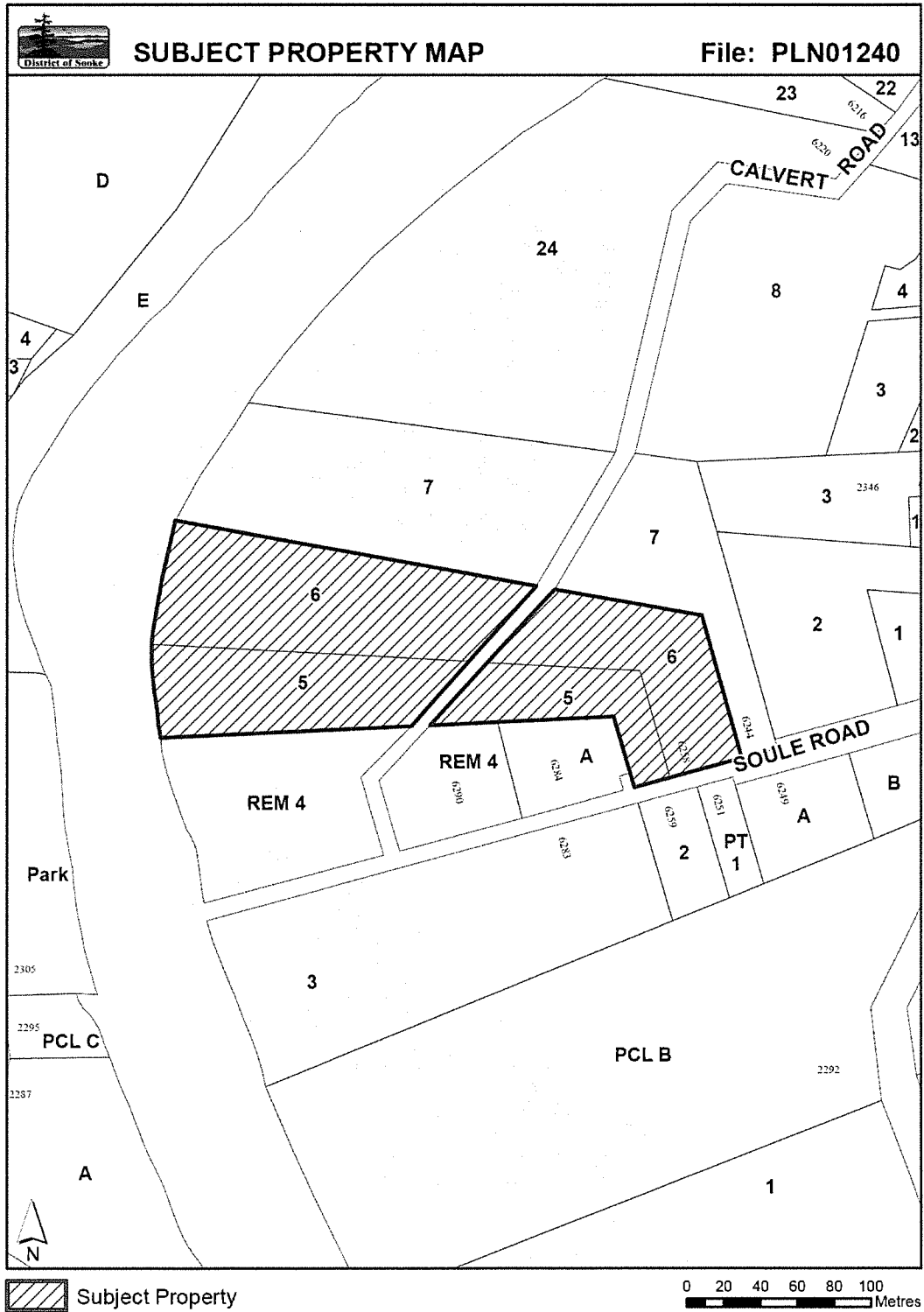
**Attached Documents:**

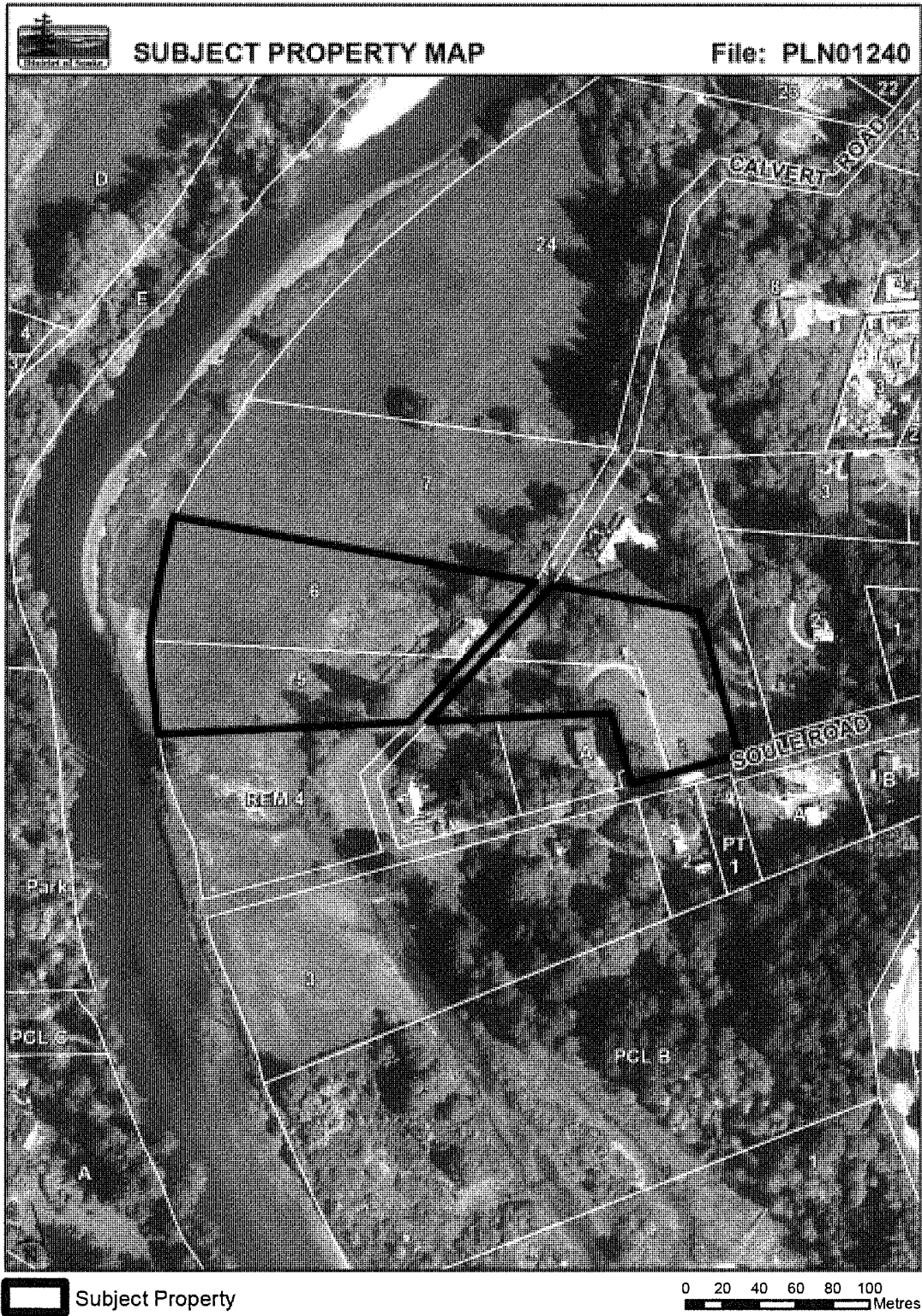
1. Map & Ortho Photo showing property
2. Application Summary Table
3. Referral Summary Table
4. Photos

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

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

ATTACHMENT 1 : MAP OF SUBJECT PROPERTY







ATTACHMENT 2: APPLICATION SUMMARY

Address	6258 Soule Road
Legal	Lots 5 & 6, Block 2, Sections 45 and 46, Sooke District, Plan 1622
Existing Zoning	Small Scale Agriculture (RU3)
Parcel Size	2.74 hectares (6.76 acres)
Services	Water: CRD Water Sewer: Septic System Drainage: On-site
Adjacent Land Uses	North: RU3 (ALR) East: RU3 (ALR) South: RU3 (ALR) West: Sooke River
ALR	Fully contained in the ALR

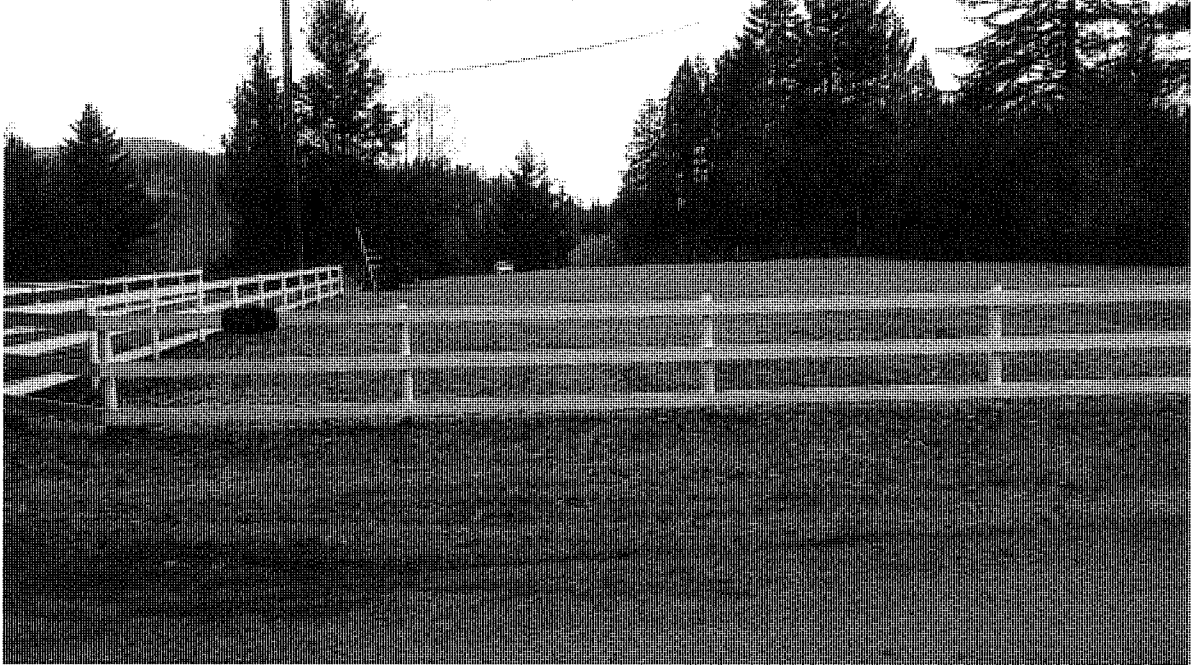
ATTACHMENT 3: SUMMARY OF REFERRAL RESPONSES

**SUMMARY OF COMMENTS RECEIVED – 2012 PHILLIPS SOULE ROAD  
IN RESPONSE TO DISTRICT OF SOOKE REFERRAL SENT DEC 14, 2015  
Originals in File**

<b>EXTERNAL REFERRALS: None – subdivision within the ALR.</b>		
<b>INTERNAL REFERRALS</b>		
	Building	No comments.
	Engineering	No objections.
	Fire	No objections.
	Environment	No environmental impact. The RAR would apply for construction purposes.

ATTACHMENT 4: Photos

Proposed Lot A from Soule Road (looking North)







File No. 0360-20

## REQUEST FOR DECISION

Regular Council

Meeting Date: January 25, 2016

To: Teresa Sullivan, Chief Administrative Officer  
From: Bonnie Sprinkling, Corporate Officer  
Re: **Alternate Council Member Appointment to SEAPARC**

### RECOMMENDATION:

**THAT COUNCIL** appoint a Council Member to the Sooke and Electoral Area Parks and Recreation Commission as Alternate Council Member.

#### 1. Executive Summary:

In response to the request by the District of Sooke, the Capital Regional District (CRD) Board has amended their Bylaw No. 2788 "*Sooke & Electoral Area Parks and Recreation Commission Bylaw No. 1, 2000*" to allow for an alternate council member to be appointed from the District of Sooke. The bylaw was approved by the CRD Board on December 9, 2015. Accordingly, it is necessary for Council to appoint an alternate member to SEAPARC.

#### 2. Analysis:

At the October 13, 2015 meeting, Council re-appointed Councillor Bev Berger as Council Member to the Sooke Electoral Area Recreation Commission (SEAPARC) for 2016. At the November 23, 2015 meeting, Council appointed Patrick Grove and Jim Perkins to SEAPARC as community members.

At the Council Meeting held November 30, 2015, District of Sooke Council endorsed the appointment to the Capital Regional District Board and the Capital Regional Hospital Board of Councillor Rick Kasper as Municipal Director and Councillor Bev Berger as Alternate Municipal Director.

For SEAPARC, the legislation permits only the Alternate CRD Director to attend SEAPARC meetings in the absence of the Sooke Director. In the event that Councillor Kasper is unable to attend the SEAPARC meeting, Councillor Berger will attend as Alternate Director and the Alternate Council Member will attend as Council Member.

SEAPARC APPOINTMENT:

CRD Director: Councillor Rick Kasper


Council Member: Councillor Bev Berger (Alternate CRD Director)

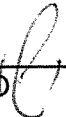
Alternate Council Member: TBA

Attachments:

1. CRD Bylaw No. 4049

Respectfully,

  
\_\_\_\_\_  
Bonnie Sprinkling

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

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4049

\*\*\*\*\*

A BYLAW AMENDING THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION BYLAW NO. 1, 2000

\*\*\*\*\*

WHEREAS the Capital Regional District, under bylaw 2788, established a joint parks and recreation commission for the District of Sooke and the Juan de Fuca Electoral Area;

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

1. Bylaw No. 2788, "Sooke & Electoral Area Parks and Recreation Commission Bylaw No. 1, 2000" is amended as follows:

A. By deleting Section 1 (b) in its entirety and replacing it with the following:

"1. A joint parks and recreation commission to be known as the Sooke & Electoral Area Parks and Recreation Commission is hereby continued and shall consist of the following members:

(b) Effective January 1, 2016, and thereafter, the CRD Directors for the District of Sooke and the Juan de Fuca Electoral Area, one council member from the District of Sooke, one alternate council member from the District of Sooke (to participate in the absence of the appointed District of Sooke council member), two community members appointed by the District of Sooke and one community member appointed by the CRD Board as nominated by the Juan de Fuca Electoral Area Director.

Citation

2. This Bylaw may be cited as "Sooke & Electoral Area Parks and Recreation Commission Bylaw No. 1, Amendment Bylaw No. 3, 2015".

READ A FIRST TIME THIS 9th day of December, 2015

READ A SECOND TIME THIS 9th day of December, 2015

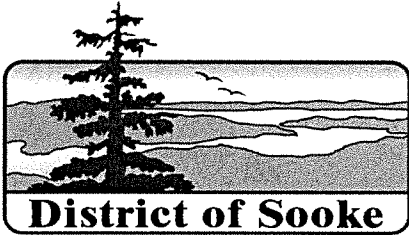
READ A THIRD TIME THIS 9th day of December, 2015

ADOPTED THIS 9th day of December, 2015

Barbara Doyon
Chair

Corporate Officer





**REQUEST FOR DECISION**  
Regular Council  
Meeting Date: January 25, 2016

To: Teresa Sullivan, Chief Administrative Officer  
From: Corporate Services Department  
Re: **Sooke Fire Services Commission – Terms of Reference Amendment**

**RECOMMENDATION:**

**THAT COUNCIL** approve amendments to the Terms of Reference for the Sooke Fire Services Commission.

**Executive Summary**

At the November 23, 2015 meeting, Council established the Sooke Fire Services Commission under section 143 of the *Community Charter*, with authority delegated by bylaw.

At the January 11, 2016 meeting, Council appointed the three members to the Commission and directed Staff to amend the Terms of Reference as attached to this report.

It is in order for Council to now approve the amendments to the Commission's Terms of Reference.

Attachments:

- 1. Terms of Reference with amendments noted
- 2. Bylaw No. 626


Respectfully,

Bonnie Sprinkling  
Corporate Officer

Approved for Council Agenda

Engineering

Planning

  
Corp. Services

Finance

CAO 







# TERMS OF REFERENCE

**Commission Name: SOOKE FIRE SERVICES COMMISSION**

**Established:** Council Resolution November 23, 2015  
Amended by Council Resolution \_\_\_\_\_, 2016

## 1.0 Purpose of Commission:

- 1.1 The Sooke Fire Services Commission ("Commission") is responsible for the review of all matters referred to the Commission by Council relating to the District of Sooke Fire Rescue Department ("Fire Department").
- 1.2 The *Community Charter* and the District of Sooke bylaws, policies and procedures govern the Commission.

## 2.0 Roles and Responsibilities of Commission:

- 2.1 The Commission has been established by Council under section 143 of the *Community Charter* to:
  - a. Undertake a review and analysis of the Fire Department level of services related to the Fire Commissioner's *Structure Firefighters Competency and Training Playbook* and long term apparatus replacement;
  - b. Report to ~~Council~~ the Chief Administrative Officer on means to improve the overall effectiveness of services in a fiscally responsible manner;
  - c. Provide advice and recommendations to ~~Council~~ the Chief Administrative Officer with respect to the financing, equipping, and operating of the Fire Department;
  - d. Undertake specific work in relation to the Fire Department at the direction of ~~Council~~ Chief Administrative Officer.
- 2.2 The Commission operates in accordance with the authority of the Fire Chief under the *Community Charter*, *Fire Services Act* and District of Sooke Bylaw No. 292, *Fire Rescue Services Bylaw, 2007*.

## 3.0 Membership:

- 3.1 The Commission will consist of a maximum of THREE (3) public members having knowledge and experience pertaining to the operations of a fire department.
- 3.2 A quorum consists of two (2) members.

3.3 The following may serve the Commission in a resource, non-voting capacity:

- ~~Chief Administrative Officer~~
- Fire Chief
- ~~Corporate Officer~~
- Other Staff as required.

3.4 The Chair of the Commission will be nominated by the Commission members.

#### 4.0 Term:

4.1 ~~In accordance with Notwithstanding Policy No. 1.4, Committee Structure and Function Policy, -members are appointed for a two-one (21) year term, with a review of the Commission by Council annually.~~

4.2 At Council's discretion, an honorarium may be paid to the public members of the Commission.

5.0 **Staff Support:** Fire Department  
Corporate Services

6.0 **Meetings:**  
The Commission may meet as required but will structure its activities to meet approximately four times per year with the ability to schedule additional meetings to deal with Fire Department or time sensitive issues.



## DISTRICT OF SOOKE

### BYLAW No. 626

---

A bylaw to provide for the delegation by Council to the Sooke Fire Services Commission of certain powers, duties and functions.

---

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

1. This Bylaw is cited as the *Sooke Fire Services Commission Delegation Bylaw, 2015*.

#### **Delegation of Powers and Duties**

2. Council delegates to the Sooke Fire Services Commission ("Commission"), established by Council under section 143 of the *Community Charter*, the administrative and executive powers of Council with respect to the development, maintenance and operation of the District of Sooke Fire Department, subject to
  - a. the *Fire Services Act*;
  - b. the *Sooke Fire Protection Services Bylaw*;
  - c. Council power delegation bylaws; and
  - d. the policies and procedures of the District of Sooke.
3. The operational, maintenance and regulatory functions of the Commission must be performed in accordance with District's *Sooke Fire Protection Services Bylaw* and District of Sooke policy or government regulation.

#### **Annual Budget**

4. By March 15, 2016 and by December 31<sup>st</sup> of each year thereafter, the Commission must
  - a. prepare a work program in respect to the goals it wishes to achieve and the activities it intends to carry out; and,
  - b. prepare a five-year operating and capital budget covering all anticipated costs and revenues of the Fire Department in the operation

and maintenance of the Fire Department assets of the District of Sooke ("Budget");

5. The Budget must
  - a. be in a form approved by the Director of Finance;
  - b. provide for the necessary funds for the administration, development, training, maintenance, debt servicing and operation expenses of the Fire Department;
  - c. allow for contributions to reserve funds recommended by the Director of Finance;
  - d. be submitted for consideration and approval by Council; and
  - e. if requested by Council, be altered to the satisfaction of Council.
6. Once a budget has been accepted by the Council, it may not be changed unless the changes are approved by the Council.
7. The Commission may not borrow any money or incur indebtedness or other obligation as to money granted to it by the District of Sooke.
8. The Commission must not authorize an expenditure:
  - a. other than provided for in the Budget as included in the approved financial plan of the District of Sooke; or
  - b. that is not in compliance with the District of Sooke procurement policies.
9. The Commission must not accept funds advanced from any source other than the District of Sooke without prior approval from Council.

### **Contracts**

10. The Commission must not enter into contracts on behalf the District of Sooke except:
  - a. where the commission has been granted authority to do so by Council resolution;
  - b. in accordance with sections 8 (a) and (b); and
  - c. in the name of the District of Sooke.

### **Facilities and Equipment**

11. Any facilities or equipment acquired by the Commission must be acquired in the name of the District of Sooke and is the property of the District of Sooke and must not be disposed of without approval of the District of Sooke.

Introduced and read a first time the 23<sup>rd</sup> day of November, 2015.

Read a second time the 23<sup>rd</sup> day of November, 2015.

Read a third time the 23<sup>rd</sup> day of November, 2015.

Adopted on the 30<sup>th</sup> day of November, 2015.

---

Original signed by Kevin Pearson  
Acting Mayor

---

Original signed by Bonnie Sprinkling  
Corporate Officer





**REQUEST FOR DECISION**  
Regular Council  
Meeting Date: January 25, 2016

To: Teresa Sullivan, Chief Administrative Officer  
From: Corporate Services Department  
Re: **Hiring Committee – Terms of Reference Amendment**

**RECOMMENDATION:**

**THAT COUNCIL** approve amendments to the Terms of Reference for the Hiring Committee.

**Executive Summary**

At the January 11, 2016 meeting, Council directed Staff to amend the Terms of Reference as attached to this report.

It is in order for Council to now approve the amendments to the Committee's Terms of Reference.

Attachments:

1. Terms of Reference with amendments noted

Respectfully,

Bonnie Sprinkling  
Corporate Officer

Approved for Council Agenda

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Planning

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Corp. Services

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Finance

\_\_\_\_\_  
CAO







## TERMS OF REFERENCE

Council Adoption:

---

**Standing Committee:**     ***HIRING COMMITTEE***

**Established:**            *July 20, 2015*

**1.     Composition and Chair:**

The Hiring Committee (“Committee”) is a standing committee of Council and consists of members appointed by the Mayor for a term ending immediately before the first Monday following December 1 in the year of the general local elections, as follows:

- Three Councillors
- Alternate Councillor
- The Chief Administrative Officer upon request

At the request of the Mayor or Chair, other members of staff may attend meetings.

**2.     Purpose and Role:**

The Committee will advise Council on the hiring of ~~exempt staff~~ the Chief Administrative Officer for the District of Sooke. The main activities of the Committee will include:

- Create job descriptions as required
- Create and post advertisements
- Short-list potential candidates

Eligible candidates will be interviewed by ~~Council~~ the Committee

**3.     Meetings:**

The Committee shall appoint a Chair and meet at the call of the Chair. The *Community Charter* and the District of Sooke policies and bylaws shall govern the Committee.

**4.     Agendas, Minutes and Reports:**

The District of Sooke will provide a recorder who shall, in accordance with Bylaw No. 258, *Council Procedure Bylaw*:

- a.     prepare all meeting agendas and distribute them to the Committee members in advance of a meeting; and,
- b.     prepare minutes of all meetings.





Royal Canadian  
Mounted Police

Gendarmerie royale  
du Canada

Security Classification/Designation  
Classification/désignation sécuritaire

Sooke Detachment  
2076 Church Road, Box 40  
Sooke, B.C.  
V9Z 0E4

**District of Sooke**  
**JAN 12 2016**  
**Received**

Your File - Votre référence

7580-20.

Our File - Notre référence

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

Date

COPY

January 5, 2016

**Re: Monthly Mayor Report – December 2015**

There were three hundred and fifty-two (352) calls or occurrences (year to date calls – 4361) received during the month of December in the District of Sooke. Below is an overview of various police occurrences for the month and from previous years.

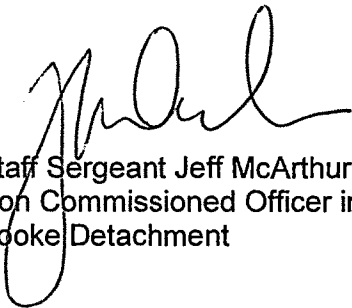
Occurrences	This Month	2015 YTD	2014 YTD	2013 YTD	2012 YTD
Sexual Assaults	0	9	4	6	6
Assaults	5	85	56	47	48
Break & Enter – Business	0	25	23	11	9
Break & Enter - Residence	5	31	34	25	19
Break & Enter – Other	1	10	13	11	6
Theft of Vehicle	2	16	16	6	12
Theft fm Vehicle - Over \$5000	0	0	0	0	0
Theft fm Vehicle - Under \$5000	14	94	102	142	80
Theft Over \$5000	1	10	6	1	2
Theft Under \$5000	7	125	168	112	81
Mental Health Act	19	143	123	106	128
Mischief/Property Damage Over	0	0	0	1	0
Mischief/Property Damage Under	20	152	155	122	136
<b>Total Calls for Service</b>	<b>352</b>	<b>4361</b>	<b>4241</b>	<b>4425</b>	<b>4098</b>

There were four hundred and forty-four (444) calls or occurrences received by Sooke Detachment for the month of December (year to date – 5789).

Also, please find information as noted below for the month of December

- ! Traffic Report
- ! Guardroom statistics: 17
- ! Criminal record check statistics: Paid – 32 Volunteer - 20

Sincerely,



Staff Sergeant Jeff McArthur  
Non Commissioned Officer in Charge  
Sooke Detachment

## Monthly Mayor's Report Traffic Statistics December-2015

STATISTICS	This Month	Previous Month	YTD
<b>Total MVI's:</b>	<b>22</b>	<b>14</b>	<b>248</b>
Fatals	0	0	1
Injury MVI's	5	0	64
Non-Injury MVI's	17	14	183

215 /IRP's	5	5	62
Impaired Drivers/Drive Over .08	0	0	9
Liquor Act Charges	1	0	14

Prohibited Drivers	1	4	16
Road Checks	4	2	24
Traffic Warnings	16	3	164
Vehicle Impounds	6	6	57

<b>Total Violation Charges:</b>	<b>20</b>	<b>20</b>	<b>326</b>
Fail to Stop for School Bus	0	0	2
Cross Double Solid Line	0	0	11
Unnecesary Noise	0	0	1
Drive Contrary to Restrictions	4	1	8
Drive to Fast for Conditions	0	0	7
Drive Without Consideration	1	0	9
Drive Without Due Care & Attention	0	3	11
Fail to Yield	0	0	8
Pass When Unsafe	0	0	3
Fail to Display "L" Sign	0	0	2
Fail to Display "N"	0	0	5
Fail to Keep Right	0	0	2
Fail to Obey Traffic Control Device	1	1	5
Parking Offences	0	0	1
Fail to Produce Drivers Licence	4	0	10
Fail to Produce Insurance	0	2	5
Tinted Windows	0	0	1
Fail to Stop for Police	0	0	1
Reverse when Unsafe	0	0	1
Fail to Wear Seatbelt	2	0	17
Insecure Load	0	0	2
Follow Too Closely	0	0	4
Illegal Plate	0	0	1
Improper Turn at Intersection	0	0	1
No Drivers Licence	3	2	32
Fail to Change Address on Licence	0	1	2
No Insurance	2	4	24
Fail to Yield to Emergency Vehicle	0	0	3
Fail to Remain Scene of Accident	0	1	2
Pass on Right	0	0	3
Speeding	3	4	107
Stop Sign	0	1	27
Use Electronic Device While Driving	75	1	8





File No. 1970-01

**REPORT FOR INFORMATION**  
Regular Council  
Meeting Date: January 25, 2016

To: Teresa Sullivan, Chief Administrative Officer  
From: Finance Department  
Re: **2016 Preliminary Assessment Roll Analysis**

**RECOMMENDATION:**

**THAT COUNCIL** receive this report on the 2016 Preliminary Assessment Roll for information.

**1. Executive Summary:**

BC Assessment Authority (BCAA) recently released the preliminary 2016 Roll Totals (the "Completed Roll"). For properties located within the District of Sooke the total change for 2016 is an increase of \$77,904,308 (3.89%). This is represented by a Market Change increase of \$42,648,619 (2.13%), and a Non-Market Change increase of \$35,255,698 (1.76%).

BCAA will release the 2016 Revised Roll in mid April. After that information is released, and after Council's approval of the *Five Year Financial Plan Bylaw*, staff will then determine the 2016 tax rates and prepare the *Property Tax Rate Bylaw, 2016*.

Attachment:

- 1. 2016 Preliminary Assessment Roll Analysis

Respectfully,

\_\_\_\_\_  
Brent Blackhall, CPA, CA  
Acting Director of Finance

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



District of Sooke  
 2016 Preliminary Assessment Roll Analysis - based on Completed Roll  
 January 7, 2016

	2016 Completed Roll Assessment	2015 Cycle 10 Assessment	Total change	Market Change	Non-market change	2016 Folios	2015 Folios
Class 1: Residential	1,939,850,637	1,866,626,712	73,223,925	41,764,525	31,459,400	5,608	5,545
Class 2: Utilities	259,156	622,757	(363,601)	(122,601)	(241,000)	18	18
Class 5: Light Industry	4,768,600	4,790,700	(22,100)	27,100	(49,200)	15	17
Class 6: Business/Other	128,731,700	123,831,990	4,899,710	192,210	4,707,500	259	259
Class 7: Managed Forest	828,400	767,100	61,300	100,000	(38,700)	4	4
Class 8: Rec/Non-profit	5,208,100	5,146,300	61,800	703,100	(641,300)	134	114
Class 9: Farm	575,053	531,779	43,274	(15,715)	58,989	46	39
<b>Total</b>	<b>2,080,221,646</b>	<b>2,002,317,338</b>	<b>77,904,308</b>	<b>42,648,619</b>	<b>35,255,689</b>	<b>6,084</b>	<b>5,996</b>



Making a difference...together

Mike Hicks  
Regional Director  
Juan de Fuca Electoral Area  
#3 – 7450 Butler Road  
Sooke, BC V9Z 1N1  
250 216 5802  
directorjdf@crd.bc.ca

Jan. 17, 2015

Acting Mayor Kerry Reay and Council  
District of Sooke  
2205 Otter Point Rd  
Sooke, BC V9Z 1J2

Dear Acting Mayor and Council,

There are an estimated 6,000 resident, non-migratory geese in the CRD and it is forecasted that these numbers will grow to 60,000 in the next 20 years. The 6,000 are already causing incredible harm to our farmers and 60,000 will be devastating. The most practical, humane and cost effective method of maintaining or reducing the overall population is to allow limited and restricted hunting of geese.

Currently Metchosin, Saanich, Central Saanich , North Saanich , the Juan de Fuca Electoral Area, Salt Spring and the Gulf Islands allow limited hunting of geese for those farms who have obtained a Crop Damage Permit from the Federal Canadian Wildlife Service. The two year permits are issued to qualified farms that have worked with the local police and municipality.

They are required to register their hunters and abide by the regulations set by the police and municipality.

Crop Damage Permits allow for the hunting of between 5 and 10 birds per week. Hunters are not allowed to use blinds or decoys and are forbidden from eating the geese. This activity is intended to scare away or “haze” geese and is not intended to have an impact on the total flock.

The regular hunting season has 4 two week seasons spaced between September and March. The CRD Board passed a motion on January 13, requesting that the rural municipalities change their firearms bylaw to allow hunting to take place on farms that have obtained a Crop Damage Permit from the Federal Government’s Canadian Wildlife Service.

In practical terms farmers and their nominees would be allowed, in addition to their total of 5 geese per week to hunt during these seasons with blinds and decoys and take 10 geese per day per hunter. They would also be permitted to keep and eat these beautiful birds.

The restrictions imposed by the Wildlife Service and Crop Protection Permit would remain the same, the hunters would remain the same but the total number of geese would be dramatically reduced.

**Sooke's firearm bylaw states:** The discharging of firearms, including air guns, air rifles, air pistols and spring guns, is prohibited in the District of Sooke.

Firstly we would respectfully request that Sooke provide an exemption for holders of Crop Damage Permits issued by the Canadian Wildlife Service

and secondly we would ask for additional wording similar to:

“ Any landowner or nominee with a current Canadian Wildlife Service Crop Protection permit, may hunt on their permitted lands using the Federal Migratory Birds regulations and in possession of a valid federal Migratory Game Bird Hunting Permit.”

Examples of neighboring firearms bylaws are:

Metchosin : <https://metchosin.civicweb.net/filepro/documents/1?preview=9>

Saanich : <http://www.saanich.ca/living/pdf/firearms8092.pdf>

CentralSaanich:


<http://www.centrialsaanich.ca/Assets/Central+Saanich/Bylaws/1849+Firearms.pdf>

North Saanich : <http://www.northsaanich.ca/Assets/Bylaws/846+Firearms+Bylaw.pdf>

We have a real problem in Sooke and throughout the CRD with the huge numbers of resident geese. If we all collectively change our bylaws to allow for limited and controlled hunting of geese on select farms, we can maintain or possibly reduce the numbers and hopefully give our farmers the means to help themselves.

Please take this this to your council table for consideration .If you need more information I would be delighted to attend your meeting and answer any questions.

Thank you



Mike Hicks  
Regional Director  
Juan de Fuca

## DISTRICT OF SOOKE

### BYLAW NO. 59

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A bylaw to prohibit the discharge of firearms.

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Under section 728 of the *Local Government Act*, the Council may, by bylaw, regulate or prohibit the discharging of firearms.

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

1. This Bylaw is cited as the *Firearms Regulation Bylaw, 2001*.
2. The discharging of firearms, including air guns, air rifles, air pistols and spring guns, is prohibited in the District of Sooke.
3. Any person that contravenes this bylaw commits an offence.
4. Any person that commits an offence under this bylaw is punishable on summary conviction to a fine of \$500.

Introduced and read a first time the 24<sup>th</sup> day of September 2001.

Read a second time the 24<sup>th</sup> day of September 2001.

Read a third time the 24<sup>th</sup> day of September 2001.

Third reading rescinded the 22<sup>nd</sup> day of October 2001.

Read a third time as amended the 22<sup>nd</sup> day of October 2001.

Adopted on the 26<sup>th</sup> day of November 2001.

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Ed Macgregor  
Mayor

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Tom Day  
Chief Administrative Officer





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## REPORT OF IN CAMERA RESOLUTIONS

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### January 11, 2016 Regular Council Meeting – Closed Portion

#### RA-1 Sooke Fire Services Commission Appointments

**MOVED** and seconded that Council appoint:

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