



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**

**June 9, 2014**

**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:		
<ul style="list-style-type: none"> <li>• 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;</li> <li>• 90(1)(c) labour relations or other employee relations;</li> <li>• 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;</li> <li>• 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;</li> <li>• 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].</li> </ul>		
<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>		
May 26, 2014	Regular Council Meeting	7
May 26, 2014	Committee of the Whole Meeting	17



<b>RECEIPT OF DRAFT COUNCIL COMMITTEE MINUTES FOR INFORMATION:</b>		
May 27, 2014	Emergency Planning Committee	21
<b>DELEGATIONS – REQUESTS TO ADDRESS COUNCIL (or Presentations - 5 minute time limit each)</b>		
D-1	<b>Mayor’s Public Advisory Panel for Arts and Beautification – Brenda Parkinson, Chair</b> <ul style="list-style-type: none"> <li>• Update</li> <li>• Request for SPA Reserve funding</li> </ul>	--
<b>UNFINISHED BUSINESS</b>		
UB-1	<b>Mayor to require Council reconsideration of a matter under section 131 of the <i>Community Charter</i>:</b>  <b>Council Motions May 26, 2014: Lannon Creek Culvert Replacement – Award of Construction Contract</b> <i>MOVED and seconded to authorize staff to not issue a tender for the Lannon Creek Culvert Replacement project, as required by the Purchasing Policy, due to the timeline constraints of the fisheries window and the Request for Quotes process that has been followed;</i> <b>AND</b> award the contract for construction of the replacement of the Lannon Creek culvert at Blythwood Road, east of Parkland Road to the lowest quote; <b>AND</b> authorize the Mayor and Chief Administrative Officer to sign the contract with the lowest bidder. <b>DEFEATED</b>  <i>MOVED and seconded to direct staff to issue a tender for the Lannon Creek Culvert Replacement works in accordance with Policy No. 5.6, Purchasing and Disposal of Assets Policy, 2013,</i> <b>CARRIED UNANIMOUSLY</b>	23
<b>PUBLIC QUESTION AND COMMENT PERIOD</b>		
<i>(10 minutes – 2 minutes time limit per person)</i>		
<b>BYLAWS</b>		
B-1	<b>Bylaw No. 590, Sooke Town Centre Revitalization Amendment Bylaw (408-3)</b> <ul style="list-style-type: none"> <li>• Council to consider third reading of Bylaw No. 590</li> </ul>	43
<b>REPORTS Requiring Action:</b>		
RA-1	<b>Operation of Public Boat Launch</b> <ul style="list-style-type: none"> <li>• Staff Report</li> <li>• Council to consider recommendation</li> </ul>	49



<b>RA-2</b>	<b>2013 Statement of Financial Information Report</b> <ul style="list-style-type: none"> <li>• Staff Report</li> <li>• Council to consider recommendation</li> </ul>	63
<b>RA-3</b>	<b>2013 Development Cost Charges Report</b> <ul style="list-style-type: none"> <li>• Staff Report</li> <li>• Council to consider recommendation</li> </ul>	73
<b>RA-4</b>	<b>2014 Annual Municipal Meeting</b> <ul style="list-style-type: none"> <li>• Staff Report</li> <li>• Council to release Annual Municipal Report to the public</li> </ul>	77
<b><i>REPORTS For Information – Council, Committees, COW and Commissions and Staff (CAO, Development Services)</i></b>		
<b>RI-1</b>	<b>Sooke Region Chamber of Commerce Monthly Report – June 9, 2014</b>	81
<b><i>NEW BUSINESS</i></b>		
<b><i>REPORT OF IN CAMERA RESOLUTIONS</i></b>		
<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 May 26, 2014  
6:00 p.m., Closed Portion, Meeting Room  
7:00 p.m., Open Portion, Council Chamber

### COUNCIL PRESENT

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

### STAFF PRESENT (Open Portion)

Michael Dillabaugh, Director of Finance  
Bonnie Sprinkling, Corporate Officer  
Gerard LeBlanc, Municipal Planner  
Elisabeth Nelson, Municipal Engineer  
Tina Hansen, Corporate Assistant

**ABSENT:** Councillor Rick Kasper

### CALL TO ORDER

Mayor Milne called the meeting to order at 6:02 p.m.

### 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)(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)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- 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**

### CALL TO ORDER - OPEN PORTION

Mayor Milne called the open portion of the Regular Council meeting to order at 7:04 p.m. in the Council Chambers.

### APPROVAL OF THE AGENDA

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

- Item RA-2 Community Grant Review Committee recommendations from May 14, 2014 meeting:
  - Correspondence received May 22, 2014 from Grace Seabrook – Chair, Camp Barnard Committee

- Correspondence received May 26, 2014 from Grace Seabrook – Chair, Camp Barnard Committee
- Correspondence received May 24, 2014 from Debbie Read – Coordinator, Wild Safe BC, CRD Region
- NB-1 New Business – Lannon Creek Culvert Replacement – Award of Construction Contract

**CARRIED UNANIMOUSLY**

**ADOPTION OF MINUTES**

**MOVED** and seconded that the minutes of the Regular Council meeting held on May 12, 2014 be adopted as circulated.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Committee of the Whole meeting held on May 12, 2014 be adopted as circulated.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Committee of the Whole meeting held on May 20, 2014 be adopted as circulated.

**CARRIED UNANIMOUSLY**

**MINUTES FOR INFORMATION**

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

May 14, 2014                      Community Grant Review Committee

**CARRIED UNANIMOUSLY**

**DELEGATIONS**

**D-1    Sooke River Bluegrass Festival Society – Request for Funding, Al Planiden**

Al Planiden, Director, Sooke River Bluegrass Festival Society addressed Council as to the upcoming Bluegrass Festival at the Sooke River campground and flats. Mr. Planiden explained that the Society is a small group that relies heavily on volunteers. They have a budget this year of approximately \$18,500. The Society is hoping to increase attendance this year and make the event more than a Festival; they would like to make it a signature event for Sooke. Mr. Planiden advised that the Society is looking for financial support from the District for this year’s Festival.

**MOVED** and seconded to support the Sooke River Blue Grass Festival Society in the amount of \$1,600 to cover the costs for the rental of the facility.

**CARRIED UNANIMOUSLY**



## **PUBLIC QUESTION AND COMMENT PERIOD**

Derek Lewers, Sooke resident, inquired as to Agenda Item RI-3 Sooke Fire Rescue Service Monthly Staffing Report suggesting that the report include statistic comparisons from the previous months' reports.

Diane Bernard, Sooke resident, addressed Council as to Agenda Item I-1 Correspondence dated May 12, 2014 from Susan Brice, Chair, Regional Parks Committee. Ms. Bernard quoted sections of the letter which indicated that the CRD does not support public motorized access through the Sea to Sea Regional Park Reserve via Harbourview Road. Ms. Bernard expressed concerns as to the money that these motions cost to the municipality and believes that these funds would be better directed to non-profit organizations that provide a service to the community.

## **PUBLIC HEARINGS AND RELATED BYLAWS**

### **PH-1 Report of Public Hearing; Amendment to Covenant – 6669 Horne Road**

Mayor Milne called the Public Hearing for the Modification Agreement for 6669 Horne Road to order at 7:25 p.m.

Mayor Milne advised that any person who believes their interest in property is affected by Covenant CA3384029 would be given a reasonable opportunity to be heard or to present written submissions at the public hearings.

Gerard LeBlanc gave a powerpoint presentation and summary of the Modification Agreement for 6669 Horne Road.

#### **Public Submissions:**

Ron Dumont, Sooke resident stated that the reason the beach area at 6669 Horne Road is so wide is that, when a portion of Whiffin Spit was lost, the silt in this area was lost. If this ever happens again, there may be a need for a wall in this location.

Mayor Milne called three times for submissions to the Public Hearings for 6669 Horne Road Hearing none, he closed the public hearing at 7:32 pm.

#### ***Council to consider approval of Modification Agreement to amend Covenant CA3384029***

**MOVED** and seconded to approve the Modification Agreement to amend Covenant CA3384029 registered on the property 6669 Horne Road, legally described as Lot 4, Section 10, Sooke District, Plan 6694;

**AND** authorize the Mayor and Chief Administrative Officer to sign the Modification Agreement.

**CARRIED UNANIMOUSLY**

**BYLAWS**

**B-1 Bylaw No. 590, Sooke Town Centre Revitalization Amendment Bylaw (408-3)**

**Council to consider Committee of the Whole recommendations from May 20, 2014 meeting:**

**MOVED** and seconded that *Bylaw No. 590, Sooke Town Centre Revitalization Amendment Bylaw (408-3)* be introduced and read a first time.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that *Bylaw No. 590, Sooke Town Centre Revitalization Amendment Bylaw (408-3)* be read a second time.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to direct staff to publish notice of *Bylaw No. 590, Sooke Town Centre Revitalization Amendment Bylaw (408-3)* in accordance with Section 227 of the Community Charter.

**CARRIED UNANIMOUSLY**

**B-2 Bylaw No. 592, Fire Protection Services Amendment Bylaw (292-6)**

**MOVED** and seconded that *Bylaw No. 592, Fire Protection Services Amendment Bylaw (292-6)* be adopted.

**CARRIED UNANIMOUSLY**

**REPORTS REQUIRING ACTION**

**RA-1 Proposed Horseshoe Pitch for John Phillips Memorial Park**

Gerard LeBlanc provided a powerpoint presentation and summary of the staff report.

**ACTION ITEM:** Staff to look into whether there had been a Qualified Environmental Professional Assessment completed for John Phillips Memorial Park at the time the park trails were constructed.

Ron Dumont, representing the Sooke Horseshoe Club, addressed Council advising that the reason for the proposed fencing around the courts is strictly for safety purposes. Mr. Dumont indicated that the proposed location is higher in elevation and that there should not be any environmental concerns. Mr. Dumont further advised that the Club is not in a financial position to be paying for professionals to look into environmental issues. They have received an estimate that the cost of the fencing would be approximately \$9,200. Mr. Dumont reported that there is an interest among the youth to play horseshoes.

Tom Bligh, representing the Sooke Horseshoe Club, expressed concerns as to a recent publication in the media on the costs associated with the Horseshoe Club and the development of the horseshoe pitch. Mr. Bligh asked Mayor Milne to provide something to the media clarifying this. Mr. Bligh advised that the park is public property and that a private club cannot be located on public property. Mr. Bligh clarified that the proposed clubhouse will be built in the future and that they will begin with an eight pitch court at this time.

**MOVED** and seconded to direct staff to continue working with the Horseshoe Club and the public to determine an appropriate location for an 8-court horseshoe pitch at John Phillips Memorial Park;

**AND THAT** a business plan for the Horseshoe Pitch proposal be submitted to Council by the Sooke Horseshoe Club.

**CARRIED UNANIMOUSLY**

**RA-2 Community Grant Review Committee recommendations from May 14, 2014 meeting:**

**Category A grant applications – requests for changes to existing grants:**

**Sooke Food Bank Society**

**MOVED** and seconded to fund the Sooke Food Bank Society request for \$2,370 in full.

**CARRIED UNANIMOUSLY**

**Sooke Lion's Club – Canada Day Society**

**MOVED** and seconded to fund the Sooke Lion's Club request for an additional \$2,000 for one year only.

**CARRIED UNANIMOUSLY**

**Sooke Region Food CHI Society**

Phoebe Dunbar, representing Sooke Region Food CHI Society, clarified that the allotment garden is self-sustaining and the fees generated cover the garden costs. The Grow a Row program is what requires funding and will likely never be sustainable as it is seen as a community service. The \$7,000 in Category A grant pays for some of the expenses related to grow food for six agencies in Sooke and for a part time coordinator for a portion of the year. Ms. Dunbar reported that the other funding request is to help with the costs for a refit of their harvest shed to store food as they must comply with food safe regulations.

**MOVED** and seconded to fund the Sooke Region Food CHI Society the amount of \$9,160 from the Category A grants for one year only;

**AND TO** fund the Sooke Region Food CHI Society an additional \$1,140 from the Category B grants.

**CARRIED UNANIMOUSLY**

**EMCS Society**

**MOVED** and seconded to fund the EMCS Society request for \$7,000 in full.

**CARRIED UNANIMOUSLY**

**Category A grant applications – new applications:**

**Greater Victoria Bike to Work Society**

**MOVED** and seconded to fund the Greater Victoria Bike to Work Week Society request for \$500 in full.

**CARRIED UNANIMOUSLY**

**Category B grant applications:**

**EMCS Mural Project**

**MOVED** and seconded to fund the request from the Edward Milne Community School for the Mural Project in the amount of \$7,000.

**CARRIED UNANIMOUSLY**

**EMCS Student Arts Bus Shelter Project**

**MOVED** and seconded to fund the request from the Edward Milne Community School for the Student Art Bus Shelter Project in the amount of \$1,891.

**CARRIED UNANIMOUSLY**

**Navy League of Canada – Sooke Branch**

**MOVED** and seconded to fund the Navy League of Canada – Sooke Branch the amount of \$6,560; for the purpose of painting, lighting and improvements to the stage area of the Legion building at 6726 Eustace Rd, subject to staff confirming that there are no implications under the *Community Grant Program Policy, 2014* to providing additional benefits to an organization that receives a Permissive Property Tax Exemption.

**CARRIED UNANIMOUSLY**

**Synergy Sustainability Institute**

**MOVED** and seconded to not support the request for funding from the Synergy Sustainability Institute.

**CARRIED**

**Councillor Tait opposed the motion**

**ACTION ITEM:** Staff to look into whether the Sooke Region Chamber of Commerce is participating in the Synergy Sustainable Institute program and bring this information back to Council.

**Category A grant applications – new applications for Council consideration:**

**BC Conservation Foundation**

**MOVED** and seconded to fund the BC Conservation Foundation in the amount of \$7,000.

**DEFEATED**

**Mayor Milne, Councillor Berger, Councillor, Councillor Haldane, Pearson and Councillor Reay opposed the motion**

**April 30, 2014 Category B grant applications for Council consideration:**

**Metchosin Preschool Co-op Society**

**MOVED** and seconded to not support the funding request from the Metchosin Preschool Co-op Society.

**CARRIED UNANIMOUSLY**

**Scouts Canada – Camp Barnard**

Grace Seabrook, Chair, Scouts Canada Committee, addressed Council as to the Scouts Canada – Camp Barnard grant application and on alternative opportunities the organization has to fundraise. Ms. Seabrook also spoke to the amount of business the camp does with Sooke businesses as well as spoke to the positive impact the camp programs have on the local economy. Ms. Seabrook summarized the upgrades to their facilities in the past years and stated that they are grateful for the funding the District has provided to them in the past.

Ron Bilinsky, Scouts Canada – Camp Barnard, addressed Council as to the number of families that will be traveling through Sooke during the Jamboree and the economic benefits to Sooke due to having Camp Barnard in the area. Mr. Belinsky reported that they are concentrating on making the Camp Barnard a potential Reception Centre.

**MOVED** and seconded to fund the request from Scouts Canada – Camp Barnard in the amount of \$ 7,000.

**CARRIED UNANIMOUSLY**

**REPORTS FOR INFORMATION**

**RI-1 Highway Maintenance Contract Start Up Package – Grant Road Upgrades**

**MOVED** and seconded to receive the report Highway Maintenance Contract Start Up Package – Grant Road Upgrades for information.

**CARRIED UNANIMOUSLY**

**RI-2 Townsend Road Right In/Right Out – ICBC and Ministry of Transportation Response**

**MOVED** and seconded to receive the report Townsend Road Right In/Right Out – ICBC and Ministry of Transportation Response for information.

**CARRIED UNANIMOUSLY**

**RI-3 Sooke Fire Rescue – Monthly Staffing Report**

**MOVED** and seconded to receive the report Sooke Fire Rescue – Monthly Staffing Report for information.

**CARRIED UNANIMOUSLY**

#### **RI-4 CAO Report – Update of status of 2013-2014 Corporate Strategic Priorities**

Michael Dillabaugh provided an update as to the 2013-2014 Corporate Strategic Priorities including the Five Year Financial Plan, Church Road multi-use trail, Connector Road and the CRD water main installation. Mr. Dillabaugh reported that further information will be coming forward as to the sidewalks in the Town Centre and the Waterview/Roundabout project. Mr. Dillabaugh also reported that the District of Sooke has a new website and that the 2014 tax notices will be going out this week. The District is also moving towards paperless agendas.

#### **RI-5 Mayor and Council Reports**

Mayor Milne reported on attending a CHI Community Input meeting at the Sooke Community Hall for input on the Community Centre building. Mayor Milne advised that he would like to gather this information and put together a borrowing question on the election ballots for the community facility that could be built in conjunction with the Vancouver Island Regional Library.

Councillor Reay reported on attending the Family Court and Youth Justice Committee meeting in which the dominant discussion was the closure of the Victoria Youth Custody Centre. Councillor Reay further reported on attending the CREST AGM reminding Council that CREST has moved from a five year to a seven year financial plan to help keep the increases to approximately 2 per cent. CREST will also be moving towards new devices and a new VHF Channel.

Councillor Berger provided an update as to the Sooke Youth Council upcoming movie nights, community barbeque and community cleanup. Councillor Berger reported on attending the SEAPARC ice allocation meeting advising that the ice is booked most of the day at all times.

Councillor Tait reported that the Sooke Bike Park was successful on a \$75,000 which will be used to improve access to the park. ALPINE has been engaged for the design of the first phase of the park. Councillor Tait further reported that the Literacy Now Program is running again due to receiving funding through the EMCS Society. Councillor Tait also reported on the upcoming Leechtown event and night market.

### **NEW BUSINESS**

#### **NB-1 Lannon Creek Culvert Replacement – Award of Construction Contract**

**MOVED** and seconded to authorize staff to not issue a tender for the Lannon Creek Culvert Replacement project, as required by the Purchasing Policy, due to the timeline constraints of the fisheries window and the Request for Quotes process that has been followed;

**AND** award the contract for construction of the replacement of the Lannon Creek culvert at Blythwood Road, east of Parkland Road to the lowest quote;

**AND** authorize the Mayor and Chief Administrative Officer to sign the contract with the lowest bidder.

**DEFEATED**

**Mayor Milne, Councillor Berger, Councillor Haldane, Councillor Pearson and Councillor Reay opposed the motion**

**MOVED** and seconded to direct staff to issue a tender for the Lannon Creek Culvert Replacement works in accordance with Policy No. 5.6, *Purchasing and Disposal of Assets Policy, 2013*,

**CARRIED UNANIMOUSLY**

## **CORRESPONDENCE AND COUNCIL REPORTS FOR INFORMATION**

**I-1 Correspondence dated May 12, 2014 from Susan Brice, Chair, Regional Parks Committee, Capital Regional District (CRD)**

**MOVED** and seconded to file the correspondence from Susan Brice, Chair, Regional Parks Committee, Capital Regional District (CRD).

**CARRIED UNANIMOUSLY**

## **NOTICES OF MOTION**

**NM-1 Notice of Motion by Councillor Maja Tait from May 12, 2014 Regular Council meeting for consideration by Council.**

Councillor Reay declared a conflict of interest with this agenda item as her employer is the Ministry of Justice Corrections Branch which has a Memorandum of Understanding with the Ministry of Children and Family and left the meeting at 9:30 p.m.

**MOVED** and seconded to direct staff to write a letter to the Minister of Children and Family Development, requesting that the Victoria Youth Custody Services Centre remain open and, further, that the Provincial Government consider re-purposing a part of this facility to include female offenders remanded in custody from Vancouver Island Courts.

**CARRIED UNANIMOUSLY**

Councillor Reay returned to the meeting at 9:32 p.m.

## **REPORT OF IN CAMERA RESOLUTIONS**

Release of Motions from Regular Council In Camera meeting of May 26<sup>th</sup>, 2014:

**RA-3 Bylaw Enforcement – Idlemore Recycling/Garbage**

**MOVED** and seconded to direct staff to implement bylaw compliance action as to the waste transfer station operating contrary to current bylaws at 2049 Idlemore Road and legally described as Lot 7, Block 3, Plan VIP2434;

**AND THAT COUNCIL** release to the public the resolution regarding the initiation of bylaw compliance action for 2049 Idlemore Road.

**CARRIED**

**RA-4 Corporate Priorities 2014**

**MOVED** and seconded to amend the resolution of May 12, 2014 to include the following sections of Sooke Road for design and construction under the proposed Town Centre sidewalk project:

- the north side from Church Road to Evergreen Centre just short of the Sooke Road roundabout;
- the south side from Murray Road to the Sooke Road roundabout; and
- the south side from Church Road to Sooke Road roundabout.

**AND TO** release this resolution as to the Town Centre sidewalk project to the public.

**CARRIED**

**ADJOURNMENT**

**MOVED** and seconded to adjourn the open portion of the Regular Council meeting at 9:32 p.m.

**CARRIED UNANIMOUSLY**

The meeting adjourned at 10:53 p.m.

**Certified Correct:**

---

**Wendal Milne**  
Mayor

---

**Bonnie Sprinkling**  
Corporate Officer





**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held May 26, 2014  
(immediately following the Regular Council Meeting) at 7:00 pm  
Council Chamber, 2225 Otter Point Road

---

**COUNCIL PRESENT**

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

**STAFF PRESENT**

Michael Dillabaugh, Director of Finance  
Bonnie Sprinkling, Corporate Officer  
Gerard LeBlanc, Municipal Planner  
Elisabeth Nelson, Municipal Engineer  
Tina Hansen, Corporate Assistant

**ABSENT:** Councillor Rick Kasper

1. **Call to Order**

The meeting was called to order at 9:36 p.m.

2. **Approval of Agenda**

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

3. **Belvista Road and Whiffin Spit**

The Committee discussed works carried out at Belvista Road and Whiffin Spit and the source of approval for completion of the works.

Michael Dillabaugh advised that Policy 5.6, *Purchasing and Disposal of Assets Policy, 2012* was amended two months ago. Prior to the amendments, any project with a budget less than \$5,000 was permitted to be direct awarded. Mr. Dillabaugh explained that in this particular case, the works fell within the Policy but that there were unexpected additional works which brought the budget over \$5,000. Mr. Dillabaugh advised that with the recent amendments to the Purchasing Policy, the District is no longer able to direct award contracts even under \$5,000. Mr. Dillabaugh reported that earlier this year, staff issued a Request for Qualifications for a number of services in order to put together a local contractor preferred list that will be gone through on a rotational basis. Mr. Dillabaugh advised that in the case of Belvista and Whiffin Spit, the Purchasing Policy was followed.

**Committee discussion:**

- Concerns that some contactors are being given preferential treatment when it comes to the provision of works from the District
- Clarification as to the Five Year Financial Plan and where in the plan authorization is given to staff to award District work
- That clarification be given to Council during the budget process as to staff's spending authority

- Concerns as to how far items in the budget should be broken down; Council leaves this up to staff within their authority
- Concerns as to the public perception that the process is not being followed when giving preference to one particular contractor
- Staff has worked on establishing a list of preferred local contractors and will follow the Policies that are in place
- Collecting names of local contractors from the local phone book as concerns that a small ad is not sufficient in producing a list of preferred local contractors
- Ensuring fairness and openness with District Policies
- It is not the District's responsibility to solicit names of contractors to include on the preferred local contractors list, it is the responsibility of the business

#### 4. **Current Issues**

Derek Lewers, Sooke resident asked for clarification as to the budget process and staff's spending authority. Mr. Lewers also addressed the Committee as to the Townsend Road intersection advising that he had concerns as to the reports from ICBC and Ministry of Transportation indicating a reduction of accidents and severity. Mr. Lewers provided information to the Committee as to statistics on accidents at the various intersections at Highway 14 (Sooke Road). Mr. Lewers will forward this information on to the Mayor.

Mary Brooke, Sooke Voice News addressed the Committee as to the Townsend Road intersection. Ms. Brook advised that both ICBC and MoTI agree that the intersection should have greater enforcement and asked whether staff will be speaking with the RCMP to see whether they are willing to do this. Ms. Brooke also inquired as to whether recommendations from the reports from ICBC and MoTI will be followed through (removal of the planter and additional yield signage). The ICBC report advised that they are looking for further statistics on how many people are turning left at the intersection. Ms. Brooke encouraged the Committee to get these stats to ICBC prior to the next meeting. Ms. Brooke advised that safety is important but that traffic flow in the town centre and the importance of businesses has not been addressed.

The Committee asked Ms. Brooke to assist with providing Mayor Milne with the statistics on left hand turns at the Townsend Road intersection prior to his meeting with the Minister of Transportation.

Brenda Parkinson, Sooke resident reported that she met with Regional Director Mike Hicks regarding the Harbourview Road and suggested that Council invite Mr. Hicks to a Council meeting to receive information from Mr. Mike Hicks regarding Harbourview Road. Ms. Parkinson also suggested that Council provide more concise motions for staff to that they are able to follow through on what they are asking staff to do. Ms. Parkinson further spoke to the issue of the District receiving "quotes" for works and services noting that often quotes can be unexpectedly higher than estimated. Ms. Parkinson also addressed the Committee as to the \$7,000 community grant to the school.

Ellen Lewers, Sooke resident addressed the Committee as to the community grant for Camp Barnard suggesting that Camp Barnard's website be linked to the District of Sooke and the Sooke Region Tourism Association websites. Ms. Lewers also expressed concerns that Conservation Officer advised that Sooke has the largest population of black bears in B.C. and that there has been incidents in the area where bears have killed domestic animals.

5. **Adjournment**

The meeting was adjourned at 10:07 p.m.

Certified Correct:

---

Wendal Milne  
Mayor

---

Bonnie Sprinkling  
Corporate Officer



**DISTRICT OF SOOKE**  
**EMERGENCY PLANNING COMMITTEE MEETING**

Meeting held May 27, 2014 at 9:00 a.m.  
In the Council Chambers  
2205 Otter Point Road

**Committee Members Present:**

Jeri Grant, JDF Emergency Program Coordinator  
Dick Nimmo – Sooke Amateur Radio  
George OBriain, Previous Emergency Coordinator

**Staff:**

Steve Sorensen, Sooke Fire Chief  
Rick McLeod, Sooke Deputy Fire Chief, ESS Coordinator, Chair  
Jan Stope, Recorder

**Absent:** Stephanie Dunlop, Metchosin Fire Chief, Emergency Coordinator  
Rachel Grigg, RCMSAR  
Krystal Hanson, VIHA  
Bryon Longeway, Sooke EMS  
Mayor Wendal Milne  
Staff Sgt. Jeff McArthur – Sooke RCMP  
Elisabeth Nelson, Municipal Engineer

**Members of Public in Attendance:**

Ed Gorse – Sooke Amateur Radio  
Patricia Baye – Sooke ESS

**QUORUM WAS NOT MET – MEETING CANCELLED**

---

Fire Chief Sorensen  
Chair

---

Bonnie Sprinkling  
Corporate Officer



**NB-1 Lannon Creek Culvert Replacement – Award of Construction Contract**

**MOVED** and seconded to authorize staff to not issue a tender for the Lannon Creek Culvert Replacement project, as required by the Purchasing Policy, due to the timeline constraints of the fisheries window and the Request for Quotes process that has been followed;

**AND** award the contract for construction of the replacement of the Lannon Creek culvert at Blythwood Road, east of Parkland Road to the lowest quote;

**AND** authorize the Mayor and Chief Administrative Officer to sign the contract with the lowest bidder.

**DEFEATED**

**Mayor Milne, Councillor Berger, Councillor Haldane, Councillor Pearson and Councillor Reay opposed the motion**

**MOVED** and seconded to direct staff to issue a tender for the Lannon Creek Culvert Replacement works in accordance with Policy No. 5.6, *Purchasing and Disposal of Assets Policy, 2013*,

**CARRIED UNANIMOUSLY**







File No. 1790-20

**REQUEST FOR DECISION**  
Regular Council  
Meeting Date: May 26, 2014

To: Gord Howie, Chief Administrative Officer  
From: Elisabeth Nelson, P.Eng, Municipal Engineer  
Re: **Lannon Creek Culvert Replacement**  
**Award of Construction Contract**

**RECOMMENDATION:**

**THAT COUNCIL** authorize staff to not issue a tender for the Lannon Creek Culvert Replacement project, as required by the Purchasing Policy, due to the timeline constraints of the fisheries window and the Request for Quotes process that has been followed;

**AND** award the contract for construction of the replacement of the Lannon Creek culvert at Blythwood Road, east of Parkland Road to the lowest quote;

**AND** authorize the Mayor and Chief Administrative Officer to sign the contract with the lowest bidder.

The Lannon Creek Culvert Replacement generally involves the installation of approximately 15 lineal meters of corrugated steel pipe and headwalls on Blythwood Road, 87 meters east of Parkland Road.

At the February 24, 2014 Regular Council meeting staff received the following direction:

**ACTION ITEM:** Council requested staff to continue investigation of the costs for the replacement of the culvert on Blythwood Road in conjunction with the Capital Regional District Water Services (CRDWS) water main upgrade on Blythwood Road from Parklands Road to Woodlands Road.

In order to accurately estimate the cost of the project before bringing a report back to Council, staff issued Requests for Quotes on May 1, 2014 to five companies and received two quotations prior to the deadline which ranged from \$49,700 to \$57,800, not including GST, surveys or geotechnical review. Unfortunately a third quotation was received late the next day, however, we wish to note that this invalid quote fell within the

same quoted range noted above. It should be noted that the lowest quote received is from one of the companies on our list of local suppliers.

The *Purchasing and Disposal of Assets Policy* requires that written quotes be obtained for the purchase of goods or services expected to cost from \$10,001 to \$25,000 and that Tenders or Request for Proposals (RFPs) be issues if the purchase of goods or services is expected to cost \$25,001 or higher. The quotes obtained are over \$25,000 and therefore the work should have been tendered under an RFP according to the policy.

Should this project need to go to Tender it will push the entire timeline back approximately one month and risk CRDWS having to work outside of the fisheries window. Given the very tight timeline for working within the fisheries window and that the Request for Quotes process that was already followed was a stringent one and has resulted in competitive quotes from qualified suppliers, staff are recommending Council authorize the District to enter into a contract with the lowest bidder.

**Timeline:**

Discussions that staff have had with contractors have indicated that it would take 6 to 8 weeks for the contractor to receive the required materials once they have been ordered. It will also take a minimum of one month to receive the appropriate Section 9 approvals (see February 24, 2014 Report for Information) for the onsite work to be conducted within the fisheries window of June 15 – September 15. Both of these processes can be completed concurrently.

Once the contractor doing the work for the District has completed their work, estimated to be 2 weeks, the CRDWS requires 3 – 4 weeks to complete their work prior to the end of the fisheries window. CRDWS is quite anxious to get back onsite to complete their works in August, as they wish to avoid any potential issues when working near Lannon Creek.

As the above timeline is approximately 13 – 14 weeks; in order to fit within the Fisheries Window the contract needs to be awarded no later than June 9.

**Financial Impacts:**

There is sufficient budget in the 2014 budget for the Rainwater Management Program, as noted in the 2014-2018 Financial Plan to complete this work including the required surveys and geotechnical review that was not included in the request for quotes as the District would be responsible to secure those consultants separately.




**Attached Documents:**

1. February 24, 2014 Report for Information and Council Direction
2. March 24, 2014 Report for Decision and Council Direction

Respectfully,



\_\_\_\_\_  
Elisabeth Nelson, P.Eng  
Municipal Engineer

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

**RI-3 Blythwood Road Water Main Upgrade and Lannon Creek Culvert Replacement**

**MOVED** and seconded to receive the report on the Blythwood Road Water Main Upgrade for information.

**CARRIED UNANIMOUSLY**

**ACTION ITEM:** Council requested staff to continue investigation of the costs for the replacement of the culvert on Blythwood Road in conjunction with the Capital Regional District Water Services (CRDWS) water main upgrade on Blythwood Road from Parklands Road to Woodlands Road.



File No. 5330-20

**REPORT FOR INFORMATION**  
Regular Council  
Meeting Date: February 24, 2014

To: Gord Howie, Chief Administrative Officer  
From: Elisabeth Nelson, Municipal Engineer  
Re: **Blythwood Road Water Main Upgrade and Lannon Creek Culvert Replacement**

**RECOMMENDATION:**

**THAT COUNCIL** receive this report on the Blythwood Road water main upgrade for information.

The Capital Regional District Water Services (CRDWS) is in the process of upgrading the water main on Blythwood Road from Parklands Road to Woodlands Road.

When staff was onsite to review the extent of the proposed waterworks construction it was noted that the existing wood stave culvert on Blythwood Road is severely deteriorated. Further deterioration will ultimately result in failure of the road structure. As the Blythwood Road water main is located above the culvert it would be much easier to replace the culvert prior to the water main upgrades are occurring. This will result in lower costs for the culvert replacement as the existing water main (to be replaced) would simply be cut and removed prior to the culvert replacement. Then once the culvert installation is complete CRDWS would install the new water main.

The budget for the Rainwater Management Program, as noted in the 2014-2018 Financial Plan – is intended to ensure regular replacement/upgrade of aged and failing infrastructure. Some of this work is noted in the completed Rainwater Management Plan for Nott's Brook, Wright Road Creek, Throup Stream and the foreshore between Ella Stream and the Sooke River.

On occasion, as is the case with the Blythwood Road Culvert, see photos below, some of the work is discovered as staff investigates onsite works prior to other infrastructure projects being started. At other times needed work is brought to our attention by residents. As a result these works and improvements remain unnoted in the capital plan as the improvements are not identified until it is brought to staff's attention and the capital plan has been adopted



Culvert outlet clearly showing deteriorating conditions



The wood stave has disengaged from the metal support

Staff then determines the order in which the projects should be completed, by taking into consideration the danger to the public (first and foremost), municipal liability and then potential cost savings by partnering with other projects.

CRDWS was first asked to delay the Blythwood Road upgrade until spring/early summer to allow staff time to review the potential culvert replacement requirements. The request was denied by CRDWS as they wished to start onsite immediately. In the meantime, to accommodate our review, CRDWS has agreed to not complete the 150 meter section of water main on Blythwood Road from Parkland Road until District staff has had the opportunity to review the process and tender costs to replace the wood stave culvert in Lannon Creek. This will still allow approximately 400m of the remaining water main upgrade on Blythwood Road through to Woodlands Road to be completed.

Staff has determined that the estimated cost for the culvert replacement is approximately \$90,000, significantly more than initially anticipated. As a result, this project will need to be tendered as per the Purchasing Policy with the final cost to be approved by Council.

Staff is also working with CRDWS to coordinate the appropriate contribution towards the mill and pave of Blythwood Road as identified in the current work plan outlined in the 2014-2018 Financial Plan – Capital Projects for Road and Sidewalk Improvements.

“It is recommended in the Asset Management Plan that a mill and pave be performed in 2016 at an approximate (2008 +contingency) cost of \$115,000. The District will be working with the CRDWS in order to coordinate the surface construction with their anticipated water main upgrade in 2014 in the hope to reduce costs.”

It should be noted that if the mill and pave proceeds this year replacing the culvert at this time would also avoid cutting newly rehabilitated road structure at a later date to complete this installation.

**Working Window for Culvert Replacement**

Lannon Creek is habitat for steelhead, coho and chum salmon, and sea run cutthroat trout which have peak spawning in February Section 9 of the Water Act applies. Section 9 of the *Water Act* requires that a person may only make “changes in and about a stream” under an Approval or Notification where required; in accordance with Part 7 of the Water Regulation.

Culvert replacement in Lannon Creek would require a “notification” under the *Water Act* and require the work be conducted from June 15 to September 15. Notifications are typically used for works that do not involve any diversion of water, may be completed within a short period of time and will have minimal impact on the environment or third parties. Notifications are reviewed by a Habitat Officer with Ministry of Forests, Lands and Natural Resources Operations (MFLNRO). The Habitat Officer will require information specified in the application, at least 45 days prior to commencing the proposed change. The proponent must also comply with specified terms and conditions for the proposed change made by the Habitat Officer.

**Attached Documents:**

Respectfully,



Elisabeth Nelson, P. Eng.  
Municipal Engineer

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

## Bonnie Sprinkling

---

**To:** Wendal Milne  
**Subject:** RE: water board

---

**From:** Wendal Milne  
**Sent:** Monday, February 10, 2014 5:19 PM  
**To:** Herb Haldane - External; Gord Howie; District of Sooke Council  
**Cc:** Bonnie Sprinkling  
**Subject:** Re: water board

Can we have a report on the status of this issue for next meeting please.

Sent from my BlackBerry 10 smartphone on the Rogers network.

---

**From:** Herb Haldane  
**Sent:** Monday, February 10, 2014 7:01 AM  
**To:** Gord Howie; District of Sooke Council  
**Reply To:** Herb Haldane - External  
**Subject:** water board

There is replacement of pipes going down Blythwood rd but they can not complete because of culvert replacement that we are expected to be doing ahead of this present upgrade. I did not see this road on the culvert replacement schedule in our budget. Can a report please let me know what is happening as questions have come up from the water main installers. Also will culvert replacement go to tender or a preferred contractor? I have not seen the list of contractors yet.



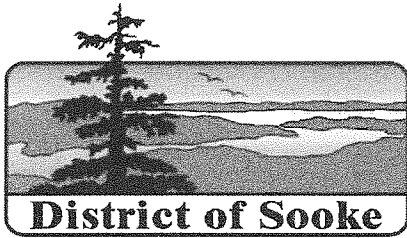
**RA-2 Blythwood Road Water Main Upgrade and Lannon Creek Culvert Replacement**

**MOVED** and seconded to allow the Capital Regional District Water Service (CRDWS) to complete the paving work along their trench on Blythwood Road and not repave the rest of Blythwood Road;

**AND** to direct staff to work with the CRDWS to fix any of the broken sections of Blythwood Road near the CRDWS works that may require repair at this time.

**CARRIED UNANIMOUSLY**





File No. 5330-20

**REPORT FOR DECISION**  
Regular Council  
Meeting Date: March 24, 2014

To: Gord Howie, Chief Administrative Officer  
From: Elisabeth Nelson, P.Eng., Municipal Engineer  
Re: **Blythwood Road Water Main Upgrade and Lannon Creek Culvert Replacement**

**RECOMMENDATION:**

**THAT COUNCIL** provide staff with direction regarding the paving options for Blythwood Road as detailed in this report.

**1. Executive Summary**

At the February 24, 2014 meeting, Council reviewed a staff informational report on the Blythwood Road Water Main Upgrade and Lannon Creek Culvert Replacement. Council requested staff to continue investigation of the costs for the replacement of the culvert on Blythwood Road in conjunction with the Capital Regional District Water Services (CRDWS) water main upgrade on Blythwood Road from Parklands Road to Woodlands Road.

**2. Background**

The CRD Water Services department (CRDWS) submits 5-year plans for anticipated water main upgrades to the District for review and possible coordination of other infrastructure improvements. Staff reviews the CRDWS submission with other District plans such as the *2008 Pavement Network Present and Future Status Summary Report* ('Pavement Status Report') to see if the roads where CRDWS will be working are in need of improvements and when. If no other infrastructure work is planned, the intent is that road maintenance occurs on a planned basis as noted in the Pavement Status Report.

On occasion a road is in need of improvement in the same year as other proposed capital works. However, in most cases the road improvements are not required the same year, but potentially within the next few years, in which case staff work with CRDWS and/or other agencies to coordinate project scheduling in order to acquire contributions toward the pavement work to potentially reduce costs by completing the required improvements earlier. It should be noted that the Pavement Status Report was completed in 2008 and thus the cost estimates are based on 2008 dollars. Staff endeavors to project the costs to current dollars as best as they can however, we are not able to anticipate any increases related to sudden jumps in pavement prices, such as was the case this year.

In December 2013 the CRDWS advised the District of their intention to upgrade the water main on Blythwood Road immediately, rather than later in 2014 as planned. When staff was onsite to review the extent of the water main replacement and proposed roadwork, it was noted that the existing wood stave culvert at Lannon Creek is severely deteriorated and should be replaced to protect the integrity of the road. As the water main is physically located above the culvert it is strategically and financially more prudent to replace the culvert prior to replacement of the water main. This will circumvent avoidable higher replacement costs and neighbourhood inconvenience in the future.

In order to accommodate any potential work required at the culvert crossing, CRDWS has completed the required work along the upper portion of Blythwood Road (approximately 420 metres). CRDWS will only complete the lower portion of Blythwood Road (the remaining 140 meters) tying to Parkland Road once the District of Sooke has addressed the culvert replacement issue at the creek crossing.

### **3. Pavement Improvements**

In the meantime CRDWS and the District need to reach an agreement regarding the reinstatement of Blythwood Road with an appropriate contribution from CRDWS.

The District's Pavement Status Report provides guidance to the municipality on the state of the District's roads as well as a recommended schedule for repair and replacement for planning purposes.

The Pavement Status Report recommends a mill and pave for Blythwood Road in 2016. However, to align with the CRDWS works proposed for 2014, the road improvements for Blythwood Road were identified in the capital write up for the Road and Sidewalk Improvement Program, submitted for the 2014-2018 Financial Plan, to be completed in 2014, as follows;

#### **“2014 Projects**

**Blythwood Road:** It is recommended in the Asset Management Plan that a mill and pave be performed in 2016 at an approximate (2008 + contingency) cost of \$115,000. The District will be working with the CRDWS in order to coordinate the surface construction with their anticipated water main upgrade in 2014 in the hope to reduce costs.”

Blythwood Road is approximately 875m long and 5m wide; however, only a length of 560m of the road is impacted by CRDWS work. The anticipated budget for the proposed pavement work on the entire length of Blythwood Road, as indicated in the attached capital write up, was approximately \$115,000 (2008 cost plus contingency).

The District has received three quotes for the pavement work for the entire length of Blythwood Road, ranging from \$160,000 to \$216,000. All three quotes include 2 mobilizations which were not anticipated in the initial costing for this project. According to the estimates, the CRD portion of this work ranges from \$23,000 to \$32,000; to date CRDWS has offered \$23,000 towards this work.

There are three options to consider on potential approaches to resolve the matter :

1. Let CRDWS complete the paving work along their trench and not repave the rest of Blythwood Road
2. Partner with CRDWS and repave the entire length of Blythwood Road
3. Partner with CRDWS and only repave the portion of Blythwood Road along which CRDWS is working, potentially reducing the asphalt cost by \$45,000 if the asphalt prices are kept constant with this reduction in quantity

#### 4. Culvert Replacement

Regardless of when the water main upgrade was scheduled to be completed, the culvert replacement at Lannon Creek requires a "notification" under the *Water Act* and the in stream work can only be conducted from June 15 to September 15.

A preliminary cost estimate for the replacement of the wood stave culvert with a concrete box culvert was approximately \$90,000. This was a significantly higher estimate than originally anticipated. As a result, staff is currently reviewing other less obtrusive options to reduce the cost and impact to the area.

Two significant site constraints which limit the culvert replacement options:

- a) Limited vertical clearance and separation from the water main located above the proposed culvert; and,
- b) Sustaining the existing hydraulic flow in the fish-bearing stream.



Staff is reviewing options to address the above constraints and will be requesting quotes to establish a budget for the required work as it is difficult to determine costs due to the nature of this installation and lack of comparative projects to use for costing comparisons. Based on preliminary high level costing this work will require Council approval prior to proceeding.

#### Attached Documents:

1. Council motion and direction to staff February 24, 2014
2. February 24, 2014 Report for Information
3. Capital write up for the Road and Sidewalk Improvement Program for 2014-2018 Financial Plan

Respectfully,

\_\_\_\_\_  
Elisabeth Nelson, P. Eng.  
Municipal Engineer

Approved for Council Agenda	
Engineering 	Planning 
Corp. Services 	Finance
CAO	



# CAPITAL FUND – 2014 – 2018 Capital Projects

## DEPARTMENT Engineering

### DIVISION Roads

#### PROJECT: Road and Sidewalk Improvement Program

BUDGET	2014 - \$335,000
	2015 - \$230,000
	2016 - \$210,000
	2017 - \$250,000
	2018 - \$250,000

#### STATUS Ongoing

#### DESCRIPTION

According to the 2008 Pavement Network Present and Future Status Summary Report, completed by Stantec, the District's roads are in relatively good condition (the executive summary of the report is attached to this report). While the roads were considered in good condition in 2008, without a sufficient rehabilitation program the network will continue to deteriorate.

As stated in the report, the 2008 "present need of repair" of lane kilometers of roads (backlog) represents approximately 13.4% of the Entire Road Network. At the time, it was also noted that it was anticipated that 31.3% of the Entire Road Network, and 56.7% of the Entire Road Network, would require some form of repair in 5 to 10 years, respectively. These estimates clearly demonstrate the need to establish an effective rehabilitation program.

The need driven budget scenario in the report, indicates that a budget of approximately \$11.0 million over the next 10 years (from 2008) would be required to maintain the entire network above the minimum acceptable pavement quality index (PQI) or have a 0% Backlog.

However, this is not realistic since most networks in good condition have typical back logs of 10 to 20%. In order to maintain the backlog of 13.4% that the plan identified in 2008, the District should earmark approximately \$8.9 million over a 10 year period for road works (in 2008 dollars). Attached is a full listing of projects, complete with anticipated year of need and cost (2008 dollars).

It should be noted, that to date, the following budgets were allocated in previous years for this work;

2008	\$80,000
2009	\$306,000
2010	\$65,000
2011	\$135,000
2012	\$100,000 (carried over)
2013	\$300,000 (included 2012 carry over for multi use trail on Church Road to be completed in 2013)

To date the focus has been predominantly on priorities based on public complaints, budget availability and staff workload.

**In order to recognize significant savings the focus should be on major road projects that combine pavement and sidewalk improvements. Coordinating the construction concurrently with the Capital Regional District Water Services (CRDWS) water main upgrade projects and Developer initiated projects will realize further cost savings.**

The budget for the Road and Sidewalk Improvement Program is intended to:

- Provide annual improvements to existing roads such as milling and asphalt overlays, removal and replacement of pavement structures as well as other miscellaneous upgrades to improve traffic movement. The pavement works are intended to improve and extend the life of roads before base damage occurs.
- Provide funding for sidewalk extensions; providing well needed connections.



## CAPITAL FUND – 2014 – 2018 Capital Projects

- Provide infrastructure to protect roads and sidewalks and its users such as retaining walls, traffic calming and railings.

Paving and sidewalk improvement priorities will be guided by the recommendations of the 2008 *Pavement Network Present and Future Status Summary Report* (PSR) as well as the 2009 Parks and Trails Master Plan, as well as public input/complaints.

2013 Project to be completed in 2014: Multi Use Trail on Church Road: In order to improve pedestrian safety along Church Road work commenced in 2013 on the multi use trail to be completed in early 2014. A portion of this work is to be funded by development cost charges.

### **Proposed Projects:**

#### **2014 Projects**

Grant Road resurfacing: Upgrades on Grant Road in various locations (beyond the area noted under 2016 projects) to improve the drive ability and extend it's usable life. Where possible the works will be reviewed to potentially add some widening to improve pedestrian and cyclist safety. Approximate cost \$100,000.

Townsend Road: Approximately 100m of sidewalk to complete the connection between the newly constructed connector road and the new sidewalk along the frontage of 2191 Townsend Road. Approximate cost \$25,000.

Blythwood Road: It is recommended in the Asset Management Plan that a mill and pave be performed in 2016 at an approximate (2008 + contingency) cost of \$115,000. The District will be working with the CRDWS in order to coordinate the surface construction with their anticipated water main upgrade in 2014 in the hope to reduce costs.

Highway 14 Sidewalk between Church Road and proposed Roundabout: Install a sidewalk from the existing concrete sidewalk on Church Road to the future sidewalk extension of the proposed roundabout on Highway 14, in order to improve pedestrian safety along

Highway 14, and further the town centre beautification and walk ability. Approximate budget of \$50,000 depending on the final design elements desired in this location.

#### **2015 Projects**

Rhodonite Sidewalk: Installation of 2.0m concrete sidewalk on Rhodonite Drive (from Otter Point Road to Church Road) to improve pedestrian safety.

Otter Point Road (between Eakin Drive and French Roads) and Eakin Drive between Cedar Ridge Drive and Pineridge Drive: It is recommended in the Asset Management Plan that a mill and pave be performed in 2012 and 2013 respectively at a total approximate (2008 + contingency) cost of \$60,000. The District will be working with the CRDWS in order to coordinate the surface construction with their anticipated water main upgrades in 2015 in the hope to reduce costs.

#### **2016 Projects**

Grant Road (W) between Henlyn Drive and Winfield Drive and Finwood Place (from Grant Road to Maple Park Terrace): It is recommended in the PSR that a mill and pave be performed in 2012 and 2014 at an approximate (2008 + contingency) cost of \$160,000. The District will be working with the CRDWS in order to coordinate the surface construction with their anticipated water main upgrade in 2016 in the hope to reduce costs.

Sidewalk Construction: Allowance for approximately 200lm of sidewalk at \$50,000.





## CAPITAL FUND – 2014 – 2018 Capital Projects

### 2017 Projects

Beaton Road resurfacing and widening. Upgrade the portion of Beaton Road from Otter Point Road to French Road North to improve pedestrian, cyclist and traffic safety.

Pyrite Drive resurfacing (from Opal Place to Beaton Road): it is recommended in the PSR that a mill and pave was to be performed in 2012 at an approximate (2008 + contingency) cost of \$50,000. With the proposed work on Beaton Road this year it was a good fit to include this section of road in order to extend it's usable life.

### 2018 Projects:

#### TBD

Mill and pave as recommended in the PST and sidewalk connections.

### O&M IMPACT

Upgrading of existing roads reduces O&M.

New sidewalks will increase the O&M budget for inspections and repairs due to damage.

### STRATEGIC SIGNIFICANCE

This budget allocation allows for preventative works that prevents more costly repairs due to road base damage.

Provides citizens with improved road conditions as well as additional sidewalks to encourage pedestrian/cycling traffic.







### REQUEST FOR DECISION

Regular Council

Meeting Date: June 9, 2014

To: Gord Howie, Chief Administrative Officer

From: Bonnie Sprinkling, Corporate Officer

Re: **Bylaw No. 590, Sooke Town Centre Revitalization Amendment Bylaw (408-3)**

**RECOMMENDATION:**

**THAT COUNCIL** give third reading to Bylaw No. 590, *Sooke Town Centre Revitalization Amendment Bylaw (408-3)*


On May 26, 2014, Council introduced and gave first and second reading to Bylaw No. 590 to amend Bylaw No. 408, *Sooke Town Centre Revitalization Bylaw, 2009* for the purpose of permitting Built Green® buildings and construction types that would, in addition to LEED® be eligible for property value tax exemptions, reduced building permit fees and reduced development cost charges.






Public Notice given under Section 227 of the *Community Charter* and in accordance with Section 94 of the *Community Charter* was published in the Sooke News Mirror on the 28<sup>th</sup> day of May, 2014 and the 4<sup>th</sup> day of June, 2014.

It is now in order for Council to consider third reading of the bylaw.

**Attached Documents:**

- 1. Bylaw No. 590 at second reading

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

Approved for Council Agenda	
 Engineering	 Planning
 Corp. Services	 Finance
 CAO	





## DISTRICT OF SOOKE

### BYLAW No. 590

---

A bylaw to amend Bylaw No. 408, *Sooke Town Centre Revitalization Bylaw, 2009* for the purpose of permitting Built Green® buildings and construction types that would, in addition to LEED® be eligible for property value tax exemptions, reduced building permit fees and reduced development cost charges.

---

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

1. This bylaw is cited as *Sooke Town Centre Revitalization Amendment Bylaw (408-3)*.
2. Bylaw No. 408, *Sooke Town Centre Revitalization Bylaw, 2009* is amended in section 2 - **INTERPRETATION** by:
  - a) Deleting the definition of **LEED Accredited Professional** in its entirety;
  - b) Deleting the definition of **LEED Certified** in its entirety;
  - c) Inserting immediately before **Revitalization Area** the following definitions:

“**Green Project** means a project that has achieved LEED® - Silver, Gold or Platinum certification or a project that has achieved Built Green® Canada - Silver, Gold, or Platinum certification.

**LEED** means Leadership in Energy and Environmental Design.”
3. Bylaw No. 408, *Sooke Town Centre Revitalization Bylaw, 2009* is further amended by deleting section 3.a under **REVITALIZATION TAX EXEMPTION PROGRAM** entirely and replacing it with:

“3.a property value tax exemptions prescribed by this bylaw for a Green Project.”

4. Bylaw No. 408, *Sooke Town Centre Revitalization Bylaw, 2009* is further amended by deleting section 3.b under **REVITALIZATION TAX EXEMPTION PROGRAM** entirely and replacing it with:

“3.b the maximum exemption under this Bylaw must not exceed the increase in the assessed value of land and improvements on the parcel between

- i. the year before the construction or alteration began of a Green Project; and
- ii. the year in which the tax exemption certificate is issued;”

5. Bylaw No. 408, *Sooke Town Centre Revitalization Bylaw, 2009* is further amended by deleting section 9 - **Building Permit Fees** entirely and replacing it with:

- “9. a. Despite any other bylaw, a building permit fee in the Revitalization Area will be:
- (i) fifty percent (50%) of the fee otherwise imposed by Bylaw in respect to the following;
    1. residential improvements having a density of at least fifty (50) dwelling units per hectare; or
    2. commercial development; or
    3. a Green Project; and
  - ii. not applicable in respect of a permit for new Eligible housing.
- b. In respect to a Green Project under this Bylaw, the Applicant will either provide the 50% payment of the required fees or a letter of credit for the 50% payment complete with a letter provided by the Canada Green Building Council or if applicable, the United States Green Building Council confirming registration of the project into the LEED® Program or, if achieving Built Green® certification levels, a letter of confirmation of Built Green® membership provided by the Environmental Stewardship Division of the Canadian Home Builders` Association of British Columbia. Upon proof of certification of a Green Project, the payment will be refunded or the letter of credit released.”

6. Bylaw No. 408, *Sooke Town Centre Revitalization Bylaw, 2009* is further amended by deleting section 10 under **Development Cost Charges** entirely and replacing it with:

- “10. a. Development cost charges (DCC) imposed under the District of Sooke *Development Cost Charge Imposition Bylaw* (as amended or replaced from time to time) are reduced in the Revitalization Area as follows:
- i. by thirty percent (30%) in respect of residential improvements having a density of at least fifty (50) dwelling units per hectare;
  - ii. by an additional thirty percent (30%) in respect of improvements that are a Green Project; and
  - iii. by one hundred percent (100%) in respect new Eligible Housing.
- b. In respect to a Green Project, the Applicant will provide the 30% payment of the required charges or a letter of credit for the 30% payment complete with a letter provided by the Canada Green Building Council or if applicable, the United States Green Building Council confirming registration of the project into the LEED® Program or, if achieving Built Green® certification levels, a letter of confirmation of Built Green® membership provided by the Environmental Stewardship Division of the Canadian Home Builders` Association of British Columbia. Upon proof of certification of a **Green Project**, the payment will be refunded or the letter of credit released.”

7. Bylaw No. 408, *Sooke Town Centre Revitalization Bylaw, 2009* is further amended by deleting section 3.1 of **Schedule A - Revitalization Tax Exemption Agreement** entirely and replacing it with:

- “3.1 The tax exemption provided for under this Bylaw applies in respect of a Green Project on the Lands.”

8. Bylaw No. 408, *Sooke Town Centre Revitalization Bylaw, 2009* is further amended by deleting section 4.1(a) of **Schedule A - Revitalization Tax Exemption Agreement** entirely and replacing it with:

“4.1(a) Once the Owner has completed a Green Project under this Bylaw referred to in Section 3, and the District has issued an occupancy permit under the District of Sooke *Building Regulation Bylaw* (as amended or replaced from time to time), the District’s Council must issue a revitalization tax exemption certificate to the Owner for the Lands if the Owner and the Lands are otherwise in compliance with this Agreement.”

Introduced and read a first time the 26<sup>th</sup> day of May, 2014.

Read a second time the 26<sup>th</sup> day of May, 2014.

Public Notice given under Section 227 of the *Community Charter* in accordance with Section 94 of the *Community Charter* on the 28<sup>th</sup> day of May, 2014 and the 4<sup>th</sup> day of June, 2014.

Read a third time the    day of    , 2014.

Adopted on the    day of    , 2014.

---

Wendal Milne  
Mayor

---

Bonnie Sprinkling  
Corporate Officer





File No. 2240-20

**REQUEST FOR DECISION  
REGULAR COUNCIL**  
Meeting Date: June 9, 2014

**To:** Gord Howie, Chief Administrative Officer  
**From:** Brent Blackhall, Deputy Director of Finance  
**Re:** **Operation of Public Boat Launch**

**RECOMMENDATION:**

**THAT COUNCIL** approve the Community Service Agreement with 881301 BC Ltd. for the operation of the Public Boat Launch;

**AND** authorize the Mayor and CAO to sign the Agreement on behalf of the District of Sooke;

**AND THAT COUNCIL** authorize staff to proceed with the acquisition of the related assets necessary to implement the Community Service Agreement with 881301 BC Ltd. for the operation of the Public Boat Launch;

**AND THAT COUNCIL** introduce and give first, second and third reading to Bylaw No. 591, *Fees Amendment Bylaw (488-3)*;

**AND THAT COUNCIL** authorize staff to continue to explore solutions for parking for users of the Public Boat Launch.

**1. Executive Summary:**

At the April 7<sup>th</sup> Committee of the Whole meeting staff was directed to:

- enter into discussion with 881301 BC Ltd. on an agreement for the operation of the Public Boat Launch and to report back to Council on the proposed agreement and a new Boat Launch Management Plan, which includes options for parking.
- to amend the draft boat launch fees presented in the proposed Bylaw No. 491, *Fees Amendment Bylaw (488-3)* by removing a Senior's fee and amending the Resident fee to \$60.

Council has been provided with In Camera reporting by Staff on the negotiations that have been held with 881301 BC Ltd since April 7<sup>th</sup> and on resulting draft agreements based on those discussions.

The purpose of this report is to seek Council approval in an open Council meeting for implementation of the Community Service Agreement with 881301 BC Ltd for the operation of the Public Boat Launch. Authorization is also required for staff to acquire

the ticket machine and security camera, and to oversee the installation of the fish cleaning station (funded by sponsorships developed through 881301 BC Ltd assistance). A public toilet may also be added if sufficient operating revenues can be generated.

Staff are also asking in this report that Council give first, second and third reading to Bylaw No. 591, *Fees Amendment Bylaw (488-3)* which includes the boat launch and parking fees that will be encompassed in the new operating agreement.

Parking at the facility will be an ongoing issue until more space is found nearby. The operating agreement with 881301 BC Ltd requires that opportunities for offsite parking arrangements be explored and that the District receive prior notification of any planned arrangements. Staff are asking in this report that Council authorize the continued exploration of options for parking.

## **2. Background:**

The public boat launch is a key part of the network of parks and recreation services the District provides to residents of the community. Having a high quality public boat launch facility in the community addressed a need that was not being sufficiently met by the private sector. It is also a key tourism asset for the District and ideally should be part of an integrated tourism marketing strategy. As a key recreation and tourism facility that is a highly visible representation of the District, it is essential that the site is operated and maintained to high standards.

To date, there has been no maintenance to the ramp, docks and related infrastructure assets and work is already needed at the site to address several issues. Having an on-site contracted operator would help ensure the facility is capable of providing the level of service expected by the community and would provide an opportunity for maintenance and repair issues to be addressed in a timely manner. It would also allow the District to collect fees in a complete and timely manner through a managed multi-use pay machine. One benefit of a security camera may be the ability to stream live images of the Public Boat Launch via a webcam. A Council policy would be required as to the installation of the security camera, as well as the completion of a privacy impact assessment under the *Freedom of Information and Protection of Privacy Act*.

The agreement reached with 881301 BC Ltd is one year in length and has the District collecting all revenues and sharing 90% with 881301 BC Ltd. The District will encourage 881301 BC Ltd to explore other revenue generating opportunities on behalf of the District as a means to offset the District's costs and will require prior consent by the District before 881301 BC Ltd enters into any agreements with sub-trades and prior to any discussions with provincial/federal authorities regarding the District's Foreshore Lease.

Agreement terms are listed in Schedule A of Attachment 1 – Draft Community Services Agreement with 881301 BC Ltd.




**3. Financial Implications:**

Revenue from Public Boat Launch fees in 2013 were \$5,499. It is hoped the new arrangement will result in increased revenues due to a ticket machine being installed, monitoring being in place, and amenities of a fish cleaning station and possibly a toilet being added on site. Increased revenues, if any, are dedicated to the cost of operations at the site.

Respectfully,



\_\_\_\_\_  
Brent Blackhall, CA  
Deputy Director of Finance

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

Attachments:

1. Draft Community Services Agreement with 881301 BC Ltd.
2. Proposed Bylaw No. 591.



## COMMUNITY SERVICES AGREEMENT

THIS AGREEMENT dated for reference the 1<sup>st</sup> day of May, 2014.

BETWEEN:

**DISTRICT OF SOOKE**, a municipality existing under the laws of British Columbia, located at 2205 Otter Point Road, Sooke, B.C. V9Z 1J2

("District")

AND:

**0881301 B.C. Ltd.** Located at 6517 Stonewood Drive,  
Sooke, B.C. V9Z 0Y6

("The Proponent")

WHEREAS:

- A. The Proponent wishes to provide operating, maintenance and ancillary works in relation to the District's Public Boat Launch;
- B. The Council of the District of Sooke recognizes the value of this service to the community;

NOWHEREFORE this Agreement is evidence that in consideration of the premises and mutual covenants herein contained and other good and valuable consideration (the receipt and sufficiency of which are acknowledged by both parties), the District and PROPONENT covenant and agree as follows:

### DEFINITIONS

1. In this Agreement:
  - (a) "Annual Fee" means the annual fee for the Services to be paid by the District to PROPONENT under section 4.
  - (b) "Operating Year" means from June to May in any year of the Term.
  - (c) "Services" means those services to be provided by PROPONENT as set out in section 2.
  - (d) "Term" means the term of this Agreement as set out in section 3.

### SERVICES

2. The PROPONENT agrees to provide the Services, as outlined in Schedule A to this Agreement, on the terms and conditions set out in this Agreement.

**TERM**

3. This Agreement will be for a term of one (1) year, commencing on June 1, 2014, and terminating on May 30, 2015 (the "Term"), unless terminated sooner in accordance with this Agreement.

**ANNUAL FEE**

4. The District will pay PROPONENT the fees described in Schedule A, exclusive of any applicable taxes, payable monthly commencing June 1 of the Operating Year. Payment will be made in arrears once the fees have been reconciled by the District and will be issued by the District no later than the 15<sup>th</sup> of the month following the month of the fee activity.
5. The Annual Fee is the total amount to be paid by the District for the Services, and the PROPONENT will be responsible for all of its expenses in providing the Services, including without limitation payments to staff and for office supplies, insurance, utilities and services, and all other expenses incurred by the PROPONENT in providing the Services.
6. The Annual Fee is not in recognition of any capital related items. The District will be responsible for capital improvements during the Term of this agreement.

**REPORT**

7. The PROPONENT will:
  - (a) Prepare and deliver to the District no later than May 30, 2015, a complete operations report of the PROPONENT's activities with respect to this agreement for the Operating Year including a "Year-End Financial Statement" in accordance with the PROPONENT's fiscal year end.

**RECORDS**

8. The PROPONENT will:
  - (a) keep proper accounts and records of its performance of the Services specifically outlined in this agreement, including invoices, receipts and vouchers, which must at all reasonable times be open to audit and inspection by the District's Director or Deputy Director of Finance, who may make copies and take extracts from the accounts and records;
  - (b) keep reasonably detailed records of performance of the Services specifically outlined in this agreement, which must at all reasonable times be open to inspection by the District's Director or Deputy Director of Finance, who may make copies and take extracts from the records;
  - (c) afford access to accounts and records for audit and inspection by the District or the District's Auditors and must furnish the District's Director or Deputy Director of

Finance with such information as the District may from time to time require regarding those documents; and

- (d) preserve, and keep available for audit and inspection, all records described in section 9(a) through (c) for at least two years after completion of the Services or termination of this agreement, whichever applies.

- 9. The District and the PROPONENT will provide each other, at no charge, such statistics and information as shall reasonably be required to provide insights on trends, problems, and municipal issues, subject to all applicable laws.

## REPRESENTATIONS

- 10. The PROPONENT represents and warrants to the District that it and its personnel have the education, training, skill, experience and resources necessary to provide the Services to a standard reasonably acceptable in the community, and has and shall maintain sufficient information resources and staff to provide the Services in accordance with this Agreement at all times.

## INDEMNITY

- 11. The PROPONENT will, at all times, indemnify and save harmless the District against all claims, demands, warrants, judgment, actions and proceedings, including but not limited to, Worker's Compensation legislation, brought or prosecuted in respect of damage to, or destruction of property, bodily injury (including death) and or personal injury and from and against any and all loss of, damage to, or destruction of property and expenses or costs (including legal fees), suffered or incurred by the District arising out of or in any way connected with the PROPONENT's performance or non-performance under this Agreement, and whether or not caused by the PROPONENT's negligence. This indemnity shall survive the termination or expiration of this Agreement.

## INSURANCE

- 12. The PROPONENT will obtain and maintain during the Term, Commercial General Liability insurance protecting the District (as an additional insured) and the PROPONENT (without any rights or cross claims or subrogation against the District) against claims for personal injury, death, property damage or third party or public liability claims arising from any occurrence relating to the Services to an amount not less than Two Million Dollars (\$2,000,000.00) per occurrence.

## INDEPENDENT CONTRACTOR

- 13. This is an Agreement for the performance of services and the PROPONENT is engaged under the agreement as an independent contractor for the sole purpose of providing the Services. Except as is otherwise expressly prescribed in this agreement, neither the PROPONENT nor any of its employees or contractors is engaged by the District as an employee or agent of the District. The PROPONENT is solely responsible for any and all remuneration and benefits payable to its employees and contractors, and all payments or deductions required to be made by any enactment, including those required for Canada Pension Plan, employment insurance, workers' compensation and

income tax. This Agreement does not create a joint venture or partnership, and the PROPONENT has no authority to represent or bind the District in any way.

14. The PROPONENT will not, without prior written consent of the District, incur any expense for which the District shall be required to reimburse the PROPONENT or for which the District, in any other way, shall become liable. Likewise, the District will not, without prior written consent of the PROPONENT, incur any expenses for which the PROPONENT shall be required to reimburse the District or for which the PROPONENT, in any other way, shall become liable.

#### **NO ASSIGNMENT**

15. The PROPONENT may not assign this Agreement.

#### **DISPUTE RESOLUTION**

16. Where there is a dispute between the parties respecting any aspect of this Agreement, either party may give notice to the other requiring a meeting, within 5 days, between the Principal of the PROPONENT, and the District of Sooke Mayor. The parties agree to use their best efforts to resolve any disputes at such a meeting.

#### **TERMINATION**

17. Despite the rest of this Agreement, the District may terminate this Agreement, by giving notice of termination to the PROPONENT, which is effective upon delivery of the notice, if the PROPONENT becomes bankrupt or insolvent, a receiving order is made against the PROPONENT, an assignment is made for the benefit of its creditors, an order is made or resolution passed for the winding up or dissolution of the PROPONENT, or the PROPONENT takes the benefit of any enactment relating to bankrupt or insolvent debtors.

Without limiting any other right or remedy available to the District, if the District terminates this Agreement under this section, the District may arrange, upon such terms and conditions and in such manner as the District considers appropriate, for performance of any part of the Services remaining to be completed, and the PROPONENT is liable to the District for any expenses reasonably and necessarily incurred by the District in engaging the services of another person to perform those Services. The District may set off against, and withhold from amounts due to the PROPONENT such amounts as the District determines, acting reasonably, are necessary to compensate and reimburse the District for the expenses described in this section.

18. Despite the rest of this agreement, the District may, in its sole discretion, terminate or suspend all or any part of the Services upon one months' written notice to the PROPONENT. If the District terminates or suspends all or part of the Services under this section, the PROPONENT may deliver an invoice to the District for the period between the end of the quarter for which the Annual Fee payment was delivered by the PROPONENT and the date of termination or suspension. The District is not entitled to, and irrevocably waives and releases, damages or compensation for costs incurred, loss of profit, or loss of opportunity, directly or indirectly arising out of termination or suspension of all, or any part, of the Services.



19. Despite the rest of this agreement, the PROPONENT may, in its sole discretion, terminate or suspend all or any part of the Services upon one month's written notice to the District. If the PROPONENT terminates or suspends all or part of the Services under this section, the PROPONENT may deliver an invoice to the District for the period between the end of the quarter for which the Annual Fee payment was delivered by the PROPONENT and the date of termination or suspension. The PROPONENT is not entitled to, and irrevocably waives and releases, damages or compensation for costs incurred, loss of profit, or loss of opportunity, directly or indirectly arising out of termination or suspension of all, or any part, of the Services.

## GENERAL

20. Time is of the essence of this Agreement.
21. If any portion of this Agreement is held to be illegal or invalid by a court of competent jurisdiction, the illegal or invalid portion must be severed and the decision that it is illegal or invalid does not affect the validity of the remainder of this Agreement.
22. Any notice, direction, demand, approval, certificate or waiver which may be or is required to be given under this Agreement will be in writing and delivered personally or by courier or sent by fax or e-mail, addressed as follows:

(a) To the District:

District of Sooke  
 2205 Otter Point Road  
 Sooke, B.C. V9Z 1J2  
 Fax Number: (250) 250-642-0541  
 E-mail Address: [info@sooke.ca](mailto:info@sooke.ca)  
 Attention: Chief Administrative Officer

(b) To the PROPONENT:

0881301 B.C. Ltd.  
 6517 Stonewood Drive,  
 Sooke, B.C. V9Z 0Y6  
 E-mail Address: [tm@tfmartin.net](mailto:tm@tfmartin.net)  
 Attention: Terrance Martin

or to such other address, e-mail address or fax number of which notice has been given as provided in this section.

Any notice, direction, demand, approval or waiver delivered is to be considered given on the next business day after it is dispatched for delivery. Any notice, direction, demand, approval or waiver sent by fax or e-mail is to be considered given on the day it is sent, if that day is a business day and if that day is not a business day, it is to be considered given on the next business day after the date it is sent.

23. In this Agreement, reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise, and reference to a particular numbered

section or Schedule is a reference to the correspondingly numbered section or Schedule of this agreement.

- 24. This Agreement is governed by, and is to be interpreted according to, the laws of British Columbia.
- 25. This Agreement enures to the benefit of and is binding upon the parties and their respective successors, subcontractors, trustees, administrators and receivers, despite any rule of law or equity to the contrary.
- 26. This Agreement is the entire agreement between the parties and it terminates and supersedes all previous communications, representations, warranties, covenants and agreements, whether verbal or written, between the parties with respect to the subject matter of this Agreement.
- 27. Waiver of any default by either party must be express and in writing to be effective, and a waiver of a particular default does not waive any other default.

As evidence of their agreement to be bound by the above terms and conditions, the parties have executed this agreement below, on the respective dates written below.

**DISTRICT OF SOOKE** by its authorized signatories:

**0881301 B.C. Ltd.** by its authorized signatory:

\_\_\_\_\_  
Mayor Wendal Milne

\_\_\_\_\_  
Name: Terrance Martin, Principal

\_\_\_\_\_  
Gordon Howie, CAO

Date : \_\_\_\_\_, 2014.

Date : \_\_\_\_\_, 2014.

### Schedule "A"

This Schedule details the Services to be provided by the PROPONENT to the District pursuant to the agreement.

#### General operational services:

- exercise reasonable diligence to determine the condition of the Boat Launch dock/facility and, if possible, remove any dangerous obstructions.
- provide prompt notice to the District of any dredging required to maintain adequate water depth at the Boat Launch dock/facility.
- maintain the Boat Launch dock itself in a state of repair sufficient to withstand expected weather or marine activities nearby.
- maintain the Boat Launch dock itself free of hazards or give appropriate warning of hazards in the Boat Launch dock/facility.
- maintain the Boat Launch operations so that a safe means of egress and ingress to vessels using dock is provided.
- monitor operations including a periodic check of any vessels moored at the dock and their lines.
- assist users (as necessary) of the facility with pumping of their holding tanks.
- exercise reasonable diligence to make the Boat Launch dock/facility safe and to warn of hazards or obstructions that are not known to the vessel owners.
- consider opportunities to include non-profits in the operation and maintenance of the Boat Launch dock/facility.
- In coordination with District staff, develop an annual operating and maintenance budget for the Boat Launch.
- All planned operating and maintenance works are to be pre-approved by the District.

#### Boat Launch Fee Collection

- oversee operation of the District's ticket machine to ensure appropriate fees are collected by users of the District's Boat Launch per the District's *Fees Amendment Bylaw*.
- The District will remit to the PROPONENT 90% of all fees collected.
- explore the possibility of additional revenue generation at the Boat Launch such as advertising listings on the ticket machine or other District assets at the Boat Launch as a means to offset the cost of these Services. The additional revenues would be ancillary in nature and would form the basis for a future possible agreement between the PROPONENT and the District.

### Security and Amenities

- oversee operation of the District's installed security camera system (if installed by the District during the Term).
- Oversee operation of the District's installed webcam capability (if installed by the District during the Term).
- Manage, in coordination with District staff, the installation and maintenance of a fish cleaning station (that meets District approval) on the Boat Launch dock
- Manage, in coordination with District staff, the installation and maintenance of a toilet, subject to approval of the District, on the Boat Launch dock/facility.
- All events scheduled by the District on the facility and the associated boardwalk shall be referred to the PROPONENT for coordination.

### Parking

- oversee parking at the Boat Launch to ensure all users parking at the facility have paid a Boat Launch fee.
- Notify the District of any parking violations.
- work with the Prestige Hotel regarding parking issues at the Boat Launch site
- Offsite parking operations are not included as Services covered under this agreement. The District however is interested in solutions that will alleviate the parking concerns at the Boat Launch and recognizes that the Services in this agreement include the exploration of opportunities for offsite parking arrangements. The District requires prior notification of any planned arrangements for offsite parking and the PROPONENT is required to adhere to all applicable District Bylaws regarding creation of a site for offsite parking.

### Commercial Activities

- Operation of commercial activities at the Boat Launch dock/facility is subject to the terms of the District's Foreshore Lease. During the Term of this agreement, no commercial activities are to be conducted at the Boat Launch dock/facility by the PROPONENT without prior consent of the District.
- The PROPONENT is not to enter into discussions with any provincial or federal authority regarding the Foreshore Lease without prior consent from the District.



## DISTRICT OF SOOKE

### BYLAW No. 591

---

A bylaw to amend Bylaw No. 488, *Fees Bylaw, 2011* to amend the fees for launching a boat and parking at the District of Sooke Public Boat Launch facility.

---

The Council of the District of Sooke enacts as follows:

1. This Bylaw is cited as *Fees Amendment Bylaw (488-3)*.
2. Bylaw No. 488, *Fees Bylaw, 2011* is amended by deleting and replacing *Schedule H – FEES FOR SERVICES – Municipal Property Use of Bylaw No. 488*, in its entirety, with the Schedule H attached as Schedule A to this bylaw.

Introduced and read a first time the        day of        , 2014.

Read a second time the        day of        , 2014.

Read a third time the        day of        , 2014.

Adopted on the        day of        , 2014.

---

Wendal Milne  
Mayor

---

Bonnie Sprinkling  
Corporate Officer

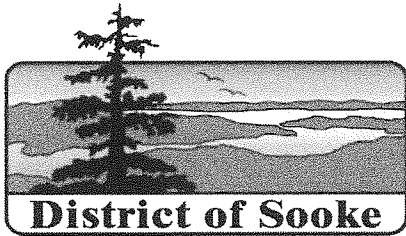
**SCHEDULE A to Bylaw No. 591**

---

**SCHEDULE H**

**FEES FOR SERVICES – Municipal Property Use**

<p>Use of Council Chamber and Meeting Room under Council Chamber and Meeting Room Use Policy</p> <ul style="list-style-type: none"> <li>• Rental fee</li> <li>• Audiovisual equipment fee</li> <li>• Janitorial fee</li> </ul>	<p>\$25.00 for non-tenants            \$25.00            Recovery of actual cost of work under janitorial contract</p>
<p>Use of Public Boat Launch - Non-commercial only (INCLUDES PARKING):</p> <ul style="list-style-type: none"> <li>• Launch of one boat per day</li> <li>• Twelve month boat launch permit valid from date of issue (purchased at Municipal Office)               <ul style="list-style-type: none"> <li>○ Resident</li> <li>○ Non-resident</li> </ul> </li> </ul>	<p>\$ 10.00             \$ 60.00            \$120.00</p>
<p>Use of Public Boat Launch parking - General Pay</p> <ul style="list-style-type: none"> <li>• Hourly rate</li> <li>• 24-Hour rate</li> </ul>	<p>\$ 2.00            \$10.00</p>



File No. 1880-20

**DIRECTION REQUEST**  
Regular Council  
Meeting Date: June 9, 2014

To: Gord Howie, Chief Administrative Officer  
From: Michael Dillabaugh, Director of Finance  
Re: **2013 Statement of Financial Information Report**

**RECOMMENDATION:**

**THAT COUNCIL** approve the 2013 Statement of Financial Information and authorize staff to forward it to the Ministry of Community, Sport and Cultural Development along with the 2013 Audited Financial Statements.

**1. Background:**

In accordance with the *Financial Information Act*, the District of Sooke must file each year a Statement of Financial Information (SOFI) with the Ministry of Community, Sport and Cultural Development.

The current SOFI Report consists of the 2013 Audited Financial Statements and accompanying schedules to report guarantee and indemnity agreements, remuneration and expenses, and supplier payments. The schedules are consistent with the 2013 audited financial statements which are included in the 2013 Annual Report.

**Attached Documents:**

1. 2013 Statement of Financial Information



Respectfully,



for,

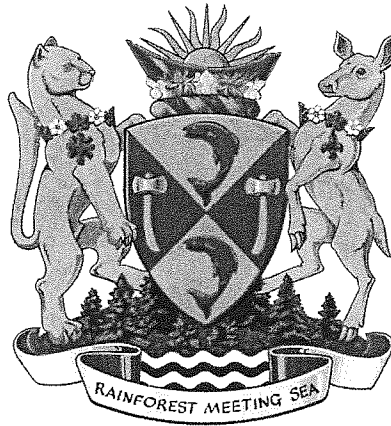
Michael Dillabaugh, CA  
Director of Finance

Approved for Finance and  
Administration Agenda

  
Engineering  
Corp. Services  
CAO  
Planning  
Finance







**DISTRICT OF SOOKE**  
**STATEMENT OF FINANCIAL INFORMATION**  
**(SOFI)**

**Pursuant to section 2(3) of the**  
***Financial Information Act***

**June 9, 2014**



File No. 1880-20

June 9, 2014

### **DISTRICT OF SOOKE MANAGEMENT REPORT**

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with generally accepted accounting principles or stated accounting principles, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The external auditors, KPMG, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the corporation's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly.

On behalf of the District of Sooke,

---

Michael J. Dillabaugh, CA  
Director of Finance

**Statement of Financial Information**  
**Prepared under the *Financial Information Act***  
**For the Year ended December 31, 2013**

**STATEMENT OF DEBTS**

Prepared under the *Financial Information Regulation Schedule 1, Subsection 4*

Information on all long-term debts for this organization is included in Note 5 to the 2013 Financial Statements.

**SCHEDULE OF GUARANTEE OR INDEMNITY**

Prepared under the *Financial Information Regulation Schedule 1, Subsection 5*

The District of Sooke has not given any guarantees or indemnities in 2013 under the *Guarantees and Indemnities Regulations*.

**STATEMENT OF SEVERANCE AGREEMENTS**

Prepared under the *Financial Information Regulation Schedule 1, Section 6 to Subsection 6(7)*

There was one (1) severance agreement under which payment commenced between the District of Sooke and its non-unionized employees during 2013.

The above non-union severance agreement is represented by:

1. Three (3.13) equivalent months of compensation

There was one (1) severance agreement under which payment commenced between the District of Sooke and its unionized employees during 2013.

The above union severance agreement is represented by:

1. One (1) equivalent months of compensation

## District of Sooke

Statement of Financial Information for the year ended December 31, 2013

### Remuneration, Wages and Expenses

Name	Position	Remuneration	Expenses (Note 1)		
			(paid directly)	(paid indirectly)	Total
Milne, Wendal	Mayor	20,320.04	\$ 771.71	\$ 2,623.65	\$ 3,395.36
Berger, Beverly	Councillor	10,160.02	-	4,350.30	4,350.30
Haldane, Herb	Councillor	10,160.02	947.02	5,046.66	5,993.68
Kasper, Rick	Councillor	10,160.02	759.25	3,753.38	4,512.63
Pearson, Kevin	Councillor	10,160.02	-	201.46	201.46
Reay, Kerrie	Councillor	10,160.02	-	916.25	916.25
Tait, Maja	Councillor	10,160.02	-	1,914.82	1,914.82
<b>Totals</b>		<b>\$ 81,280.16</b>	<b>\$ 2,477.98</b>	<b>\$ 18,806.52</b>	<b>\$ 21,284.50</b>

### Employees with Gross Salary Greater than \$75,000

Name	Position	Wages > \$75,000	Expenses (Note 1)
Barney, Matthew	Assistant Fire Chief	\$ 92,031.89	\$ 2,176.21
Dillabaugh, Michael	Director of Finance	105,093.39	7,721.72
Goble, Brian	Head of Geographic Services	79,731.06	990.00
Hooper, Laura	Parks Coordinator	76,498.14	1,447.36
Howie, Gordon	CAO	122,794.81	6,761.81
Johnson, Tara	Planner II	77,249.12	2,390.50
LeBlanc, Gerard	Municipal Planner	87,643.52	3,434.88
McCrea, Christopher	Firefighter	80,810.58	946.43
McLeod, Richard	Deputy Fire Chief	95,573.61	446.42
Nelson, Elisabeth	Municipal Engineer	115,112.99	5,238.13
Norris-Jones, Cameron	Firefighter	81,452.97	1,823.68
Sorensen, Steve	Fire Chief	109,342.49	2,682.72
Sprinkling, Bonnie	Corporate Officer	90,292.77	506.47
<b>Total: Employees with remuneration Greater Than \$75,000</b>		<b>\$ 1,213,627.34</b>	<b>\$ 36,566.33</b>
<b>ADD: Employees with remuneration Less Than \$75,000</b>		<b>1,149,470.99</b>	<b>42,029.80</b>
<b>TOTAL: EMPLOYEES</b>		<b>\$ 2,363,098.33</b>	<b>\$ 78,596.13</b>

### Summary

	Remuneration & Wages	Expenses
Elected Officials	\$ 81,280.16	\$ 21,284.50
Employees	2,363,098.33	78,596.13
<b>TOTAL</b>	<b>\$ 2,444,378.49</b>	<b>\$ 99,880.63</b>

Total wages from 2013 T4's \$ 2,444,378.49

Note 1: Expenses include payments made for travel, training, seminars, education, professional dues and other expenses related to their position.

# District of Sooke

Statement of Financial Information for the year ended December 31, 2013

## Schedule Showing Total Paid to Each Supplier For Payments Exceeding \$25,000

Supplier Name	Total Amount Paid
<b>Payment of collections on behalf of other government agencies</b>	
BC Assessment Authority	\$140,962.28
BC Transit	\$604,550.84
Capital Regional District	\$3,451,571.27
Capital Regional Hospital District	\$663,615.39
CRD Water Department	\$99,394.33
Capital Regional District-Water Dept DCC	\$150,639.77
Province of BC - School tax	\$2,407,704.75
<b>Employee/Employer payment of payroll costs</b>	
Desjardins Financial Security - Benefits	\$175,205.85
Revenue Services of British Columbia - MSP	\$38,713.50
Municipal Pension Plan	\$368,381.48
Receiver General for Canada	\$826,653.44
WorkSafe BC	\$28,403.08
<b>Contractual Obligations</b>	
Capital Reg. Emerg. Serv. Telecommunications - CREST	\$41,661.00
EPCOR Water (West) Inc - Wastewater Contract	\$1,404,395.57
Mainroad South Island Contracting Ltd. - Road Maintenance	\$244,382.73
MFA Leasing Corporation	\$74,374.17
R.C.M.P.	\$1,607,096.90
Vancouver Island Regional Library	\$456,772.00
West Coast Gardening - Public Space Maintenance	\$59,978.13
4-M Bobcat & Trucking Ltd Total	\$52,312.08
Arterra Landscaping Total	\$99,357.84
<b>Utilities</b>	
BC Hydro	\$130,724.88
<b>Refund of performance deposits held</b>	
Ridley, Ronald	\$27,706.28

## District of Sooke

Statement of Financial Information for the year ended December 31, 2013

### Schedule Showing Total Paid to Each Supplier For Payments Exceeding \$25,000

Supplier Name	Total Amount Paid
<b>Payments to Community Associations</b>	
Sooke Community Association	\$37,103.75
Sooke Fire Fighters Association	\$53,597.76
Sooke Region Chamber of Commerce	\$36,423.36
Sooke Regional Tourism Association	\$28,750.00
<b>Other expenditures</b>	
CIBC - VISA	\$78,337.78
Hallgren & Faulkner In trust	\$783,003.18
Hendry Swinton McKenzie - Insurance	\$39,493.00
Insurance Corporation of BC	\$46,741.00
KPMG Chartered Accountants	\$31,640.00
Lidstone & Company	\$88,779.28
McElhanney Consulting Services Ltd	\$81,248.77
Minister of Finance	\$90,553.57
Monk Office	\$28,709.60
Municipal Insurance Association of British Columbia	\$82,635.34
Prestige Sooke Holdings Ltd	\$319,896.27
Robertson, Julie	\$39,600.54
Rocky Mountain Phoenix	\$36,794.52
Saanich, Municipality of	\$88,540.19
Seastar Excavating	\$33,443.39
Total Aggregate for Suppliers over \$25,000	\$15,179,848.86
Total Aggregate for Suppliers under \$25,000	<u>\$1,255,527.13</u>
Total Suppliers	<u>\$ 16,435,375.99</u>

The Total Aggregate for Suppliers are not reconciled to the audited Financial Statements.

**DISTRICT OF SOOKE**

**STATEMENT OF FINANCIAL INFORMATION  
APPROVAL**

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

---

Michael J. Dillabaugh, CA  
Director of Finance  
June 9, 2014

---

Wendal Milne  
Mayor  
June 9, 2014







File No. 1880 - 20

**REQUEST FOR DECISION**  
Regular Council  
Meeting Date: June 9, 2014

To: Gord Howie, Chief Administrative Officer  
From: Michael Dillabaugh, Director of Finance  
Re: **2013 Development Cost Charges Report**

**RECOMMENDATION:**

**THAT COUNCIL** accept the 2013 Development Cost Charges Report and authorize staff to make the report available to the public.


**Background:**

In accordance with the *Local Government Act*, the District of Sooke must prepare and consider a Development Cost Charges (DCC) report in compliance with subsections 1, 2 and 3 of section 937.01 of the *Local Government Act*. This report must include the amount of DCC's received, the expenditures from the DCC reserve funds, the balance in the DCC reserve funds at the start and the end of the applicable year and any waivers and reductions under section 933.1 (2).


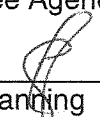



**Attached Documents:**

1. 2013 DCC Report

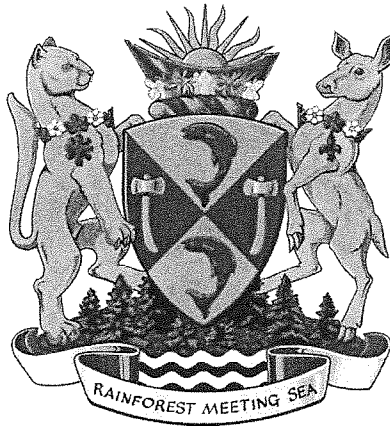
Respectfully,

  
\_\_\_\_\_  
for,  
Michael Dillabaugh, CA  
Director of Finance

Approved for Finance and  
Administration Committee Agenda

 _____ Engineering	 _____ Planning
 _____ Corp. Services	 _____ Finance
 _____ CAO	





**DISTRICT OF SOOKE**  
**2013 DEVELOPMENT COST CHARGES REPORT**

**Pursuant to section 937.01(1) of the  
*LOCAL GOVERNMENT ACT***

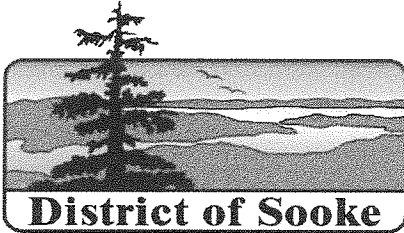
## District of Sooke

### Development Cost Charges Report for the year ended December 31, 2013

In accordance with Section 937.01 of the *Local Government Act*

	2013	2012
<b>Opening balance of unspent funds</b>	\$ 4,607,554	\$ 4,640,018
Add: Development cost charges received during the year	287,889	370,155
Interest income restricted for projects	28,049	28,022
	<u>315,938</u>	<u>398,177</u>
Less: Amount spent on projects and recorded as revenue	(1,115,922)	(430,641)
<b>Closing balance of unspent funds</b>	<u>\$ 3,807,570</u>	<u>\$ 4,607,554</u>

In accordance with Bylaw 408, development cost charges were reduced by \$nil in 2013 (2012 - \$nil)  
There were no waivers/and or reductions in development cost charges during 2013.



**DIRECTION REQUEST  
REGULAR COUNCIL**  
Meeting Date: June 9, 2014

To: Gord Howie, Chief Administrative Officer  
From: Bonnie Sprinkling, Corporate Officer  
Re: **2014 Annual Municipal Meeting**

**SUGGESTED ACTION:**

**THAT COUNCIL** make the 2014 Annual Municipal Report available for public inspection under section 97 of the *Community Charter*;  
**AND TO** have the Report available for public inspection at the Annual Municipal Meeting scheduled for June 23, 2014.

**Executive Summary:**

Before June 30<sup>th</sup> each year, the *Community Charter* (s. 98) requires every Council to prepare an Annual Municipal Report and make it available for public inspection.

Under S. 99 of the *Community Charter* Council is required to hold an Annual Municipal Meeting to consider the District's Annual Municipal Report and to receive comments and questions from the public. The meeting must be held no less than 14 days following the release of the annual report to the public. Public notice of the date, time and place of the Annual Meeting must be made on the website and public notice boards and in two consecutive weekly newspaper publications.

**Background:**

The Annual Municipal Report must include:

- A. A statement of objectives and measures that will be used as the basis for determining the municipality's performance during 2014 and 2015.**

Based on the District of Sooke Corporate Strategic Plan and Five-year Financial Plan, the 2014 Annual Municipal Report includes the 2014- 2015 Municipal Objectives and Measures to be used as the basis for determining the municipality's performance during the current and following years.

**B. The performance of the municipality with respect to established objectives and measures for 2013.**

The 2014 Annual Municipal Report presents the progress reporting on the performance of the municipality with respect to the municipal objectives and measures established in the 2013 Annual Municipal Report.

**C. A list of permissive tax exempted properties for 2013;**

The Annual Report includes a list of the permissive tax exemptions adopted by Council for 2013 and for each exemption, the amount of property tax that would have been imposed during 2013 if the exemption had not been granted.

**D. The audited financial statements for 2013;**

The municipal auditors presented to Council the 2013 Audited Financial Statements at the May 12<sup>th</sup>, 2014 Council meeting.

**E. A report on the municipality's services and operations for 2013;**

The Annual Report presents a section from each of the District of Sooke departments as to the municipal services and operations for 2013, including highlights and major achievements. These sections provide an opportunity to inform the public on all major changes and developments. The statements were previously provided to Council as 2013 year end reports.


**F. Declarations of disqualification (if any).**


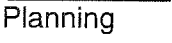



For 2013, there were no declarations of disqualification.

**Documents:**

1. Timeline for Annual Municipal Report and Meeting.
2. 2014 District of Sooke Annual Municipal Report (provided separately)

Respectfully,

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

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

# 2014 ANNUAL MUNICIPAL REPORT

## **Community Charter (section 98)**

Council must prepare an Annual Municipal Report, and make it available for public inspection, before June 30 each year. Report must include:

- A statement of objectives and measures that will be used as the basis for determining the municipality's performance during 2014 and 2015;
- Progress report on the objectives and measures established for 2013;
- Report on the municipality's services and operations for 2013;
- The audited financial statements for the previous year 2013;
- A list of permissive tax exempted properties 2013;
- Declarations of disqualification (if any) for 2013.

## **Community Charter (section 186 and 814(3) LGA)**

As reporting Council remuneration, expenses and contracts must be done at least once a year, it is convenient to prepare and present this information at the same meeting as the Annual Municipal Meeting.

- Statement of Financial Information Report

## **Local Government Act (section 937.01(1) and 933)**

Before June 30 in each year, a local government must prepare and consider a report with respect to the annual development cost charges for the previous year.

- Annual Development Cost Charges Report for 2013

## **Community Charter (section 99)**

Annual Meeting must be held no less than 14 days after release of Annual Report

## **TIMELINE**

2013 Audited Financial Statements	KPMG (municipal auditors) Report	Regular Council Meeting May 12, 2014
Annual Reports (A/R, SOFI, DCC)	Release to Public	Regular Council Meeting June 9, 2014
Publish Notice	2 consecutive publications (section 94 & 99 CC)	June 11 <sup>th</sup> and 18 <sup>th</sup> , 2014
Annual Municipal Meeting	Section 99 (CC)	Regular Council Meeting June 23, 2014







The

# *Sooke Region Chamber of Commerce*

PO Box 18, #103 - 2015 Shields Road, Sooke, British Columbia, V9Z 0E4  
www.sookeregionchamber.com 250.642.6112 info@sookeregionchamber.com

## **Chamber Update to District of Sooke – June 9, 2014**

### **Preamble**

*The Sooke Region Chamber of Commerce (the “Chamber”) is pleased to provide regular monthly updates to the Mayor and Council of the District of Sooke (the “DoS”). This updating process will act as an instrument to clearly communicate Chamber activities and initiatives, as well as to provide the DoS with recommendations to proactively plan for opportunities and challenges that are identified, as they relate to economic development for the Sooke region.*

*The Chamber’s activities and initiatives are based on following its core purpose, which is defined as being:*

- *a supportive resource for local businesses to achieve greater success*
- *to facilitate new economic development opportunities*
- *to foster positive business relationships with the community*
- *to constructively influence public policy and governments in supporting free enterprise*

### **April & May 2014 Overview**

#### Administration:

- Chamber provided its 2013 annual report to the DoS for the March 31st submission deadline which was reviewed by the Finance & Administration Committee on April 7th. It was noted that the Chamber is pursuing a dedicated tourism marketing plan in 2014 focusing on the “day-tripper” or “South Vancouver Island” demographic.
- Chamber had new Bylaws approved at a Special General Meeting in April, as it was determined the previous By-Laws contained numerous critical errors and omissions that required amendments in order for its rules and processes to align it with nationally accepted standards of protocol.
- Responded to 47 inquiries from visitors and prospective business owners on relocation to Sooke.
- Current membership status is 148 member companies.

#### Business Assistance:

- A number of important business communication pieces were sent to members in April and May.
- Chamber celebrated successful transition of Mix by Ric’s restaurant at the Prestige Oceanfront Resort to become the West Coast Grill through various email blasts, etc to the business community.
- Chamber has continued to field quite a few phone calls from local businesses and residents who are very upset with the fact that a recycling and waste transfer station has been established and is operating in the Kaltasin yards without proper zoning being in place. The Chamber has encouraged these people to contact the District of Sooke with their concerns.

#### Business Promotions/Marketing/Advertising:

- Chamber continues to market its free online directory to all businesses (member and non-members) and is receiving strong uptake.
- Chamber coordinated a 2 page editorial spotlight on Sooke in the annual edition of the 2014 West Coast SunCruiser magazine. Local businesses such as the Prestige Oceanfront Resort, Mix by Ric’s, West Coast Outdoor Adventure, Sea Flora, Sooke Coastal Explorations, Le Sooke Spa, Excitement Fishing Charters, Tugwell Creek, Rainforest Tours, and the Sooke Region Chamber of Commerce were all featured in the article. It is also noteworthy that the front cover of the magazine had the prominent tagline “Wild by

Nature - Seductive Sooke” on it. The publication has a distribution of 100K copies throughout BC, Alberta, Washington, Oregon and California and will act as a strong catalyst for visitors coming into the summer tourist season via boat, RV, motorcycle, or other means.

- Chamber’s Business Member Spotlight series with Sooke News Mirror has had good uptake with a number of local businesses already being profiled.

#### Community Activities:

- Chamber held a successful inaugural Newcomer’s Club meeting in May, which saw 18 new residents attend. The Newcomer’s Club is aimed at bringing relatively new Sooke residents together to bridge the gap between the them and local businesses. This in an effort to advocate a stronger “Shop Local” culture.
- Chamber launched it’s “Better Buy Sooke” shop local campaign to members and the general public, having created a Better Buy Sooke window sticker (see below) that Chamber member businesses can put into their storefront windows to demonstrate their support for the shop local philosophy.



#### Economic Development Initiatives:

- Have worked with Prestige Oceanfront Resort to secure a major summer conference in Sooke for the Meeting Professionals International Association (MPI) for June 20-22, 2014. The conference would be specifically held to acquaint these key meeting planners with our various local accommodation, conference & convention services, as well as bring awareness to the many local excursion opportunities available in the Sooke region. Daily tours of local Sooke attractions and the business community at-large have been scheduled with Chamber President Michael Nyikes acting as host/community ambassador.
- Chamber continues to work with District of Sooke regarding possible implementation of a 2% hotel tax through accommodation providers in Sooke.
- Chamber has been in discussions with a mainland-based composting company that is interested in establishing a new organic composting facility in the Sooke region.
- Chamber has had 2 meetings with a Chinese investment group looking at purchasing oceanfront land in Sooke for the possible construction of another large hotel/resort.
- Chamber is working with a Victoria based organization on developing another triathlon-type event in Sooke for 2015.

#### Chamber recommendations to DoS

- In the past month, the Chamber received quite a few complaints from local businesses and residents who are very upset with the fact that a recycling and waste transfer station has been established and is operating in the Kaltasin yards without proper zoning being in place, and that the District of Sooke does not appear to be upholding and enforcing the requirements of the current zoning bylaws. The Chamber recommends this issue be appropriately dealt with by the District of Sooke.
- Chamber reviewed the Sooke Town Centre Design Guidelines in January and provided a letter outlining proposed changes to the document to DoS staff. This in an effort to assist in creating a clearer “architectural theme” for future building facades in downtown core. The Chamber would like an update on where this currently sits at the District of Sooke.

**Respectfully submitted by the Sooke Region Chamber of Commerce**