



## DISTRICT OF SOOKE

Minutes of the Regular Meeting of Council  
held in the Council Chamber  
at 2225 Otter Point Road, Sooke, BC  
on January 14, 2013  
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 Rick Kasper  
Councillor Kerrie Reay  
Councillor Maja Tait

### STAFF PRESENT (Open Portion)

Michael Dillabaugh, Director of Finance  
Bonnie Sprinkling, Corporate Officer  
Gerard LeBlanc, Municipal Planner  
Tracy Olsen, Planner II  
Elisabeth Nelson, Municipal Engineer  
Steve Sorensen, Fire Chief  
Tina Hansen, Corporate Assistant  
Staff Sgt. Steve Wright (left at 7:21 pm)

### ABSENT

Councillor Kevin Pearson

### CALL TO ORDER

Mayor Milne called the meeting to order at 6:05 p.m. in the Municipal Meeting Room.

### MOTION TO CLOSE THE MEETING TO THE PUBLIC

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

- 90(1)(g) litigation or potential litigation affecting the municipality;
- 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**CARRIED UNANIMOUSLY**

### CALL TO ORDER - OPEN PORTION

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

### APPROVAL OF THE AGENDA

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

**CARRIED UNANIMOUSLY**

### ADOPTION OF MINUTES

**MOVED** and seconded that the minutes of the Regular Council meeting held on December 10, 2012 be adopted as circulated.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Committee of the Whole meeting held on December 10, 2012 be adopted as circulated.  
**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Special Council meeting held on December 17, 2012 be adopted as circulated.  
**CARRIED UNANIMOUSLY**

## **MINUTES FOR INFORMATION**

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

December 11, 2012	Finance and Administration Committee
December 17, 2012	Land Use and Environment Committee
January 7, 2013	Finance and Administration Committee
January 7, 2013 reconvened on January 8, 2013	Finance and Administration Committee

**CARRIED UNANIMOUSLY**

### **RI-2 RCMP Reports**

- **Monthly Mayor Reports – November and December 2012**
- **Annual Performance Plan**

Staff Sergeant Wright provided a summary of the RCMP Monthly Mayor Reports for November and December 2012 and provided a recap of 2012 Policing Priorities in the following areas:

- Reduction of property offenses
- Reduction in collisions
- Reduction in substance abuse among youth
- Enhanced relations with First Nation communities

Staff Sergeant Wright addressed Council on the 2013 and 2014 Policing Priorities reporting that the Sooke detachment continues to utilize citizens on patrol, continues with conducting more enhanced preventative patrols on high crime areas, more directed enforcement towards seatbelts, distracted and impaired drivers, and more traffic enforcement where accidents are occurring. The detachment continues to work with the Integrated Road Safety Unit and the South Island Traffic Services and Corporal Hilderley continues an anti-bullying program (WITTS) in the schools. Staff Sergeant Wright provided statistics for calls and incidents reporting a significant impact in most areas.

## **DELEGATIONS**

### **D-1 Sooke Region Food CHI Society – Fiscal Host for EPCOR Funding – Phoebe Dunbar**

Phoebe Dunbar addressed Council on Sooke Region Food CHI Society's request to the District of Sooke to serve as a fiscal host in an EPCOR Community Investment grant application. The grant will be used to drain and grade the north east corner of the Sunriver Community Gardens and fruit orchard to enable further food production growing areas and plots. Ms. Dunbar reported that Sooke Region Food CHI has applied to become a registered charity and once they become a registered charity, they will no longer require a fiscal host when applying for grants.

**MOVED** and seconded that the District of Sooke serve as a fiscal host for Sooke Region Food CHI Society in their application for an EPCOR Community Investment Grant.  
**CARRIED UNANIMOUSLY**

## **PUBLIC QUESTION AND COMMENT PERIOD**

Jeff Bateman, Sooke resident, addressed Council on concerns that the process for Bylaw No. 600 is moving too quickly and that it needs to slow down a bit. Mr. Bateman requested that Council provide a brief synopsis of what happens during Committee meetings and also advised of his support with the new Community Grant Review Committee Policy.

## **BYLAWS**

### **B-1 Bylaw No. 561, *Flood Regulation Bylaw, 2013***

**MOVED** and seconded that Bylaw No. 561, *Flood Regulation Bylaw, 2013* be introduced and read a first time.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that Bylaw No. 561, *Flood Regulation Bylaw, 2013* be read a second time.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that Bylaw No. 561, *Flood Regulation Bylaw, 2013* be read a third time.

**CARRIED UNANIMOUSLY**

### **B-2 Bylaw No. 600, *Sooke Zoning Bylaw, 2013***

#### ***Referral Responses***

**MOVED** and seconded to modify the definitions of community water system to “a water system providing water to more than one single family dwelling and requiring approval from the local Health Authority.”

**CARRIED UNANIMOUSLY**

#### ***Administrative Corrections***

**MOVED** and seconded to change the cross-references in section 3.28 to sections 3.29 and 3.30;

**AND TO** change the wording of section 102.2 (d) to: Single family dwelling or duplex;  
**AND FURTHER TO** add the clause, “Outside of the Town Centre” to the sentence in section 4.8 Parking Requirements beginning with: “A developer of land...”

**CARRIED UNANIMOUSLY**

***Temporary Accommodation***

**MOVED** and seconded to add “*unless otherwise specified*” to the definition of Temporary Accommodation.

**CARRIED UNANIMOUSLY**

***Mapping Correction - 1686 Whiffin Spit Road***

**MOVED** and seconded to correct the zoning of 1686 Whiffin Spit Road on Schedule A from Small Scale Agriculture (RU3) to Rural Residential (RU4) as the property is not in the ALR.

**CARRIED UNANIMOUSLY**

***Setbacks in the Manufactured Home Park (MHP) Zone***

**MOVED** and seconded to replace section 301.12 (d) with the following:

*“Notwithstanding section 301.11, a six meter setback is required between all manufactured homes with the exception of a manufactured home being installed to replace a manufactured home which was in existence at the time of adoption of this bylaw and which was lawfully sited at the time it was originally installed, regardless of the width of the new home or its location on the site. This exemption does not include accessory buildings or attachments to the manufactured home which are not deemed to be part of the principal building.”*

**CARRIED UNANIMOUSLY**

**REPORTS REQUIRING ACTION**

**RA-1 Petition for Local Area Service – 2259 Phillips Road – Sooke Community Association Campground**

**MOVED** and seconded to receive the Petition for Local Area Service for 2259 Phillips Road – Sooke Community Association Campground.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to introduce and give first reading to Bylaw No. 562, *Sooke Core Sewer Specified Area Amendment Bylaw (147-19)*.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to give second reading to Bylaw No. 562, *Sooke Core Sewer Specified Area Amendment Bylaw (147-19)*.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to give third reading to Bylaw No. 562, *Sooke Core Sewer Specified Area Amendment Bylaw (147-19)*.

**CARRIED UNANIMOUSLY**

**RA-2 Land Use and Environment Committee Recommendations from December 17, 2012 meeting:**

**Proposed Road Closure and Exchange of Otter Point Road Right of Way Adjacent to 2100 Otter Point Road**

**MOVED** and seconded to direct staff to proceed with the preparation of a bylaw to close and remove the highway dedication and dispose of portions of Otter Point Road.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to direct staff to negotiate a direct exchange of the proposed portions of Otter Point Road to be closed for the new Otter Point Road alignment to be dedicated, with the owner of 2100 Otter Point Road.

**CARRIED UNANIMOUSLY**

**RA-3 Finance and Administration Committee Recommendations from January 7, 2013 meeting:**

***Community Grant Program***

**MOVED** and seconded to approve the amended Community Grant Review Committee *Terms of Reference* and Policy 5.1, *Community Grant Program Policy, 2013*.

**CARRIED**

**Councillor Tait opposed the motion**

Mayor Milne advised that he will appoint Councillor Reay as Chair of the Community Grant Review Committee for 2013.

**MOVED** and seconded to direct staff to advertise for public members to appoint to the Community Grant Review Committee.

**CARRIED UNANIMOUSLY**

**RA-4 Vancouver Island Regional Library Board (VIRL) Discussions on New Facility in Sooke**

Mayor Milne reported that the Vancouver Island Regional Library Board (VIRL) has began discussions regarding a new Library facility in Sooke and that he would like to have members of Council work with Chief Administrative Officer Gordon Howie and the Vancouver Island Regional Library Board with plans for the new library facility.

Mayor Milne appointed Councillor Kasper and Councillor Reay to work with the Chief Administrative Officer in discussions with the Vancouver Island Regional Library Board (VIRL) on a New Facility in Sooke.

**RA-5 Local Government Leadership Academy (LGLA) – 2013 Leadership Forum**

**MOVED** and seconded to authorize Councillor Kasper to attend the Local Government Leadership Academy (LGLA) 2013 Forum February 20<sup>th</sup> to 22<sup>nd</sup>, 2013;

**AND THAT** the expenses for the Forum be reimbursed in accordance with Policy 1.5, *Council Expense Policy, 2008*.  
**CARRIED UNANIMOUSLY**

## **REPORTS FOR INFORMATION**

### **RI-1 Mayor and Council Reports**

Mayor Milne addressed Council and members of the public by reading his Mayor's Statement for 2013. Mayor Milne reflected on achievements during 2012 and advised of initiatives and priorities that Council will consider for 2013 and 2014. Mayor Milne reported on the preliminary budget for 2013.

**MOVED** and seconded to receive the Mayor's Statement for information.  
**CARRIED UNANIMOUSLY**

Councillor Reay reported on attending the Victoria Family Court Youth and Justice Committee meeting and also on attending the Te'mexw Advisory Committee Forum of Councils.

Councillor Haldane reported on attending the Te'mexw Treaty Advisory Committee Forum of Councils.

Councillor Berger reported on attending the SEAPARC meeting and provided an updated on the CASA and CHI merger.

Councillor Kasper reported that the Finance and Administration Committee has almost completed budget deliberations on the proposed budget for 2013. Councillor Kasper also reported on attending a meeting with Mayor Milne and representatives for Senior's to discuss ways to assist the requirements for seniors in the community.

Councillor Tait reported on attending a meeting for the Mayor's Advisory Panel on Economic Development in December and also reported on an upcoming SRTA meeting and a "Market Forecast" event on January 23<sup>rd</sup> with the Urban Development Institute.

## **NEW BUSINESS**

### **CORRESPONDENCE REQUIRING ACTION**

#### **C-1 Council to direct Mayor to send a letter to the Sooke Bike Club requesting Society and Membership Information and 2012 Financial Statements**

**MOVED** and seconded to send a letter to the Sooke Bike Club requesting Society and Membership Information and 2012 Financial Statements.  
**CARRIED**

**Councillor Tait and Councillor Haldane opposed the motion**

**ADJOURNMENT**

**MOVED** and seconded to adjourn the meeting at 8:47 p.m.  
**CARRIED UNANIMOUSLY**

**Certified Correct:**

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**Wendal Milne**  
Mayor

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**Bonnie Sprinkling**  
Corporate Officer



## DISTRICT OF SOOKE

Minutes of the Regular Meeting of Council  
held in the Council Chamber  
at 2225 Otter Point Road, Sooke, BC  
on January 28, 2013  
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 Rick Kasper  
Councillor Kerrie Reay  
Councillor Maja Tait

### STAFF PRESENT (Open Portion)

Dave Gawley, Acting Chief Administrative Officer  
Michael Dillabaugh, Director of Finance  
Bonnie Sprinkling, Corporate Officer  
Gerard LeBlanc, Municipal Planner  
Steve Sorensen, Fire Chief  
Tina Hansen, Corporate Assistant  
Gerald Fukakusa, Deputy Director of Finance (left at  
7:40 pm)

### ABSENT

Councillor Kevin Pearson

### CALL TO ORDER

Mayor Milne called the meeting to order at 6:10 p.m. in the Municipal Meeting Room.

### MOTION TO CLOSE THE MEETING TO THE PUBLIC

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

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

90(1)(c) labour relations or other employee relations.

90(1)(g) litigation or potential litigation affecting the municipality;

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

### CALL TO ORDER - OPEN PORTION

Mayor Milne called the open portion of the Regular Council meeting to order at 7:01 p.m. in the Council Chambers.

### APPROVAL OF THE AGENDA

**MOVED** and seconded to move item RA-4 Appointment of Officers and Designated Employees to immediately following Public Question and Comment Period.

**CARRIED UNANIMOUSLY**

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

**CARRIED UNANIMOUSLY**

## ADOPTION OF MINUTES

**MOVED** and seconded that the minutes of the Regular Council meeting held on January 14, 2013 be adopted as circulated.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Committee of the Whole meeting held on January 14, 2013 be adopted as circulated.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Public Hearing held on January 15, 2013 be adopted as circulated.

**CARRIED UNANIMOUSLY**

## MINUTES FOR INFORMATION

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

January 21, 2013            Land Use and Environment Committee

January 22, 2013            Emergency Planning Committee

**CARRIED UNANIMOUSLY**

## PUBLIC QUESTION AND COMMENT PERIOD

Ellen Lewers, Sooke resident asked for clarification as to the Emergency Planning Committee request for funding for emergency supplies and the discussion that took place at the Finance and Administration regarding storage of the supplies at the Kaltasin Works Yard. Ms. Lewers also inquired as to the Sunriver Muster Station and commented on having vehicle lights for those attending calls on behalf of the fire department.

### RA-4 Appointment of Officers and Designated Employees

Michael Dillabaugh introduced Gerald Fukakusa, as the new Deputy Director of Finance for the District of Sooke.

Mayor Milne welcomed Mr. Fukakusa to the District of Sooke.

**MOVED** and seconded to appoint Gordon Howie as Chief Administrative Officer in accordance with section 147 of the *Community Charter* effective February 4, 2013;

**AND TO** appoint Gerald Fukakusa as Deputy Director of Finance effective January 14, 2013;

**AND FURTHER TO** terminate Marilyn Moase and Dene-Jo Gibson as Animal Control Officers and appoint Rick Illi, Dave Skorzewski, Rob Letts and Steve McKellar as Animal Control Officers.

**CARRIED UNANIMOUSLY**

Mayor Milne took the opportunity to thank Dave Gawley for acting as Chief Administrative Officer for the District of Sooke over the past several months. This is Mr. Gawley's last Council meeting before the new Chief Administrative Officer, Gordon Howie begins on February 4<sup>th</sup>, 2013.

## BYLAWS

- B-1 Bylaw No, 519, *Zoning Amendment Bylaw (500-3)* – Nott Brook  
Bylaw No. 520, *Nott Brook Phased Development Agreement Authorization Bylaw, 2012***

**MOVED** and seconded that Bylaw No, 519, *Zoning Amendment Bylaw (500-3)* be adopted.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that Bylaw No. 520, *Nott Brook Phased Development Agreement Authorization Bylaw, 2012* be adopted.

**CARRIED UNANIMOUSLY**

- B-2 Bylaw No. 561, *Flood Regulation Bylaw, 2013***

**MOVED** and seconded that Bylaw No. 561, *Flood Regulation Bylaw, 2013* be adopted.

**CARRIED UNANIMOUSLY**

- B-3 Bylaw No. 562, *Sooke Core Sewer Specified Area Amendment Bylaw (147-19)* – 2259  
Phillips Road – Sooke Community Association Campground**

**MOVED** and seconded that Bylaw No. 562, *Sooke Core Sewer Specified Area Amendment Bylaw (147-19)* be adopted.

**CARRIED UNANIMOUSLY**

- B-4 Bylaw No. 600, *Sooke Zoning Bylaw, 2013***

**MOVED** and seconded that Bylaw No. 600, *Sooke Zoning Bylaw, 2013* be adopted.

**CARRIED UNANIMOUSLY**

**Councillor Tait opposed the motion**

- B-5 Bylaw No. 558, *Zoning Amendment Bylaw (600-1)* – 1781 Minnie Road & 7057 West  
Coast Road  
Bylaw No. 559, *1781 Minnie Road & 7057 West Coast Road Phased Development  
Agreement Authorization Bylaw, 2013*  
Bylaw No. 560, *Sooke Core Sewer Specified Area Amendment Bylaw (147-18)***

Councillor Reay declared a possible conflict of interest with this agenda item and left the meeting and 7:10 p.m.

Jared Steingard, Westbrook Consulting Ltd. representing the applicant provided a power point presentation for the Rezoning Application and Phased Development at 1781 Minnie Road and 7057 West Coast Road.

**MOVED** and seconded to refer the application back to staff to provide further information regarding a solution to the sewer installation for the proposed development.  
**CARRIED UNANIMOUSLY**

Councillor Reay returned to the meeting at 7:35 p.m.

## **REPORTS REQUIRING ACTION**

### **RA-1 Land Use and Environment Committee recommendations from January 21, 2013 meeting:**

#### ***Strata Conversion 1810 & 1820 Connie Road***

**MOVED** and seconded to provide a one year extension for the strata conversation application at 1810 and 1820 Connie Road.  
**CARRIED UNANIMOUSLY**

#### ***Inclusion of Land into the Agricultural Land Reserve – 2727 Phillips Road***

**MOVED** and seconded to forward the request for inclusion into the Agricultural Land Reserve (ALR) to the Agricultural Land Commission with a recommendation for approval.  
**CARRIED UNANIMOUSLY**

#### ***Development Permit – 6764 Ayre Road – Ayre Manor Expansion***

**MOVED** and seconded to authorize the issuance of Development Permit PLN00987 to allow for the expansion of Ayre Manor on the property legally described as Lot 11, Section 3, Sooke District, Plan 16754.  
**CARRIED UNANIMOUSLY**

#### ***Development Permit – 6661 Sooke Road – Laundromat & Car Wash***

Doug Wittich, representing JCB Holdings confirmed that he has met with Mr. Martin and Ms. Ritts to discuss their concerns regarding fencing and trees.

Rob Martin, Sooke resident advised that in discussions with Mr. Wittich, the road from Logan Lane to Lincroft would not have to be built. He would like it stated for the record, that he is against the road that was proposed and very happy that it is not going to be built and hopes not to be surprised on the matter in the future if there are any changes regarding the road onto Lincroft.

**MOVED** and seconded to approve Development Permit PLN00971 as presented providing the proponent meet with the adjacent neighbors to discuss the outstanding issues that directly affect them.  
**CARRIED UNANIMOUSLY**

**RA-2 Amendment to Memorandum of Understanding – Ministry of Transportation and Infrastructure (Highway 14)**

**MOVED** and seconded to approve the amendment to the Memorandum of Understanding between the Ministry of Transportation and Infrastructure and the District of Sooke;  
**AND FURTHER TO** authorize the Mayor and Chief Administrative Officer to execute the amendment to the Memorandum of Understanding.  
**CARRIED UNANIMOUSLY**

**RA-3 Proposed Sanitary and Storm Sewer mains through Charval Park**

**MOVED** and seconded to authorize staff to work with the developer of the proposed subdivision at 6947 Larkspur, legally described as Lot 1, Section 22, Sooke District Plan VIP86841, to proceed with installing a sanitary and storm sewer main within the existing Charval Place Park at 6930 Charval Place, legally described as Lot Park, Section 22, Sooke District, Plan VIP59354, to accommodate gravity servicing for their proposed development.  
**CARRIED UNANIMOUSLY**

**RA-5 Emergency Planning Committee Terms of Reference**

**MOVED** and seconded to adopt the Terms of Reference for the Emergency Planning Committee.  
**CARRIED UNANIMOUSLY**

**MOVED** and seconded to appoint Councillor Reay to the Emergency Planning Committee.  
**CARRIED UNANIMOUSLY**

**REPORTS FOR INFORMATION**

**RI-1 Temporary Sunriver Fire Department Muster Station**

**MOVED** and seconded to receive the report on establishing a temporary fire department muster station at a suitable location within the Sunriver Development for information;  
**AND TO** approve a temporary Sunriver fire department muster station for a 6 month trial period.  
**CARRIED**

**Councillor Haldane opposed the motion**

**CORRESPONDENCE REQUIRING ACTION**

**C-1 Report from Community Social Planning Council – “Affordable Housing for BC’s Capital Region: Tools for the Future”**

**MOVED** and seconded to invite the Community Social Planning Council to make a presentation to Council with a focus on affordable housing options specific to Sooke.  
**CARRIED UNANIMOUSLY**

**REPORT OF IN CAMERA RESOLUTIONS**

**IN CAMERA PORTION OF REGULAR COUNCIL MEETING OF JANUARY 28, 2013  
RA-3 KENNEDY ROAD:**

**MOVED** and seconded that as a result of legal advice received, Council has decided to re-open a portion of the closed Kennedy Road from Lanark Road to the northerly boundaries of Part 27, Block 11, Section 14, Sooke District, VIP217 except Parcel 1110OS and Lot A, Section 14, Sooke District, Plan VIP31351.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to direct staff to provide Council with a report as to the process required to re-open Kennedy Road.

**MOVED** and seconded to release the Kennedy Road resolutions to the public.

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

**MOVED** and seconded to adjourn the meeting at 8:37 p.m.

**CARRIED UNANIMOUSLY**

**Certified Correct:**

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**Wendal Milne**  
**Mayor**

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

# DISTRICT OF SOOKE

Minutes of the Special Meeting of Council  
held in the Municipal Meeting Room  
at 2205 Otter Point Road, Sooke, BC  
on February 4, 2013 at 6:00 p.m.

## COUNCIL PRESENT

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

## STAFF PRESENT

Gordon Howie, Chief Administrative Officer  
David J. Gawley, Acting Chief Administrative Officer

## CALL TO ORDER

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

## APPROVAL OF THE AGENDA

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

## MOTION TO CLOSE THE MEETING TO THE PUBLIC

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

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

**CARRIED UNANIMOUSLY**

## ADJOURNMENT

**MOVED**, seconded to adjourn the meeting at 6:59 p.m.  
**CARRIED UNANIMOUSLY**

Certified Correct:

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Mayor Wendal Milne

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Bonnie Sprinkling  
Corporate Officer



## DISTRICT OF SOOKE

Minutes of the Regular Meeting of Council  
held in the Council Chamber  
at 2225 Otter Point Road, Sooke, BC  
on **Tuesday**, February 12, 2013  
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 Rick Kasper  
Councillor Kerrie Reay  
Councillor Maja Tait

### STAFF PRESENT (Open Portion)

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

### CALL TO ORDER

Mayor Milne called the meeting to order at 6:00 p.m.

### MOTION TO CLOSE THE MEETING TO THE PUBLIC

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

**CARRIED UNANIMOUSLY**

### CALL TO ORDER - OPEN PORTION

Mayor Milne called the open portion of the Regular Council meeting to order at 6:23 p.m. in the Council Chambers.

### APPROVAL OF THE AGENDA

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

- Item PI-1 Development Variance Permit – 2554 Sooke River Road
  - Correspondence received February 11, 2013 from Kristi Martin (The Martin Family)
- Item RA-2 Finance and Administration Committee recommendation from February 4, 2013 meeting; Te'mexw Treaty Advisory Committee (TTAC)
  - Letter dated February 7, 2013 from Barbara Desjardins, Chair TTAC

**CARRIED UNANIMOUSLY**

### ADOPTION OF MINUTES

**MOVED** and seconded that the minutes of the Regular Council meeting held on September 10, 2012 be adopted as circulated.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Regular Council meeting held on January 28, 2013 be adopted as circulated.  
**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Committee of the Whole meeting held on January 28, 2013 be adopted as circulated.  
**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Special Council meeting held on February 4, 2013 be adopted as circulated.  
**CARRIED UNANIMOUSLY**

#### **MINUTES FOR INFORMATION**

**MOVED** and seconded that the following minutes be received for information:  
February 4, 2013 Finance and Administration Committee  
**CARRIED UNANIMOUSLY**

#### **DELEGATIONS**

**D-1 Beecher Bay Zero Waste Project – Sequel Integrated Resource Management Inc. –**  
Chris Corps, President

Chris Corps provided a PowerPoint presentation and addressed Council on the Beecher Bay Zero Waste Project. Mr. Corps advised that Sequel IRM Inc. have a partnership with the Beecher Bay First Nations' to develop a municipal solid waste gasification plant at Beecher Bay. Mr. Corps overviewed opportunities for energy waste and climate initiatives and provided background information on a similar project in Gussing, Austria. Mr. Corps explained the process of "gasification" and provided Council with the benefits of the Beecher Bay Zero Waste Project including best-in-class resource management, the creation of 27 band jobs and large-scale economic development opportunities. Mr. Corps explained the "next steps" for Council consideration with this solid waste initiative.

**MOVED** and seconded to direct the Mayor to send a letter of support to Sequel Integrated Resource Management for the Beecher Bay Zero Waste Project.  
**CARRIED UNANIMOUSLY**

**D-2 Sooke Region Food CHI Society – ScottGRO1000 Community Garden Grant –**  
Request for Fiscal Host – Phoebe Dunbar, Director

Phoebe Dunbar addressed Council on the Sooke Region Food CHI Society's Sunriver Community Garden grant application to Scott GRO1000. Ms. Dunbar requested Council's consideration for the District of Sooke to be a fiscal host for the grant application.

**MOVED** and seconded that the District of Sooke be a fiscal host for the Sooke Region Food CHI Society's application to the ScottGRO1000 Community Garden Grant.  
**CARRIED UNANIMOUSLY**

## **PUBLIC QUESTION AND COMMENT PERIOD**

Linda Batty, Sooke resident. inquired as to the partial re-opening of the closed Kennedy Street and whether Council's decision to re-open the closed road was an indication of support for the Tim Horton's proposal.

Mayor Milne advised that the issue of the Tim Horton's was not discussed with the re-opening of the closed road. Council's decision was based on information received concerning how the road was closed and what the effects were, in particular with Lot 27 as it was landlocked with the road closure. It was advised that the road should be re-opened.

## **PUBLIC INPUT MEETINGS AND RELATED REPORTS**

### **PI-1 Development Variance Permit – 2445 Sooke River Road**

Gerard LeBlanc provided a PowerPoint presentation and summary of the Development Variance Permit for 2554 Sooke River Road.

#### **Public Input:**

Carl Wilkinson, representing the applicant, clarified that the hydro pole in the road area is servicing the first house on the property and will be moved at subdivision stage. Mr. Wilkinson also provided clarification to Council as to the location and right of way of the proposed road.

**MOVED** and seconded to authorize the issuance of Development Variance Permit PLN00991 for 2554 Sooke River Road required for a proposed subdivision, to allow the following variance from section 104.7 Minimum Setbacks in Bylaw No. 500, *Sooke Zoning Bylaw, 2011*:

1. Relax front lot line setback for the existing principal building from 7.5m to 0m on proposed Lot 1 as shown on attached;

**CARRIED UNANIMOUSLY**

### **PI-2 Development Permit and Development Variance Permit – 6978 West Coast Road**

Gerard LeBlanc provided a PowerPoint presentation and summary of the Development Permit and Development Variance Permit for 6978 West Coast Road.

#### **Public Input:**

Richard Covacic, Sooke resident and adjacent property owner, addressed Council as to concerns of the buffer between the proposed development and the adjacent properties including the width of the proposed road along side the existing neighbouring driveway, concerns of water runoff and concerns of parking along his private driveway.

Randy Clarkston, Westcoast Design and Development, representing the applicant, advised that the developer originally agreed with the neighbour to build the fence and that there will be a 3.5m buffer between the proposed development and the adjacent property.

Chris Rumsby, Sooke resident, addressed Council as to concerns of the required buffer and fencing along the adjacent ALR property and the fencing along the neighbours' property. Mr. Rumsby also advised that he had originally suggested at the time of the adjacent property rezoning that the costs of the road be shared between the neighbours and the proposed development.

**MOVED** and seconded to authorize the issuance of Development Permit PLN00952 for the purpose of subdividing the properties at 6978 West Coast Road up to 14 single family residential lots of not less than 350m<sup>2</sup>;

**AND FURTHER** that Council authorize the issuance of Development Variance Permit PLN00973 for the properties at 6978 West Coast Road by relaxing Bylaw No. 65, Subdivision and Development Standards Bylaw, 2003, Schedule C, SDD-R06C Cross Section Suburban Local:

- a. to reduce the paved roadway width from the required 8.5m to 7.0m,
- b. to provide a 2.0m wide sidewalk on the internal roadway, and
- c. to provide ornamental street lighting, cyclone VY1507 rather than the cobra-head style lighting as depicted on the cross-section.

**CARRIED UNANIMOUSLY**

## **BYLAWS**

### **B-1 Bylaw No. 504, *Zoning Amendment Bylaw (270-91)* – 6826 Grant Road West Bylaw No. 505, *6826 Grant Road West Phased Development Agreement Authorization Bylaw, 2011***

Councillor Berger declared a possible conflict of interest with this agenda item and left the meeting at 8:13 p.m.

Gerard LeBlanc provided a PowerPoint presentation and summary of the staff report for the rezoning and phased development for 6826 Grant Road West.

**MOVED** and seconded to direct staff to hold a new public hearing for Bylaw No. 504, *Zoning Amendment Bylaw (270-91)* and Bylaw No. 505, *6826 Grant Road West Phased Development Agreement Authorization Bylaw, 2011* in accordance with the *Community Charter and Local Government Act*.

**AND FURTHER** to waive the \$1200.00 fee for the second public hearing.

**WITHDRAWN**

**MOVED** and seconded to refer Bylaw No. 504, *Zoning Amendment Bylaw, (270-91)* and Bylaw No. 505, *6826 Grant Road West Phased Development Agreement Authorization Bylaw, 2011* back to staff to provide a report to Council with information as to an extension of the zoning bylaw amendment, what the proponent will agree to under the Phased Development Agreement and whether fees for the public hearing can be waived;

**AND THAT** literature be provided from the Ministry of Community, Sport and Cultural Development as to Phased Development Agreements.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to direct staff to provide a report to Council on the process of Phased Development Agreements in the District of Sooke.  
**CARRIED UNANIMOUSLY**

Councillor Berger returned to the meeting at 8:48 p.m.

## **REPORTS REQUIRING ACTION**

### **RA-1 Kennedy Street Road Closure/Opening**

Councillor Haldane declared a conflict of interest with this agenda item as he has a personal interest with an adjacent property and left the meeting at 8:49 p.m.

Councillor Tait declared a possible perception of bias with this agenda item as she holds shares in Tim Horton's and left the meeting at 8:49 p.m.

Gerard LeBlanc provided a summary of the staff report.

**MOVED** and seconded to direct staff to complete the necessary work including a legal survey and road opening bylaw to re-open that portion of Kennedy Road described as *That part of Section 14, Sooke District, Shown as Closed Road on Plan VIP78310* in accordance with the requirements of sections 40 and 94 of the *Community Charter* and section 107 of the *Land Title Act*.

**CARRIED UNANIMOUSLY**

Councillor Haldane and Councillor Tait returned to the meeting at 8:52 p.m.

### **RA-2 Finance and Administration Committee recommendations from February 4, 2013 meeting:**

#### ***Te'mexw Treaty Advisory Committee (TTAC) expenses for 2013***

**MOVED** and seconded to approve \$3,000 for the District of Sooke portion of the Te'mexw Treaty Advisory Committee's expenses for 2013.

**CARRIED UNANIMOUSLY**

#### ***2013-2017 Five Year Financial Plan***

**MOVED** and seconded to give preliminary approval of the 2013-2017 Five Year Financial Plan

**CARRIED UNANIMOUSLY**

### **RA-3 Wood Works BC Request**

**MOVED** and seconded to use wood as an integral structural and architectural component of the life-cycle costing analysis of all construction and renovation projects of municipal structures within Sooke.

**CARRIED UNANIMOUSLY**

### **RA-4 Off-leash Dog Park – Ponds Park Corridor**

Gerard LeBlanc provided a summary of the staff report.

**MOVED** and seconded to direct staff to execute the public consultation process to establish an off-leash dog park in the Ponds Park Corridor.  
**CARRIED UNANIMOUSLY**

## **REPORTS FOR INFORMATION**

### **RI-1 Mayor and Council Reports**

Councillor Haldane reported on attending the Juan de Fuca Water Commission meeting last week advising of new water rates for Wild ARC.

Councillor Kasper took an opportunity to thank the members of the Finance and Administration Committee and reported that the Committee met their timelines for budget deliberations and will be looking at the budget actuals for 2012 in March.

Councillor Tait reported on last weeks Sooke Region Historical Society annual general meeting and on the Mountain Bike Symposium at the end of May. Councillor Tait also reported on the EDC panel meeting, and a meeting that she and Councillor Haldane attended with the Sooke Bike Club. Councillor Tait provided information on the Collier's International annual market survey and advised of a presentation by the Seniors' Co-housing Group at the next upcoming EDC panel meeting.

### **RI-2 BC Climate Action Revenue Incentive Program (CARIP)**

**MOVED** and seconded to receive the BC Climate Action Revenue Incentive Program (CARIP) report for information.  
**CARRIED UNANIMOUSLY**

## **REPORT OF IN CAMERA RESOLUTIONS**

### **RESOLUTION OF FEBRUARY 12, 2013 IN CAMERA REGULAR COUNCIL MEETING Community Grant Review Committee Member Appointments**

**MOVED** and seconded to appoint Alex Chandler and Patricia Baye as public members of the Community Grant Review Committee for 2013;  
**AND TO** release this resolution to the public.  
**CARRIED UNANIMOUSLY**

## **ADJOURNMENT**

**MOVED** and seconded to adjourn the meeting at 9:11 p.m.  
**CARRIED UNANIMOUSLY**

**Certified Correct:**

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**Wendal Milne**  
Mayor

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**Bonnie Sprinkling**  
Corporate Officer



## DISTRICT OF SOOKE

Minutes of the Regular Meeting of Council  
held in the Council Chamber  
at 2225 Otter Point Road, Sooke, BC  
on February 25, 2013  
6:00 p.m., Closed Portion, Meeting Room  
7:00 p.m., Open Portion, Council Chamber

### COUNCIL PRESENT

Councillor Bev Berger  
Councillor Herb Haldane  
Councillor Kevin Pearson  
Councillor Rick Kasper  
Councillor Kerrie Reay  
Councillor Maja Tait

### STAFF PRESENT (Open Portion)

Gordon Howie, Chief Administrative Officer  
Michael Dillabaugh, Director of Finance  
Bonnie Sprinkling, Corporate Officer  
Gerard LeBlanc, Municipal Planner  
Elisabeth Nelson, Municipal Engineer  
Steve Sorensen, Fire Chief  
Tina Hansen, Corporate Assistant

**ABSENT:** Mayor Wendal Milne

### CALL TO ORDER

Chair Kasper called the meeting to order at 6:00 p.m.

### MOTION TO CLOSE THE MEETING TO THE PUBLIC

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

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

90(1)(c) labour relations or other employee relations;

90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

90(1)(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*].

**CARRIED UNANIMOUSLY**

### CALL TO ORDER - OPEN PORTION

Chair Kasper 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 as circulated.

**CARRIED UNANIMOUSLY**

## **ADOPTION OF MINUTES**

**MOVED** and seconded that the minutes of the Regular Council meeting held on February 12, 2013 be adopted as circulated.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Committee of the Whole meeting held on February 12, 2013 be adopted as circulated.

**CARRIED UNANIMOUSLY**

## **MINUTES FOR INFORMATION**

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

February 18, 2013 Land Use and Environment Committee

**CARRIED UNANIMOUSLY**

## **PUBLIC QUESTION AND COMMENT PERIOD**

Ellen Lewers, Sooke resident, inquired as to the Cowichan Energy Alternatives Society's estimate for discarded cooking oil for Sooke and reported that there are many other programs that are available and asked that Council give consideration to some of these programs. Ms. Lewers also reported on the Sooke Fall Fair 100<sup>th</sup> Anniversary on September 7<sup>th</sup> and 8<sup>th</sup> and suggested that the Sooke Fall Fair and Fire Department look into a joint celebration.

## **BYLAWS**

### **B-1 Bylaw No. 566, *Revenue Anticipation Borrowing Bylaw, 2013***

**MOVED** and seconded that Bylaw No. 566, *Revenue Anticipation Borrowing Bylaw, 2013* be introduced and read a first time.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that Bylaw No. 566, *Revenue Anticipation Borrowing Bylaw, 2013* be read a second time.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that Bylaw No. 566, *Revenue Anticipation Borrowing Bylaw, 2013* be read a third time.

**CARRIED UNANIMOUSLY**

## **REPORTS REQUIRING ACTION**

### **RA-1 Sponsorship Advertisements**

Chair Kasper declared a possible conflict of interest with this agenda item as he has a relative who works for a local publication where advertising takes place and left the meeting at 7:10 p.m. Councillor Reay took over as Chair of the Regular Council meeting.

**MOVED** and seconded to approve the annual sponsorship advertisements for 2013 for the following local non-profit organizations or event:

- Sooke Lions Club
- Sooke Fall Fair Society
- Sooke Fine Arts Society
- Edward Milne Community School
- Anti-Bullying Campaign
- Fire Safety Campaign
- Sooke Community Choir Christmas Song Book

**CARRIED UNANIMOUSLY**

Chair Kasper returned to the meeting at 7:13 p.m.

**RA-2 Transit Bench Advertising Agreement**

**MOVED** and seconded to approve the Amended Transit Bench Advertising Agreement with Island Advertising Inc.;

**AND TO** authorize the Mayor and Chief Administrative Officer to execute the Agreement on behalf of the District of Sooke.

**CARRIED UNANIMOUSLY**

**RA-3 Land Use and Environment Committee Recommendations from February 18<sup>th</sup>, 2013 meeting:**

***Cowichan Energy Alternatives Residential Waste Oil Initiative – Letter of Support***

**MOVED** and seconded to provide a letter of support in principle to the Cowichan Energy Alternatives for their Residential Waste Oil Initiative.

**CARRIED UNANIMOUSLY**

***Building Permit Application – 6731 West Coast Road***

**MOVED** and seconded to direct staff to issue the Building Permit for 6731 West Coast Road pending receipt of security.

**CARRIED UNANIMOUSLY**

***Proposed Road Closure and Exchange at 7707 West Coast Road***

**MOVED** and seconded to direct staff to proceed with the preparation of a bylaw to close and remove the highway dedication and dispose of portions of unused gazetted road located at 7707 West Coast Road, legally described as Parcel “B” (DD 88624-I) of Section 27, Otter District, Except Part in Plan VIP89386;

**AND TO** direct staff to negotiate a direct exchange of the proposed gazetted road to be closed for the West Coast Road (Highway 14) road dedication provided by the owner in April 2012.

**CARRIED UNANIMOUSLY**

***Bylaw No. 65, Subdivision and Development Standards Bylaw, 20013 – Working Group***

**MOVED** and seconded to appoint the Land Use and Environment Committee as a working group to review Bylaw No. 65, *Subdivision and Development Standards Bylaw, 2003* and Bylaw No. 70, *Building Regulation Bylaw, 2001* and make recommendations to Council on improving the bylaws as to language and clarity.

**CARRIED UNANIMOUSLY**

***Phased Development Agreements***

**MOVED** and seconded that following the receipt of the staff report on Phased Development Agreements, the Land Use and Environment Committee provide recommendations to Council as to when Phased Development Agreements should be utilized.

**CARRIED UNANIMOUSLY**

**REPORTS FOR INFORMATION**

**RI-1 Development Cost Charges Project – Pump Stations Upgrades**

**MOVED** and seconded to receive the report on Development Cost Charges Project – Pump Station Upgrades for information.

**CARRIED UNANIMOUSLY**

**RI-2 Sooke Fire Rescue Service – 100<sup>th</sup> Anniversary Events**

**MOVED** and seconded to receive the report Sooke Fire Rescue Service – 100<sup>th</sup> Anniversary Events for information.

**CARRIED UNANIMOUSLY**

**RI-3 Kaltasin Works Yard – Mainroad Trailer**

**MOVED** and seconded to receive the report on the Kaltasin Works Yard – Mainroad Trailer for information.

**CARRIED UNANIMOUSLY**

**RI-4 2012 Departmental Year End Reports**

**MOVED** and seconded to forward the 2012 Departmental Year End Reports to the Land Use and Environment Committee and the Finance and Administration Committee.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to recess the meeting at 8:08 p.m.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to reconvene the Regular Council meeting at 8:20 p.m.  
**CARRIED UNANIMOUSLY**

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

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

90(1)(c) labour relations or other employee relations;

90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

**ADJOURNMENT**

**MOVED** and seconded to adjourn the meeting at 8:52 p.m.

**CARRIED UNANIMOUSLY**

**Certified Correct:**

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**Rick Kasper**  
**Acting Mayor**

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



## DISTRICT OF SOOKE

Minutes of the Regular Meeting of Council  
held in the Council Chamber  
at 2225 Otter Point Road, Sooke, BC  
on March 11, 2013  
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 Rick Kasper  
Councillor Kerrie Reay  
Councillor Maja Tait

### STAFF PRESENT (Open Portion)

Gordon Howie, Chief Administrative Officer  
Michael Dillabaugh, Director of Finance  
Bonnie Sprinkling, Corporate Officer  
Gerard LeBlanc, Municipal Planner  
Elisabeth Nelson, Municipal Engineer  
Steve Sorensen, Fire Chief  
Tina Hansen, Corporate Assistant

### CALL TO ORDER

Mayor Milne called the meeting to order at 6:00 p.m.

### MOTION TO CLOSE THE MEETING TO THE PUBLIC

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

90(1)(c) labour relations or other employee relations;

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 7:00 p.m. in the Council Chambers.

### APPROVAL OF THE AGENDA

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

- NB-1 – Letter dated March 7<sup>th</sup> from the City of Victoria: Reducing Default Speed Limits for Municipal Roads
- NB-2 – Letter dated March 8, 2013 from Capital Regional District

**CARRIED UNANIMOUSLY**

## **ADOPTION OF MINUTES**

**MOVED** and seconded that the minutes of the Regular Council meeting held on February 25, 2013 be adopted as circulated.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Committee of the Whole meeting held on February 25, 2013 be adopted as circulated.

**CARRIED UNANIMOUSLY**

## **MINUTES FOR INFORMATION**

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

February 26, 2013            Emergency Planning Committee

**CARRIED UNANIMOUSLY**

## **PUBLIC QUESTION AND COMMENT PERIOD**

Lorien Arnold, Sooke resident expressed his appreciation to everyone for their support of the Sooke Bike Club and thanked the group of young people who have attended the meeting.

Mitchell Linehan, Sooke resident expressed his support for the bike skills park advising that it is something that will be used by youth all the time.

Ellen Lewers, Sooke resident addressed Council on being cautious in how they deal with the bike skills park, ensuring that priorities are in order and that consideration be given to other groups such as soccer and the condition of playing fields.

Michael Allen, Sooke resident advised that one of the reasons his family moved to Sooke was for the bike skills park.

Roald Kovacik, Sooke resident and teacher at Journey Middle School expressed his support for the bike skills park advising that he teaches an exploratory class for youth at the school which has been greatly appreciated and further addressed Council on concerns that trails in Sooke are disappearing due to development.

James Embry, Sooke resident advised that he has an excavating company and would be willing to donate his time to see the bike skills park get completed.

Gail Hall, Sooke resident, addressed Council on concerns of having a partnering agreement with the Bike Club stating that she is not interested in tax dollars going to special interest groups in the park and that the issue requires a referendum.

Mike Bobbitt, Vice Principal at Edward Milne Community School expressed his support for the bike skills park and addressed Council on the benefits of the park and it's location will have among youth and families in Sooke.

Naomi Fix, Sooke resident expressed her support for the bike skills park and addressed Council on the benefits of a bike skills park including a crime rate reduction and a benefit to youth and families with mental health issues.

Christina Schlatner expressed her support for the bike skills park advising that there is a need to focus on youth in the community and that it is a good opportunity for grandparents and parents to enjoy watching their children.

Lee Hindrichs, Sooke resident expressed her support for the bike skills park advising that this was an initial project through Sooke Slow Food Cycle. Ms. Hindrichs reported that there are several biking clubs including a new wide-spread women's biking club, the Sooke Transition Town Society and Juan de Fuca Cycling Club and she sees the bike skills park as a uniting force for many different groups.

Mark Ferrol, Sooke resident expressed his opposition to the bike skills park including the location of the bike skills park

Jackie Joslin, Sooke resident advised that she is in support of a bike skills park but not in the location of John Phillips Memorial Park as the park belongs to the citizens of Sooke and not just one small group; another location needs to be found as John Phillips Park is the last large green space.

## **BYLAWS**

### **B-1 Bylaw No. 566, Revenue Anticipation Borrowing Bylaw, 2013**

**MOVED** and seconded that Bylaw No. 566, *Revenue Anticipation Borrowing Bylaw, 2013* be adopted.

**CARRIED UNANIMOUSLY**

## **REPORTS REQUIRING ACTION**

### **RA-1 Bike Skills Park – John Phillips Memorial Park**

**MOVED** and seconded to direct staff to commence a public consultation process for the proposed Bike Skills Park.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to direct staff to continue to work with the Bike Club to obtain grant funding.

**CARRIED**

### **RA-2 Stage 3 (Sanitary) and Stage 2&3 (Rainwater) Liquid Waste Management Plan Monitoring Committee**

**MOVED** and seconded to not establish a *Liquid Waste Management Plan (LWMP) Monitoring Committee*.

**CARRIED UNANIMOUSLY**

### **RA-3 Phased Development Agreements**

**MOVED** and seconded to only use Phased Development Agreements in rezoning applications for Comprehensive Development Zones.

**CARRIED UNANIMOUSLY**

### **REPORTS FOR INFORMATION**

#### **RI-1 Mayor and Council Reports**

Councillor Reay reported on attending the Victoria Family Court and Youth Justice Committee meeting and CREST meeting. Councillor Reay also attended the Sooke Region Chamber of Commerce Awards Dinner and took the opportunity to congratulate award recipients.

Councillor Haldane reported on attending the Local Government Leadership Academy Forum in Richmond with Councillor Kasper and on attending the Juan de Fuca Water Commission meeting. Councillor Haldane advised that the Commission will be discussing water rates for agricultural land. Councillor Haldane also reported on a need for a volunteers work party to assist with clean-up at the Girl Guides property on Sooke River Road.

Councillor Berger reported on attending the SEAPARC meeting and provided an update as to the CHI and CASA merger.

Councillor Kasper reported on attending the Local Government Leadership Forum with Councillor Haldane and advised of the strong sense of frustration among elected officials and concerns over the economic issues that municipalities are facing and frustrations over long delays in getting things done due to bureaucracy.

Councillor Tait reported on attending the Sooke Region Tourism Association annual general meeting. Councillor Tait also reported on the Mayor's Advisory Panel meeting for Economic Development and a questionnaire that the panel is distributing to the local business community. The Sooke Region Museum outdoor area has been refurbished through grant funding. Councillor Tait also reported on the upcoming BC Mountain Bike Tourism Symposium May 26<sup>th</sup> to 28<sup>th</sup> and inquired as to Council support towards a sponsorship for the symposium.

**ACTION ITEM:** BC Mountain Bike Tourism Symposium sponsorship to be forwarded to the Finance and Administration Committee for discussion.

Councillor Pearson reported on meeting with the Chair of the Pink Salmon Festival and the "Take a kid fishing" event in August.

Mayor Milne reported on the Mayor's Promote Sooke Task Force and Council's plans to meet with businesses and discuss and look at ways to promote Sooke.

## **NEW BUSINESS**

### **NB-1 Letter dated March 7, 2013 from the City of Victoria: Reducing Default Speed Limits for Municipal Roads**

**ACTION ITEM:** Staff to provide information to Council as to how speed limits have been reduced in the District of Sooke in the past.

**MOVED** and seconded to receive the letter from the City of Victoria: Reducing Default Speed Limits for Municipal Roads for information.

**CARRIED UNANIMOUSLY**

### **NB-2 Letter dated March 6, 2013 from Capital Regional District**

**MOVED** and seconded to receive the letter from the Capital Regional District on Conflict of Interest – Attendance at CRD Budget Meeting March 27, 2013 for information.

**CARRIED UNANIMOUSLY**

## **REPORT OF IN CAMERA RESOLUTIONS**

### **ADJOURNMENT**

**MOVED** and seconded to adjourn the meeting at 8:41 p.m.

**CARRIED UNANIMOUSLY**

**Certified Correct:**

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**Wendal Milne**  
Mayor

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**Bonnie Sprinkling**  
Corporate Officer



## DISTRICT OF SOOKE

Minutes of the Regular Meeting of Council  
held in the Council Chamber  
at 2225 Otter Point Road, Sooke, BC  
on March 25, 2013  
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 Rick Kasper  
Councillor Kerrie Reay  
Councillor Maja Tait

### STAFF PRESENT (Open Portion)

Gordon Howie, Chief Administrative Officer  
Michael Dillabaugh, Director of Finance  
Bonnie Sprinkling, Corporate Officer  
Steve Sorensen, Fire Chief  
Tina Hansen, Corporate Assistant

### ABSENT

Councillor Kevin Pearson

### CALL TO ORDER

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

### MOTION TO CLOSE THE MEETING TO THE PUBLIC

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

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

90(1)(c) labour relations or other employee relations;

90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and

90(1)(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*].

**CARRIED UNANIMOUSLY**

### CALL TO ORDER - OPEN PORTION

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 move Agenda Item RI-2 RCMP Monthly Mayor Report and Agenda Item C-1 Petition from Residents of Sunriver Estates to immediately following Public Question and Comment Period.

**CARRIED UNANIMOUSLY**

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

#### **ADOPTION OF MINUTES**

**MOVED** and seconded that the minutes of the Regular Council meeting held on March 11, 2013 be adopted as circulated.  
**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Committee of the Whole meeting held on March 11, 2013 be adopted as circulated.  
**CARRIED UNANIMOUSLY**

#### **MINUTES FOR INFORMATION**

**MOVED** and seconded that the following minutes be received for information:  
March 18, 2013                      Land Use and Environment Committee  
March 19, 2013                      Finance and Administration Committee  
**CARRIED UNANIMOUSLY**

#### **DELEGATIONS**

##### **D-1    Community Social Planning Council – Affordable Housing in BC’s Capital Region, Rupert Downing, Executive Director**

Rupert Downing provided a PowerPoint presentation and addressed Council on Affordable Housing in the Capital Region. The Community Social Planning Council is a non-profit charitable organization supporting community well being throughout the region. Mr. Downing overviewed the objectives and research of the Social Planning Council and provided information as to the context of affordable housing in the Capital Region and more specifically in Sooke. Mr. Downing reported on the status of the District of Sooke with affordable housing advising that the District uses and encourages Housing Agreements to secure affordable housing units in new developments, secondary suites, equitable and preferential fee schedules for municipal service, density bonuses and alternative development standards such as reduced parking requirement, road allowance and allowing in fill. Mr. Downing provided recommendations on what further steps the District could do in order to support affordable housing in Sooke.

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

Ellen Lewers, Sooke resident, commented as to secondary suites and affordable housing and advised that putting funds into a housing fund does not seem to be the way to go.

Bob Campbell, Sooke resident, addressed Council as to the Petition that was submitted on behalf of Sunriver residents and expressed concerns over the ongoing trucking of soil through Sunriver Estates. Mr. Campbell asked that Council have the developer address the issue through future approval processes.

## CORRESPONDENCE REQUIRING ACTION

### C-1 Petition received February 27, 2013 from Residents of Sunriver Estates

Mayor Milne advised that he has discussed this issue with staff and staff will look into ways to have the developer mitigate some of these concerns.

**MOVED** and seconded to receive the Petition from residents of Sunriver Estates.  
**CARRIED UNANIMOUSLY**

### RI-2 RCMP Monthly Mayor Report – January and February 2013 and Mobile Youth Services Team (MYST) 2012 Annual Report

**MOVED** and seconded to receive the RCMP Monthly Mayor Report for January and February 2013 and the Mobile Youth Services Team (MYST) reports.  
**CARRIED UNANIMOUSLY**

## BYLAWS

### B-1 Bylaw No. 565, *Fees Amendment Bylaw (488-2)* and Bylaw No. 567, *Traffic and Highways Regulation Amendment Bylaw (67-3)*

#### **Bylaw No. 565, *Fees Amendment Bylaw (488-2)***

Council referred Bylaw No. 565, *Fees Amendment Bylaw (488-2)* back to staff for further review.

#### **Bylaw No. 567, *Traffic and Highways Regulation Amendment Bylaw (67-3)***

**MOVED** and seconded to not accept adding the Fee Schedule in Bylaw 67, *Traffic and Highways Regulation Amendment Bylaw (67-3)*.

**CARRIED**

**Councillor Tait opposed the motion**

**MOVED** and seconded to amend Schedule C in Bylaw No. 67, *Traffic and Highways Regulation Amendment Bylaw (67-3)* by removing the \$200 fee under section 11 and 12.  
**MOTION WITHDRAWN**

## REPORTS REQUIRING ACTION

### RA-1 Juan de Fuca Salmon Restoration Society 2012 Municipal Taxes

**MOVED** and seconded to direct staff to proceed with requesting authority, from the Ministry of Community, Sport and Cultural Development, to write off the 2012 taxes levied on the Juan de Fuca Salmon Restoration Society up to \$13,304.85.

**CARRIED UNANIMOUSLY**

### RA-2 Fire Protection Services Bylaw

**MOVED** and seconded to refer the review of Bylaw No. 292, *Fire Protection Services Bylaw, 2007* excluding sections 29 to 43, to the Finance and Administration Committee;

**AND TO** direct staff to provide the Committee with proposed amendments to the Bylaw for discussion and recommendation to Council.  
**CARRIED UNANIMOUSLY**

**RA-3 Council Policy Administrative Amendments**

**MOVED** and seconded to amend Policy No. 5.4, *Risk Management-Contract Services Policy*.  
**CARRIED UNANIMOUSLY**

**MOVED** and seconded to amend Policy No. 9.3, *Liquor Licence Application Procedure Policy*.  
**CARRIED UNANIMOUSLY**

**MOVED** and seconded to postpone a decision on the amendment to Policy No. 11.5, *Sooke Core Area Local Service Area Boundary Policy* and refer it back to staff for additional information.  
**CARRIED UNANIMOUSLY**

**MOVED** and seconded to amend Policy No. 13.1, *Film Permit Policy* with the amendment to the provision of liability insurance coverage with a minimum value of \$5,000,000.  
**CARRIED UNANIMOUSLY**

**MOVED** and seconded to amend Policy No. 13.4, *Municipal Arts Program Policy*.  
**CARRIED UNANIMOUSLY**

**RA-4 Mayor's "Promote Sooke" Task Force**

**MOVED** and seconded to approve the Terms of Reference for the Mayor's "Promote Sooke" Task Force standing Committee as amended;  
**AND TO** appoint Councillors Bev Berger, Herb Haldane and Maja Tait to the Committee.  
**CARRIED UNANIMOUSLY**

**RA-5 Council Liaison to Sooke Region Tourism Association**

**MOVED** and seconded to endorse the appointment of Councillor Maja Tait as Council Liaison to the Sooke Region Tourism Association for 2013.  
**CARRIED UNANIMOUSLY**

**REPORTS FOR INFORMATION**

**RI-1 Chief Administrative Officer Verbal Report**

Gord Howie reported that Council will be reviewing the Draft Strategic Plan and when approved, the Strategic Plan will be made available for public input at an upcoming Council meeting.

**RI-3 Finance and Administration Committee recommendations from March 19, 2013 meeting:**

***2013-2017 Five Year Financial Plan – 2012 Budget to Actuals Report***

**MOVED** and seconded that the proposed Financial Plan be amended by carrying the Capital funding for the Sooke Road Roundabout in the amount of \$700,000 over the fiscal years 2013 and 2014.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to increase the funding in the Financial Plan for legal fees by \$10,000 to come out of the General Operating Surplus Fund.

**DEFEATED**

**MOVED** and seconded to amend the Five Year Financial Plan for Service Agreements and Annual Grants to reflect the 2013 amounts;

**AND THAT** the remainder form another line item as a contingency.

**CARRIED**

**Councillor Tait opposed the motion**

**MOVED** and seconded to receive the 2013-2017 Five Year Financial Plan – 2012 Budget to Actuals Report for information.

**CARRIED UNANIMOUSLY**

**REPORT OF IN CAMERA RESOLUTIONS**

**Regular Council In Camera Meeting March 25, 2013**

**Corporate Strategic Plan**

**MOVED** and seconded to release the draft 2013-2014 Corporate Strategic Plan to the public for comment;

**AND** to direct staff to include funding for the Corporate Strategic Plan priorities in the preparation of the 2013-2017 Five Year Financial Plan.

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

**MOVED** and seconded to adjourn the open portion of the Regular Council meeting at 9:23 p.m.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to reconvene the closed portion of the Regular Council meeting to immediately following the Committee of the Whole meeting on March 26, 2013 at 7:00 pm.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to adjourn the closed portion of the Regular Council meeting on March 26, 2013 at 9:15 p.m.

**CARRIED UNANIMOUSLY**

**Certified Correct:**

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**Wendal Milne**  
**Mayor**

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



## DISTRICT OF SOOKE

Minutes of the Regular Meeting of Council  
held in the Council Chamber  
at 2225 Otter Point Road, Sooke, BC  
on April 8, 2013  
6:00 p.m., Closed Portion, Meeting Room  
7:00 p.m., Open Portion, Council Chamber

### COUNCIL PRESENT

Mayor Wendal Milne  
Councillor Herb Haldane  
Councillor Rick Kasper  
Councillor Kevin Pearson  
Councillor Kerrie Reay

### STAFF PRESENT (Open Portion)

Gordon Howie, Chief Administrative Officer  
Michael Dillabaugh, Director of Finance  
Bonnie Sprinkling, Corporate Officer  
Gerard LeBlanc, Municipal Planner  
Elisabeth Nelson, Municipal Engineer  
Steve Sorensen, Fire Chief  
Dave Gawley, Consultant  
Tina Hansen, Corporate Assistant

### ABSENT

Councillor Maja Tait, Councillor Bev Berger

### CALL TO ORDER

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

### MOTION TO CLOSE THE MEETING TO THE PUBLIC

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

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

90(1)(c) labour relations or other employee relations;

90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and

90(1)(g) litigation or potential litigation affecting the municipality.

**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/supplementary information:

**Item D-2 Delegation – Sooke Community Health Initiative, Age-Friendly Grant Project Update and Age Friendly Grant**

- Correspondence dated April 4<sup>th</sup>, 2013 from Sooke Region CHI – UBCM Grant project: Seniors Volunteer Connections
- Ministry of Health News Release April 2, 2013

**Item D-5 – Delegation – Sooke Region Tourism Association – Category C Community Grant Application**

- Community Grant Program Application received April 7, 2013

**Item PI-1 – 2013-2014 Corporate Strategic Plan**

- Correspondence received from O.B. Whiting April 7, 2013
- Comment Form received from Mark Ziegler April 8, 2013

**NB-1 Community Grant Review Committee**

- April 4, 2013 Meeting minutes

**NB-2 Community Grant Review Committee recommendations from March 27, 2013 and April 4, 2013 meeting:**

- Release of In Camera Resolutions March 27, 2013
  - Council to consider recommendations
- Release of In Camera Resolutions April 4, 2013
  - Council to consider recommendations

**CARRIED UNANIMOUSLY**

**ADOPTION OF MINUTES**

**MOVED** and seconded that the minutes of the Regular Council meeting held on March 25, 2013 be adopted as circulated.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Committee of the Whole meeting held on March 25, 2013 be adopted as circulated.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Committee of the Whole meeting held on March 26, 2013 be adopted as circulated.

**CARRIED UNANIMOUSLY**

**MINUTES FOR INFORMATION**

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

March 26, 2013	Emergency Planning Committee
March 27, 2013	Community Grant Review Committee
April 2, 2013	Finance and Administration Committee

**CARRIED UNANIMOUSLY**

**DELEGATIONS**

**D-1 Sooke Juan de Fuca Centre for the Arts Society – Sharon Grove – Introduction of Society**

Patrick Grove provided an overview of the Sooke Juan de Fuca Community Centre for the Arts Society’s vision to create a centre for the support, education, development and promotion of the arts and addressed Council on a proposal for the District of Sooke to acquire the Mulligan’s property for an arts centre. Mr. Grove spoke to the benefits of

having an “inclusive” facility that could be used to engage all members of the artistic community including visual arts, performing arts and music. The facility would be used for teaching as well as showing/performing and would provide space for other user groups such as youth and seniors. The Society would lease the facility from the District and renovate it using volunteer labour and community-based fundraising. Mr. Grove reported that this is an excellent time to purchase the property and that the proposed arts centre would be something positive for the community.

**D-2 Sooke Community Health Initiative, Age Friendly Grant Project Update and Age-Friendly Grant, Nicky Logins**

Nicky Logins, representing Sooke CHI and the Mayor's Advisory Panel on Community Health and Social initiatives provided an update on the panel's identified issues in the community including; Ayre Manor expansion, senior's drop in centre, mental health service gaps, medical “orphans” (need for more family physicians), transportation, youth report to the community and planning for an aging population. Ms. Logins reported on the UBCM Age-Friendly Grant and on developing criteria for Sooke to be recognized as a BC Age-Friendly community. Ms. Logins provided recommendations to Council on dealing with the identified issues including incorporating the establishment of a Health and Social Planning Committee.

**D-3 Jo Phillips – Support for AVICC Resolution re: GE FreeZone**

Jo Phillips, Sooke resident, addressed Council as to the resolution that will be brought forward at the 2013 AVICC Conference on Genetically Engineered (GE) Plants and Animals on Vancouver Island. Ms. Phillips provided background information as to concerns over genetically engineered crops and requested Council's support for the resolution to ensure that Vancouver Island is a GE Free area.

**D-4 EMCS Society Sooke Youth Council – Category A Community Grant Application – Ebony Logins, Coordinator**

Ebony Logins provided an overview of the Sooke Youth Council and their vision to partner with youth to build a healthy, safe, supportive and engaging environment in the schools and the community. The Sooke Youth Council takes a “resiliency” approach and recognizes youth for their potential. The Youth Council is working on broadening their scope of mentorship and on developing partnerships with organizations such as SEAPARC, the Boys and Girls Club, and Sooke Rotary. Ms. Logins overviewed the roles and responsibilities of Youth Coordinator including facilitating opportunities, encouraging participation, empowering youth to engage in community development, and modeling healthy choices. The Youth Council is requesting Council's support with their 2013 Community Grant application.

Marina Bridal, EMCS student addressed Council as to the positive experiences she has had as a member of the Youth Council.

Council requested that the Category A Community Grant application for Sooke Youth Council (EMCS Society) be referred to the Community Grant Review Committee.

**D-5 Sooke Region Tourism Association – Category C Community Grant Application – Jonathan Heerema, Chair**

Jonathan Heerema, addressed Council on the Community Grant Application for the Sooke Region Tourism Association reporting on recent economic impacts on Canadian tourism due to a reduction in funding from the federal government to the Canadian Tourism Commission. Mr. Heerema advised that SRTA receives matching funds from the province based on District of Sooke funding. Mr. Heerema provided background information on the Sooke Region Tourism Association's efforts to increase their presence in the marketplace and expressed the importance of maintaining funds for marketing Sooke as a destination in order to increase and help drive business.

Mayor Milne reported that Council is trying to be accountable with Community Grant funding and urged SRTA to submit the required documentation (final report on previous grant) along with their Category C Community Grant Application. The grant application will then be forwarded to the Community Grant Review Committee.

**PUBLIC QUESTION AND COMMENT PERIOD**

Lee Hindrichs, Sooke resident, expressed her support for the policy on a GE Free Zone and addressed Council on concerns as to genetically engineered DNA. Ms. Hindrichs urged Council to support the AVICC resolution.

Marion DesRochers, Sooke resident, expressed her support for an "Arts" centre in Sooke and asked for Council's support with the Sooke Juan de Fuca Centre for the Arts Society's proposal.

**PUBLIC HEARINGS AND RELATED BYLAWS**

**PH-1 Report of Public Hearings – Amend Covenants for Properties Behind Village Food Markets**

Gerard LeBlanc gave a PowerPoint presentation and summary of the proposed amendments to covenants for properties behind Village Food Markets

Mayor Milne called the Public Hearing for Covenant FB152757 and Covenant CA2808854 to order at 8:08 p.m.

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

**Public Submissions:**

Rob Martin, Sooke resident expressed his support for the proposed extension of the laneway further east towards the future Waterview Street and addressed Council as to the benefits of the laneway extension including the creation of an ideal access/egress

situation for transport trucks traveling to and from the grocery store. Mr. Martin advised that the residential neighbourhood will also benefit from not having the connecting road between the laneway and Lincroft constructed.

Doug Wittich, representing the property owner advised that they brought this to staff and to Council because the property owner did not want the connecting road between the laneway and Lincroft to go through. Mr. Wittich reported that they discussed the roadway and it made no sense; extending the laneway was something they wanted to have happen.

Randy Clarkston, West Coast Design and Development advised that he came up with idea to extend the laneway as a compromise to putting the road through to Lincroft Road and that the concept works with relieving traffic.

Ellen Lewers, Sooke resident expressed her support for the extension of the laneway and addressed Council as to the laneway extension proposal supporting the District's Transportation Master Plan and Official Community Plan to have future connections to Waterview Street.

Mayor Milne called three times for submissions to the Public Hearing for Covenant FB152757 and Covenant CA2808854. Hearing none, he closed the public hearing at 8:17 pm.

#### **Council consider amendments to Covenant FB152757 and Covenant CA2808854**

**MOVED** and seconded to approve the Modification Agreement to Covenant FB152757 registered on the properties legally described as *Lot A, Section 10, Sooke District, Plan 11754 Except Parts in Plan 14552, 16276 and VIP71515 (PID 005-071-569) and Lot 5, Section 10, Sooke District, Plan 10069 (PID 005-448-051)* and authorize the Mayor and the Chief Administrative Officer to execute the Modification Agreement;

**AND TO** approve the Modification Agreement to Covenant CA2808854 registered on the properties legally described as *Lot A, Section 10, Sooke District, Plan VIP58444 (PID 018-674-089) and Lot B, Section 10, Sooke District, Plan VIP58444 (PID 018-674-097)* and authorize the Mayor and the Chief Administrative Officer to execute the Modification Agreement.

**CARRIED UNANIMOUSLY**

## **PUBLIC INPUT MEETINGS AND RELATED REPORTS**

### **PI-1 2013-2014 Corporate Strategic Plan**

Gord Howie provided an overview of the 2013-2014 Corporate Strategic Plan.

Public Input:

Debbie Clarkston, Sooke resident and Chair of the Sooke Region Cultural Alliance provided a written submission and addressed Council as to the Strategic Plan and consideration to the OCP's guiding principals and vision statement that arts and culture

play a key role in ensuring the health and prosperity of the community. Ms. Clarkston requested that Council consider the value of cultural planning when addressing the four strategic priorities; fiscal responsibility, town centre, economic revitalization and community planning.

Nicky Logins, representing Sooke Family Resource Society and Sooke CHI addressed Council on including social health, cultural, sports and other initiatives when considering Community Development in the Strategic Plan. Ms. Logins suggested that Council include the concept of striving towards planning for an aging population and towards supporting community health and wellness in the Strategic Plan and implementing a Health and Social Planning Committee to look at a broad range of support for the community in terms of wellness.

Norman Amirault, Sooke resident addressed Council as to the Strategic Plan and the need for a focus on Sooke's greatest assets such as its beauty and being close to the water when creating a vision for making Sooke a destination place.

Michael Nyikes, representing the Sooke Chamber of Commerce addressed Council as to the Strategic Plan and expressed concern as to a lack of economic development under strategic priority number three; Economic Revitalization. Mr. Nyikes advised that the Chamber of Commerce has many supportive resources to business and encouraged the new Mayor's "Promote Sooke" Task Force to work with the Chamber in economic revitalization to help with economic development in Sooke.

Don Brown, Sooke resident addressed Council as to Economic Revitalization in the Strategic Plan and the need for diversification in Sooke. Mr. Brown spoke to developing Sooke as a sustainable cooperative local community. Mr. Brown expressed concern as to environmental protection; dumping in the Shawnigan Lake area and affects it may have on the Sooke reservoir and also expressed concern as to funds for the Grant Road extension and the affect the extension will have on local business due to re-directing traffic out of the town centre.

Mark Ziegler, Sooke resident, expressed concern as to the construction of the Charters-Phillips Connector Road and the environmental impact the road will have on the ravine behind SEAPARC. Mr. Ziegler inquired as to whether there will be an environmental assessment done prior to any construction.

**ACTION ITEM:** Staff to provide a report to the next Council meeting summarizing the input received from members of the public on the 2013-2014 Strategic Plan.

## **REPORTS REQUIRING ACTION**

### **RA-1 Finance and Administration Committee recommendations from April 2, 2013 meeting:**

#### **Sooke Community Arts Council – Request to waive commercial use park fees**

**MOVED** and seconded to waive the 2013 commercial use park fees for the Sooke Community Arts Council's Art in the Park.

**CARRIED UNANIMOUSLY**

**2013 Capital Plan (2013-2017 Proposed Financial Plan)**

**MOVED** and seconded that the 2013 Capital Plan for the 2013-2017 Proposed Financial Plan be amended under Engineering – Rainwater Management Program by reducing the funding from \$150,000 to \$100,000;

**AND THAT** the funding source allocation be moved from the Casino Revenue Fund to the General Operating Surplus Fund.

**CARRIED UNANIMOUSLY**

**RA-2 2013-2017 Five Year Financial Plan**

Councillor Kasper provided an overview of the 2013-2017 Five Year Financial Plan.

**MOVED** and seconded to approve the Proposed 2013 – 2017 Five Year Financial Plan and direct staff to generate the 2013 – 2017 Five Year Financial Plan Bylaw, the 2013 Tax Rate Bylaw and the Sewer Parcel Tax Bylaw.

**CARRIED UNANIMOUSLY**

**RA-3 Sooke Marine Rescue Vessel**

**MOVED** and seconded to direct staff to send a letter to the head of the Canadian Marine Search and Rescue Organization (“CMSRO”) in support of the Sooke Royal Canadian Marine Search and Rescue unit entering into an agreement for the use of the marine rescue services and vessel for emergency responses outside the CMSRO normal operating guidelines.

**CARRIED UNANIMOUSLY**

**REPORTS FOR INFORMATION**

**RI-1 Mayor and Council Reports**

Gord Howie reported that once the Strategic Plan has been approved by Council, he will be providing monthly updates at Council meetings on the progress of the Plan.

Councillor Reay reported on attending the Vancouver Island Regional Library Board meeting advising that discussions will be moving forward on the new library facility.

Councillor Pearson reported on attending the Climate Change Action Committee meeting last week and that there will be recommendations from the Committee coming forward to Council.

**RI-2 Mayor’s Public Advisory Panel on the Arts and Beautification – Proposed Projects**

**MOVED** and seconded to approve the Mayor’s Public Advisory Panel on the Arts and Beautification’s proposed Graffiti Wrap Project in the amount of \$8,036.00;

**AND TO** forward the remaining project proposals to the Finance and Administration Committee.  
**CARRIED UNANIMOUSLY**

## **NEW BUSINESS**

### **NB-1 Community Grant Review Committee – April 4, 2013 Minutes**

**MOVED** and seconded to receive the April 4, 2013 Community Grant Review Committee minutes for information.  
**CARRIED UNANIMOUSLY**

### **NB-2 Community Grant Review Committee recommendations from March 27, 2013 and April 4, 2013 meetings:**

#### **CATEGORY A ANNUAL GRANTS**

##### **Sooke Residents in Need Society – Police-Based Victim’s Services:**

**MOVED** and seconded that the Sooke Residents in Need Society – Police-Based Victim’s Services request for \$8,323 be funded in full, with funding to come out of the 2013 Protective Services budget.  
**CARRIED UNANIMOUSLY**

##### **Citizens on Patrol/Speedwatch Sooke:**

**MOVED** and seconded that the Citizens on Patrol/Speedwatch Sooke request for \$2,800 be funded in full.  
**CARRIED UNANIMOUSLY**

##### **Juan de Fuca Regional Park Watch Society:**

**MOVED** and seconded that the Juan de Fuca Regional Park Watch Society request be funded in the amount of \$5000, a prorated amount to reflect the ratio of the parks covered by their organization that are located within the District of Sooke boundaries.  
**AND FURTHER THAT** the Juan de Fuca Park Watch Society be advised in writing that they are encouraged to pursue larger amounts of funding from other government sources in order to bring equity to the amount of funding coming directly from the areas they cover.  
**CARRIED UNANIMOUSLY**

##### **Sooke Canada Day Society:**

**MOVED** and seconded that the Sooke Canada Day Society request for \$4,000 be funded in full.  
**CARRIED UNANIMOUSLY**

##### **Sooke Community Arts Council**

**MOVED** and seconded that the Sooke Community Arts Council request for \$4,000 be funded in full.  
**CARRIED UNANIMOUSLY**

**Sooke Family Resource Society**

**MOVED** and seconded that the Sooke Family Resource Society request for \$5,000 be funded in full.

**CARRIED UNANIMOUSLY**

**Sooke Fine Arts Society**

**MOVED** and seconded that the Sooke Fine Arts Society request for \$7,000 be funded in full.

**CARRIED UNANIMOUSLY**

**Sooke Food Bank Society**

**MOVED** and seconded that the Sooke Food Bank Society request for \$1965.60 be funded in full.

**CARRIED UNANIMOUSLY**

**Sooke Region Food CHI Society**

**MOVED** and seconded that the Sooke Region Food CHI Society request, amended by the Sooke Region Food CHI Society to \$7,000, be funded in full.

**AND FURTHER THAT** the Sooke Region Food CHI Society be advised in writing that they are encouraged to calculate and report on the value of the food they distribute to community organizations.

**CARRIED UNANIMOUSLY**

**Sooke Region Community Health Initiative**

**MOVED** and seconded that the Sooke Region Community Health Initiative request for \$5,000 be funded in full.

**CARRIED UNANIMOUSLY**

**Sooke Residents in Need Society – Crisis Centre**

**MOVED** and seconded that the Sooke Residents in Need Society – Crisis Centre request for \$6,120 be funded in full.

**CARRIED UNANIMOUSLY**

**CATEGORY C – SERVICE AGREEMENTS**

**Sooke Community Association:**

**MOVED** and seconded that the District of Sooke enter into a service contract with the Sooke Community Association, for the \$28,000 requested, with an amendment to the current schedule A that “local non-profit” be added to statement regarding community groups.

**CARRIED UNANIMOUSLY**

**Sooke Region Historical Society:**

**MOVED** and seconded that the District of Sooke enter into a service contract with the Sooke Region Historical Society, for \$20,400 with an amendment to change “Tourism BC” to “Destination BC” in the schedule A.

**AND FURTHER THAT** the 2013 budget be adjusted accordingly.

**CARRIED UNANIMOUSLY**

**Sooke Region Chamber of Commerce:**

**MOVED** and seconded that the Sooke Region Chamber of Commerce be awarded a Category C Service Agreement contract in the amount of \$8,900, for a 1 year term, to deliver 5 workshops, as described in the “Mentoring Career Pathways” and “Age Friendly Sooke” project descriptions.

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

**MOVED** and seconded to adjourn the meeting at 9:14 p.m.

**CARRIED UNANIMOUSLY**

**Certified Correct:**

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**Wendal Milne**  
Mayor

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**Bonnie Sprinkling**  
Corporate Officer



## DISTRICT OF SOOKE

Minutes of the Special Meeting of Council  
held in the Municipal Meeting Room  
at 2205 Otter Point Road, Sooke, BC  
on April 15, 2013 at 6:00 p.m.

### COUNCIL PRESENT

Acting Mayor Kerrie Reay  
Councillor Bev Berger  
Councillor Herb Haldane  
Councillor Rick Kasper  
Councillor Kevin Pearson  
Councillor Maja Tait

### STAFF PRESENT

Gordon Howie, Chief Administrative Officer  
Michael Dillabaugh, Director of Finance  
Bonnie Sprinkling, Corporate Officer

**ABSENT:** Mayor Wendal Milne

### CALL TO ORDER

Acting Mayor Reay called the meeting to order at 6:05 p.m.

### APPROVAL OF THE AGENDA

**MOVED** and seconded to approve the agenda with the addition of New Business Items NB-1 to appoint Acting Mayor and NB- 2 - Update on Car Wash behind Village Market.  
**CARRIED UNANIMOUSLY**

### MOTION TO CLOSE THE MEETING TO THE PUBLIC

**MOVED**, seconded to close the meeting to the public under section 90(1)(e) of the *Community Charter* to discuss 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.  
**CARRIED UNANIMOUSLY**

### CALL TO ORDER OPEN PORTION

Acting Mayor Reay called the open portion of the Special Meeting to order at 6:12 pm.

### NB-1 Appointment of Acting Mayor

**MOVED** and seconded to appoint Councillor Kevin Pearson as Acting Mayor for the month of April, 2013.  
**CARRIED UNANIMOUSLY**

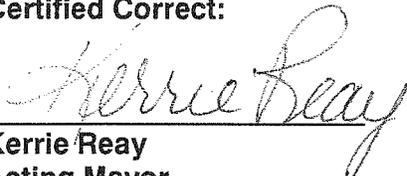
### NB-2 Update on Car Wash behind Village Market

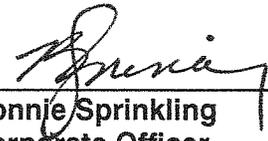
Mr. Howie advised that the building permit for the car wash behind Village Market is being processed as quickly as possible; awaiting submission of registered covenants by developer.

**ADJOURNMENT**

**MOVED**, seconded to adjourn the meeting at 6:30 p.m.  
**CARRIED UANIMOUSLY**

**Certified Correct:**

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

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



## DISTRICT OF SOOKE

Minutes of the Regular Meeting of Council  
held in the Council Chamber  
at 2225 Otter Point Road, Sooke, BC  
on May 13, 2013  
5:00 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 Rick Kasper  
Councillor Kerrie Reay  
Councillor Maja Tait

### STAFF PRESENT (Open Portion)

Gordon Howie, Chief Administrative Officer  
Michael Dillabaugh, Director of Finance  
Bonnie Sprinkling, Corporate Officer  
Gerard LeBlanc, Municipal Planner  
Steve Sorensen, Fire Chief  
Sarah Temple, Recorder

### CALL TO ORDER

Mayor Milne called the meeting to order at 5:05 p.m.

### MOTION TO CLOSE THE MEETING TO THE PUBLIC

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

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

90(1)(c) labour relations or other employee relations;

90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

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

**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 added as New Business/Supplemental Information:

**Development Variance Permit – 7109 & 7111 West Coast Road**

Public Submissions:

- Correspondence received May 10, 2013 from D.E. Taylor

**Development Variance Permit – Silver Spray Destination Resort – Phase I**

Public Submissions:

- Correspondence received May 9, 2013 from Steve and Linda Overell
- Correspondence received May 10, 2013 from Steve and Linda Overell
- Correspondence received May 9, 2013 from Greg Toft and Karin Demidoff
- Correspondence received May 13, 2013 from Frank McKendry
- Correspondence received May 13, 2013 from Lorna Rizzie

**CARRIED UNANIMOUSLY**

**ADOPTION OF MINUTES**

**MOVED** and seconded that the minutes of the Regular Council meeting held on April 22, 2013 be adopted as circulated.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Committee of the Whole meeting held on April 22, 2013 be adopted as circulated.

**CARRIED UNANIMOUSLY**

**MINUTES FOR INFORMATION**

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

- April 15, 2013                      Community Grant Review Committee
- April 23, 2013                      Emergency Planning Committee
- April 30, 2013                      Mayor’s “Promote Sooke” Taskforce
- May 6, 2013                         Finance and Administration Committee

**CARRIED UNANIMOUSLY**

**DELEGATIONS**

**D-1 PRESENTATION – Randy Decksheimer and Donna Hobbs, KPMG**  
(Municipal Auditors)

Randy Decksheimer presented the KPMG audited 20102 Financial for the District of Sooke. Mr. Decksheimer commented that a restatement of developer contributed assets was completed in 2012, which corrects misinformation recorded in 2011 and earlier years.

Two additional reports were issued by KPMG in addition to the Audited Financial Statements; one related to compliance with the Home Owner Grant Act and the other

related to compliance with the School Act. Both reports indicate that the District of Sooke is in compliance.

**MOVED** and seconded to accept the 2012 Audited Financial Statements; the School Tax Audit Report and Provincial Home Owner Grant Audit Report.  
**CARRIED UNANIMOUSLY**

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

There were no questions or comments from the public.

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

##### **PH-1 Report of Public Hearing - 6535 Grant Road E.**

- **Bylaw No. 569, *Zoning Amendment Bylaw (600-1)***

Gerard LeBlanc gave a PowerPoint presentation and summary of the rezoning application for 6535 Grant Road East.

##### **Discussion:**

- Council discussed the requirement to conduct a sewer serviceability study prior to finalizing the development process.

**Action Item:** Council directed staff to provide information on regular reporting to the District of Sooke on the sewer facility capacity.

Mayor Milne called the Public Hearing for Bylaw No. 569 to order at 7:29 p.m.

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

##### **Public Submissions:**

- Ron Dumont, Sooke Resident, stated that he believes consideration should be given to the long-term vision for the roadway and any planned extension. Mr. Dumont further stated that he believes that there should not be a cost associated with a sewer serviceability review if the modelling indicates the system will not reach capacity for 25 years.
- Trevor Keiten, Sooke Resident, expressed concern about increased traffic on Grant Road E and questioned whether there was a planned extension of Grant Road E.
- Mayor Milne clarified that Throup Road has been identified as the route for the future Grant Road connector and that there are no plans for a future extension of Grant Road East.

Mayor Milne called three times for submissions to the Public Hearings for Bylaw No. 569. Hearing none, he closed the public hearing at 7:32 pm.

**MOVED** and seconded that Bylaw No. 569, *Zoning Amendment Bylaw (600-1)* be read a third time.

**CARRIED UNANIMOUSLY**

**PUBLIC INPUT MEETINGS AND RELATED REPORTS**

**PI-1 Development Variance Permit – 7109 & 7111 West Coast Road**

Gerard LeBlanc gave a PowerPoint presentation and summary of the Development Variance Permit application for 7109 & 7111 West Coast Road.

**Public Input:**

- David Matland, Sooke resident, addressed Council on the staff recommendation for the amenity areas in general terms. Mr. Matland indicated that the trees along the SPEA provide a visual barrier between the park and the neighbouring sewage treatment plant. Mr. Matland further stated that the SPEA area is not navigable by the residents of the park, as it is on a very steep slope.
- David Ford, Sooke resident, stated that he believes that green space should be publically accessible and substantial enough to allow for enjoyment by all.
- John Sheldrake, owner of Woodside Estates, provided additional history on the property. Mr. Sheldrake indicated that the property has twice been approved for subdivision, once by the CRD and once by the District of Sooke. In the initial approval process, a 5% amenity space was required and the interpretation was that the SPEA was included in the calculation of the 5%. Mr. Sheldrake presented a petition signed by residents of Woodside Estates in support of including the SPEA in the 5% amenity areas.
- Ron Dumont, Sooke resident, addressed Council to dispute the measurement of the 30m creek allowance. Mr. Dumont further stated that he believes that amenity area should be open space, and not the space between lots that many people consider to be part of their lot.

**Council Discussion:**

- Council discussed the future plans for Woodside Estates and asked Mr. Sheldrake for clarification. Mr. Sheldrake indicated that he intends to put an additional lot next to Unit #27 if permitted under the proposed Development Variance Permit.
- Council discussed current density on both 7109 & 7111 West Coast Road and the implications of subdivision.
- Council discussed the possibility of future lots to the south of the park. Mr. LeBlanc indicated that any proposed new lots would still be subject to review by the District.
- Council queried whether an area designated as SPEA was permitted to be used as an amenity area. Mr. LeBlanc confirmed that the RAR report states that native shrubs should be planted in the SPEA to protect against encroachment which he interprets as the area is protected space and therefore not suitable for designation as an amenity area.

**MOVED** and seconded to not vary the location of the 5% amenity area requirement to include the Streamside Protection and Enhancement Area (SPEA);

**AND TO** instead issue a Development Variance Permit PLN010008 for 7109 and 7111 West Coast Road (Woodside Estates Manufactured Home Park) to vary the location of the 5% amenity area requirement to include the landscaped buffer area surrounding the manufactured home park, the open space that abuts southeast of manufactured Home

Space #27, the open space that abuts west of Manufactured Home Space #20 and the yard space surrounding each manufactured home.

**CARRIED**

**Councillor Pearson opposed the motion.**

## **PI-2 Development Variance Permit – Silver Spray Destination Resort – Phase 1**

Gerard LeBlanc gave a PowerPoint presentation and summary of the Development Variance Permit application for Phase 1 of the Silver Spray Destination Resort.

### **Public Input:**

- Michael Thornton, applicant, stated that there have been no changes from his original presentation. Mr. Thornton stated that the properties observe vertical setbacks as well as horizontal, and are well above the height of the water. Additionally, Mr. Thornton summarized that all feedback received from neighbouring properties has been positive, including an initial concern that has since been addressed.
- Mr. LeBlanc advised that one late submission was received from Lorna Rizzie who expressed concern about the Development Variance Permit application. Mr. Thornton indicated he has spoken with Ms. Rizzie.
- Ron Dumont, Sooke resident, inquired about the tide height used in calculating the horizontal setback. Mr. LeBlanc clarified that the set-back was based on a 50-year high tide.

**MOVED** and seconded to authorize the issuance of Development Variance Permit PLN1005 for the following variances for Phase 1 of the Silver Spray Destination Resort:

- A. To vary the setback in Section 3.25 and 803.7 (a) of Bylaw No. 600, *Sooke Zoning Bylaw, 2013* from 15m to 5m in the location shown in yellow on the Site Plan as “5m to 15m zone” for the purpose of locating Lodge Cottages;
- B. To vary the setback in Section 3.25 and 803.7 (a) of Bylaw No. 600, *Sooke Zoning Bylaw, 2013* from 15m to 1m in the #37 location shown on the Site Plan as “South-West Tip of Canada Pavilion Building”;
- C. To vary the setback in Section 3.25 and 803.7 (a) of Bylaw No. 600, *Sooke Zoning Bylaw, 2013* from 15m to 0m for the area shown as “moorage facility” on the Site Plan, for docks and accessory structures for boat moorage, rentals and docks accessory to the lodge, and other such permitted used in the Silverspray CD-3 zoning bylaw, and;
- D. To vary the setback from a principal building in Section 803.7 (d) of Bylaw No. 600, *Sooke Zoning Bylaw, 2013* from 3m to 2m.

**CARRIED UNANIMOUSLY**

## **BYLAWS**

### **B-1 Bylaw No. 557, *Sooke Core Sewer Specified Area Cost Recovery Amendment Bylaw, (150-7)***

**MOVED** and seconded to adopt Bylaw No. 557, *Sooke Core Sewer Specified Area Cost Recovery Amendment Bylaw, (150-7)*

**CARRIED**

**Councillor Tait opposed the motion**

### **B-2 Bylaw N. 563, *Five Year Financial Plan Bylaw, 2013* and; Bylaw No, 564, *Property Tax Rate Bylaw, 2013***

Councillor Berger declared a conflict of interest with this agenda item as her husband is a volunteer firefighter for which there is funding under the District of Sooke budget and left the meeting at 8:35 p.m.

Councillor Reay declared a conflict of interest with this agenda item as she sits on the Vancouver Island Regional Library Board and the CREST Board, both of which are funded under the budget and left the meeting at 8:35 p.m.

Mayor Milne declared a conflict of interest with this agenda item as he has just become aware that his wife is a voting member of organizations receiving funding under this Bylaw and left the meeting at 8:38 p.m.

Councillor Kasper took over as Chair of the Regular Council meeting.

**MOVED** and seconded that Bylaw No. 563, *Five Year Financial Plan Bylaw, 2013* be adopted.

**CARRIED**

**Councillor Tait opposed the motion**

**MOVED** and seconded that Bylaw No. 564, *Property Tax Rate Bylaw, 2013* be adopted.

**CARRIED**

**Councillor Tait opposed the motion**

Mayor Milne, Councillor Berger and Councillor Reay returned to the meeting at 8:39 p.m.

### **B-3 Bylaw N. 570, Zoning Amendment Bylaw (600-2) – 2083 Anna Marie Road**

Gerard LeBlanc gave a PowerPoint presentation and summary of the Rezoning application for 2083 Anna Marie Road.

**MOVED** and seconded that Bylaw No. 570, *Zoning Amendment Bylaw (600-2)* be introduced and read a first time.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that Bylaw No. 570, *Zoning Amendment Bylaw (600-2)* be read a second time.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to waive the holding of a Public Hearing in accordance with section 890(4) of the *Local Government Act* and require notice of the waiver in accordance with section 893 of the *Local Government Act* and section 892(8) of the *Community Charter*.

**CARRIED UNANIMOUSLY**

### **REPORTS REQUIRING ACTION**

#### **RA-1 Community Grant Review Committee Recommendation from April 15, 2013 meeting: Sooke Youth Council Category A Community Grant**

**MOVED** and seconded to award the amount of \$10,146.00 to the EMCS Society under the 2013 Community Grant Program for the Sooke Youth Council project.  
**CARRIED UNANIMOUSLY**

**RA-2 Mayor's "Promote Sooke" Task Force Recommendation from April 30, 2013 meeting:**

**MOVED** and seconded to adopt the Mayor's "Promote Sooke" Task Force Terms of Reference as amended.  
**CARRIED UNANIMOUSLY**

**RA-3 Finance and Administration Committee Recommendations from May 6, 2013 meeting:**

**Sooke River Bluegrass Festival Society – Request for Sponsorship**

**MOVED** and seconded to provide the sum of \$500 to the Sooke River Bluegrass Festival Society to sponsor the Sooke River Bluegrass Music Festival;

**AND THAT** funds be allocated from the Advertising/Communications budget.  
**CARRIED UNANIMOUSLY**

**Mayor's Public Advisory Panel on the Arts and Beautification – Proposed Projects**

• ***Sooke Philharmonic Society***

**MOVED** and seconded to provide the sum of \$2,000.00 to the Sooke Philharmonic Society to sponsor the 2013 Philharmonic Fling;  
**AND THAT** funds be allocated from the Advertising/Communication budget.  
**CARRIED UNANIMOUSLY**

• ***Signage Project***

**MOVED** and seconded to direct staff to provide assistance with the Digital Sign Proposal to present to other organizations and businesses in Sooke.  
**CARRIED UNANIMOUSLY**

• ***Memberships***

**MOVED** and seconded to approve the membership fees of \$100.00 to the Van Dop Arts and Cultural Guide and \$270.00 to the Creative City Network of Canada;  
**AND THAT** funds be allocated from the Mayor's Advisory Panel budget;  
**AND FURTHER THAT** the Council Contingency Fund be used to meet any shortfalls with membership fees.  
**CARRIED UNANIMOUSLY**

**Sooke Firefighters**

**MOVED** and seconded to congratulate and thank the Sooke firefighters who travelled to Panama to provide training to local firefighters in April 2013.  
**CARRIED UNANIMOUSLY**

**RA-4 Boat Launch Expenditures**

**MOVED** and seconded to direct staff to proceed with the coordination for the completion of the proposed Public Boat Launch works.

**CARRIED UNANIMOUSLY**

**RA-5 Modification of Covenant and Access to Grant Road Extension for Lot A, Section 10, Sooke District, Plan VIP87872**

**MOVED** and seconded to direct staff to negotiate with the owner of Lot A to obtain road dedication in exchange for the removal of the Covenant by the District of Sooke on Lot A, Section 10, Sooke District, Plan VIP87872;

**AND TO** direct staff to consult with the Ministry of Transportation and Infrastructure (MOTI) as to a method of removing or amending the Covenant mutually held by the District of Sooke and MOTI on Lot A, Section 10, Sooke District, Plan VIP87872;

**CARRIED**

**Councillor Tait opposed the motion**

**RA-6 Mayor to require Council reconsideration of a matter under section 131 of the *Community Charter***

**Motion April 22, 2013: Community Grant Review Committee recommendation from April 15, 2013 meeting: Sooke Region Tourism Association Category C Service Agreement**

“**MOVED** and seconded to recommend that Council not enter into a Service Agreement with the Sooke Region Tourism Association for the requested amount of \$23,000;

**AND THAT** the Sooke Region Tourism Association be advised in writing that the contract requirements stipulated in section 10 of the 2012 Service Agreement were not met.

**CARRIED”**

**ACTION ITEM:** Matter to be considered at next Regular Council Meeting in accordance with section 131(3) of the *Community Charter*.

**RA-7 Mayor to require Council reconsideration of a matter under section 131 of the *Community Charter***

**Motion April 22, 2013: Land Use and Environment Committee recommendation from April 15, 2013 meeting: 48 Hour Building Permit**

“**MOVED** and seconded to direct staff to implement the proposed processing of 48 hour building permit applications;

**AND TO** adopt the 48 Hour Building Permit Application Checklist and 48 Hour Engineering Approval for Building Permit Application form submitted by Mr. Geoff Steele;

**AND FURTHER TO** include the standard declaration clause and signatory line and Freedom of Information Notice at the bottom of the adopted Checklist.

**CARRIED UNANIMOUSLY”.**

**ACTION ITEM:** Matter to be considered at next Regular Council Meeting in accordance with section 131(3) of the *Community Charter*.

#### **CORRESPONDENCE REQUIRING ACTION**

**C-1 Correspondence received April 22, 2013 from Town of View Royal:** CRD Regional Integrated Units

**MOVED** and seconded to accept this correspondence for information  
**CARRIED UNANIMOUSLY**

**ACTION ITEM:** Matter to be considered at Committee of the Whole meeting on May 21, 2013.

**C-2 Correspondence received April 30, 2013:** Municipal Food Bank Resolution

**MOVED** and seconded to accept this correspondence for information  
**CARRIED UNANIMOUSLY**

#### **NOTICES OF MOTION**

**NM-1 Mayor acknowledged Notice of Motion by Councillor Herb Haldane:**  
**THAT** the section of the Official Community Plan dealing with development permits come to a public hearing and be removed.

**ACTION ITEM:** Matter to be considered at next Regular Council Meeting

**NM-2 Mayor acknowledged Notice of Motion by Councillor Herb Haldane:**  
**THAT** a half acre be established in the John Phillips Memorial Park for the horseshoe club.

**ACTION ITEM:** Matter to be considered at next Regular Council Meeting

#### **ADJOURNMENT**

**MOVED** and seconded to adjourn the meeting at 9:50 p.m.  
**CARRIED UNANIMOUSLY**

**Certified Correct:**

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**Wendal Milne**  
Mayor

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**Bonnie Sprinkling**  
Corporate Officer



## DISTRICT OF SOOKE

Minutes of the Regular Meeting of Council  
held in the Council Chamber  
at 2225 Otter Point Road, Sooke, BC  
on May 27, 2013  
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 Rick Kasper  
Councillor Kerrie Reay  
Councillor Maja Tait

### STAFF PRESENT (Open Portion)

Gordon Howie, Chief Administrative Officer  
Michael Dillabaugh, Director of Finance  
Bonnie Sprinkling, Corporate Officer  
Gerard LeBlanc, Municipal Planner  
Rick McLeod, Deputy Fire Chief/ESS Coordinator  
Tina Hansen, Corporate Assistant

### CALL TO ORDER

Mayor Milne called the meeting to order at 6:05 p.m.

### MOTION TO CLOSE THE MEETING TO THE PUBLIC

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

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

**CARRIED UNANIMOUSLY**

### CALL TO ORDER - OPEN PORTION

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

### APPROVAL OF THE AGENDA

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

- Item PI-1 Development Variance Permit – 6731 West Coast Road
  - Correspondence received May 24, 2013 from Hans Stope

**CARRIED UNANIMOUSLY**

## **ADOPTION OF MINUTES**

**MOVED** and seconded that the minutes of the Regular Council meeting held on May 13, 2013 be adopted as circulated.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Committee of the Whole meeting held on May 13, 2013 be adopted as circulated.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Committee of the Whole meeting held on May 21, 2013 be adopted as circulated.

**CARRIED UNANIMOUSLY**

## **MINUTES FOR INFORMATION**

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

May 21, 2013 Land Use and Environment Committee

**CARRIED UNANIMOUSLY**

## **PUBLIC QUESTION AND COMMENT PERIOD**

There were no questions or comments from the public.

### **RI-3 RCMP Monthly Mayor Report**

**MOVED** and seconded to receive the RCMP Monthly Mayor Report for April 2013 for information.

**CARRIED UNANIMOUSLY**

### **RA-3 Regional Crime Unit**

**MOVED** and seconded to postpone Item RA-3 Regional Crime Unit to a future Council meeting.

**CARRIED UNANIMOUSLY**

## **PUBLIC INPUT MEETINGS AND RELATED REPORTS**

### **PI-1 Development Permit and Development Variance Permit – 6750 West Coast Road – The Hope Centre**

Gerard LeBlanc provided a PowerPoint presentation and summary for the Development Permit and Development Variance Permit at 6750 West Coast Road.

Public Input:

Don Elliott, Housing Development Coordinator, Greater Victoria Coalition to End Homelessness expressed support on behalf of the Coalition for The Hope Centre and

addressed Council as to the positive impacts the project will have on meeting the needs for the community and the region's youth.

Ron Dumont, Sooke resident inquired as to the trees that are to be planted in the front of the development as per the landscape plan and how the sidewalks will go through the adjoining properties. Mr. Dumont expressed concern as to how the trees will affect visibility when exiting from the underground parking.

**MOVED** and seconded to issue Development Permit PLN01012 for the purposes of constructing a mixed use commercial/residential building located on Lot 2, Section 3, Sooke District, Plan 15068;

**AND TO** authorize the issuance of Development Variance Permit PLN01032 for the property at 6750 West Coast Road by relaxing the 15 metre setback from buildings and structures to the centreline of Highway 14 to 13.78 metres.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to direct the Mayor and staff to look into the suitability of leasing a unit at the Hope Centre for the Senior's Drop-In Centre.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to authorize staff to offset applicable District of Sooke development fees in principal pending Council approval of the final determination of fees and what the offset costs are for The Hope Centre located at 6750 West Coast Road;

**AND TO** authorize the Mayor to write a letter to the Capital Regional District and School District No. 62 requesting that fees applicable to The Hope Centre attributable to them be considered for a similar offset as that provided by Sooke.

**CARRIED UNANIMOUSLY**

## **PI-2 Development Variance Permit – 6731 West Coast Road**

Gerard LeBlanc provided a PowerPoint presentation and summary for the Development Variance Permit at 6731 West Coast Road.

Public Input:

Brian Ridley, applicant addressed Council as to concerns that they have been forced to keep changing the plans for their development due to staff requesting the changes. Mr. Ridley also expressed concern as to the requirements for sidewalks, street lighting and delays with the development stating that he would just like the job to move forward. Mr. Ridley clarified that the additional 3 m of paving would be done on Atherly Close.

**MOVED** and seconded to authorize issuance of the Development Variance Permit PLN01028 for 6731 West Coast Road to relax Bylaw No. 65, *Subdivision and Development Standards Bylaw, 2003*, Schedule C, SDD-R04 Cross Section Small Lot Urban Local Road and relax cross section R12SS-TC-A that is within the Memorandum of Understanding with Ministry of Transportation and Infrastructure to remove the requirement for off-street streetlights and boulevard trees on Atherly Road and West Coast Road with the condition that the owner construct and pave an additional 3 m of

roadway on the property frontage of Atherly Close and make provisions in the off-site design for the future installation of the streetlight infrastructure.  
**CARRIED UNANIMOUSLY**

## **BYLAWS**

**B-1 Bylaw No. 560, Sooke Core Sewer Specified Area Amendment Bylaw (147-18) and Bylaw No. 558, Zoning Bylaw Amendment Bylaw (600-3) – 1781 Minnie Road and 7057 West Coast Road**

Councillor Reay declared a perception of conflict of interest with this agenda item and left the meeting at 7:43 p.m.

Mark Johnson, representative for the applicant advised that they have no objection to paying cash in lieu for park and also have no objection to working with their biologist to establish a trail through the SPEA if they can do it as it will be a benefit to the community.

Mayor Milne requested that Council move ahead to Agenda Item B-2 prior to consideration of Bylaw No. 558 and Bylaw No. 560 in order to provide staff time to clarify information as to contiguous sewers in the Official Community Plan.

Councillor Reay returned to the meeting at 8:39 p.m. in order to vote on Bylaw No. 569, *Zoning Amendment Bylaw (600-1)*.

**B-2 Bylaw No. 569, Zoning Amendment Bylaw (600-1)**

**MOVED** and seconded that Bylaw No. 569, Zoning Amendment Bylaw (600-1) be adopted.

**CARRIED UNANIMOUSLY**

Councillor Reay left the meeting a second time at 8:43 p.m. while Council resumed discussions as to Bylaw No. 558 and Bylaw No. 560.

**B-1 Bylaw No. 560, Sooke Core Sewer Specified Area Amendment Bylaw (147-18) and Bylaw No. 558, Zoning Bylaw Amendment Bylaw (600-3) – 1781 Minnie Road and 7057 West Coast Road**

**MOVED** and seconded that Bylaw No. 560, *Sooke Core Sewer Specified Area Amendment Bylaw (147-18)* be introduced and read a first time.

**CARRIED**

**Councillor Haldane and Councillor Kasper opposed the motion**

**MOVED** and seconded that Bylaw No. 560, *Sooke Core Sewer Specified Area Amendment Bylaw (147-18)* be read a second time.

**CARRIED**

**Councillor Haldane and Councillor Kasper opposed the motion**

**MOVED** and seconded that Bylaw No. 560, *Sooke Core Sewer Specified Area Amendment Bylaw (147-18)* be read a third time.

**CARRIED**

**Councillor Haldane and Councillor Kasper opposed the motion**

**MOVED** and seconded that Bylaw No. 558, *Zoning Amendment Bylaw (600-3)* be introduced and read a first time.

**CARRIED**

**Councillor Haldane and Councillor Kasper opposed the motion**

**MOVED** and seconded that Bylaw No. 558, *Zoning Amendment Bylaw (600-3)* be read a second time.

**CARRIED**

**Councillor Haldane and Councillor Kasper opposed the motion**

**MOVED** and seconded to direct staff to schedule a Public Hearing for Bylaw No. 558 in accordance with the requirements of the *Community Charter* and the *Local Government Act*.

**CARRIED**

**Councillor Haldane and Councillor Kasper opposed the motion**

**MOVED and seconded** that the adoption of Bylaw No. 558 be immediately prior to the adoption of Bylaw No. 560.

**CARRIED**

**Councillor Haldane and Councillor Kasper opposed the motion**

**MOVED** and seconded that prior to final adoption of Bylaw No. 558, the owner must enter into a Development Agreement by way of a section 219 covenant with the District of Sooke and that Council authorize the Mayor and the Chief Administrative Officer to execute the Development Agreement.

**CARRIED**

**Councillor Haldane and Councillor Kasper opposed the motion**

**MOVED** and seconded to postpone a decision on the Affordable Housing Contribution and Parkland Dedication requirements for 1781 Minnie Road and 7057 West Coast Road to following the Public Hearing.

**CARRIED UNANIMOUSLY**

Councillor Reay returned to the meeting at 8:53 p.m.

**B-3 Bylaw No. 571, *Sooke Core Sewer Specified Area Amendment Bylaw (147-20)***

**MOVED** and seconded that Bylaw No. 571, *Sooke Core Sewer Specified Area Amendment Bylaw (147-20)* be introduced and read a first time.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that Bylaw No. 571, *Sooke Core Sewer Specified Area Amendment Bylaw (147-20)* be read a second time.  
**CARRIED UNANIMOUSLY**

**MOVED** and seconded that Bylaw No. 571, *Sooke Core Sewer Specified Area Amendment Bylaw (147-20)* be read a third time.  
**CARRIED UNANIMOUSLY**

## **REPORTS REQUIRING ACTION**

### **RA-1 Mayor to require Council reconsideration of a matter under section 131 of the *Community Charter***

Councillor Reay, Chair of the Community Grant Review Committee provided background information as to the Sooke Region Tourism Association Category C Community Grant application.

Council motion April 22, 2013: Community Grant Review Committee  
Recommendation from April 15, 2013 meeting:

#### **Sooke Region Tourism Association Category C Service Agreement**

**“MOVED** and seconded to recommend that Council not enter into a Service Agreement with the Sooke Region Tourism Association for the requested amount of \$23,000;  
**AND THAT** the Sooke Region Tourism Association be advised in writing that the contract requirements stipulated in section 10 of the 2012 Service Agreement were not met.  
**CARRIED”**

Lyle Markham, representative Sooke Region Tourism Association reported that the purpose of SRTA is to market the area not businesses specifically but the businesses in the area do benefit. Mr. Markham clarified questions from Council as to items included in their Community Grant Program Application 2013 budget including the article promoting Sooke, website maintenance, funding from CRD, Black Ball Transport – TV campaign and video production.

**MOVED** and seconded to direct staff to enter into a service contract with the Sooke Region Tourism Association for up to \$23,000.  
**CARRIED UNANIMOUSLY**

### **RA-2 Mayor to require Council reconsideration of a matter under section 131 of the *Community Charter***

Council Motion April 22, 2013: Land Use and Environment Committee  
Recommendation from April 15, 2013 meeting:

#### **48 Hour Building Permit**

**“MOVED** and seconded to direct staff to implement the proposed processing of 48 hour building permit applications;

**AND TO** adopt the 48 Hour Building Permit Application Checklist and 48 Hour Engineering Approval for Building Permit Application form submitted by Mr. Geoff Steele; **AND FURTHER TO** include the standard declaration clause and signatory line and Freedom of Information Notice at the bottom of the adopted Checklist.  
**CARRIED UNANIMOUSLY”**

**MOVED** and seconded to approve the *48 Hour Building Permit Application Checklist* to be followed when applying for a 48 Hour Building Permit.  
**CARRIED UNANIMOUSLY**

**ACTION ITEM:** Mayor Milne will send out a media release notifying the public of the implementation of the District of Sooke 48 Hour Building Permit Applications.

## REPORTS FOR INFORMATION

### RI-1 Mayor and Council Reports

Mayor Milne reported that beginning in June, the senior's will be looking for a temporary and a long term place for a senior's centre. Mayor Milne reported that he will be working with the Mayor's Advisory Panel on Community Health and Social Issues and will be bringing ideas forward to Council and looking for support for the senior's as well as various other issues.

Councillor Haldane reported on attending the Juan de Fuca Water Commission meeting last week and on attending a College Action Committee meeting on a BCIT and Camosun College Campus for skilled trades in the Western Communities.

Councillor Berger reported on the official CHI and CASA merger on June 5<sup>th</sup>, 2013 and advised that they are still looking for Board members.

Councillor Kasper inquired as to feedback information from Council members who attended the CRD Forum of Councils on May 25<sup>th</sup>. Councillor Haldane updated Council and provided information as to the discussions which occurred at the Forum on the Regional Transportation and Planning priorities.

Councillor Tait reported on attending the Mountain Bike Symposium which is currently happening in the District of Sooke and on the different events that have occurred during the Symposium including professional trail builders building trails, attendance by Red Bull Canada, trail rides, T'Sou-ke Nation panel discussion with Tourism BC, and Royal Roads initiatives.

Councillor Pearson reported that he was at Harbourview with some of the mountain bikers over the weekend and that it is important to attract different activities such as this one to Sooke.

Councillor Tait also took the opportunity to thank the Museum and volunteers for the social event that was held at the Museum on Sunday for the Mountain Bike Symposium. The event went over very well and was a unique Sooke experience.

**RI-2 Chief Administrative Officer Update (Corporate Strategic Plan)**

Gord Howie provided an update on the Corporate Strategic Plan initiatives reporting that the design of the Church Road sidewalk project moving forward, the District is currently having discussions with property owners to secure property in the Waterview area, a Mayor's "Promote Sooke" Task Force has been established and Council has met it's financial objective by adopting a budget with less than 2 per cent tax increase. Written monthly reports on the Strategic Plan will be provided in the agendas beginning the last meeting in June.

**RI-4 January – March 2013 Quarterly Reports**

**MOVED** and seconded to receive the January – March 2013 Quarterly reports for information.

**CARRIED UNANIMOUSLY**

**NOTICES OF MOTION**

**NM-1 Notice of Motion by Councillor Herb Haldane:**

**THAT** the section of the Official Community Plan dealing with development permits come to a public hearing and be removed.

**MOVED** and seconded that the section of the Official Community Plan dealing with development permits relating to subdivisions come to a public hearing and consider removal.

**CARRIED UNANIMOUSLY**

**NM-2 Notice of Motion by Councillor Herb Haldane:**

**THAT** a half acre be established in the John Phillips Memorial Park for the horseshoe club.

**MOVED** and seconded that a half acre be established in the John Phillips Memorial Park for the Sooke Horseshoe Club;

**AND TO** direct staff to move forward with the public consultation process.

**CARRIED**

**REPORT OF IN CAMERA RESOLUTIONS**

**IC-1 May 13, 2013 Regular Council Meeting – IN Camera Portion**

**Mulligan's Purchase Update**

**MOVED** and seconded to release the In Camera motions as to the purchase of Mulligan's property;

**AND TO** authorize the Mayor to provide a news release as to the District of Sooke attempts to purchase Mulligan's property.

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

**MOVED** and seconded to adjourn the meeting at 10:22 p.m.  
**CARRIED UNANIMOUSLY**

**Certified Correct:**

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**Wendal Milne**  
Mayor

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**Bonnie Sprinkling**  
Corporate Officer



## DISTRICT OF SOOKE

Minutes of the Special Meeting of Council  
held in the Municipal Meeting Room  
at 2205 Otter Point Road, Sooke, BC  
on June 4, 2013 at 5:30 p.m.

### COUNCIL PRESENT

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

### STAFF PRESENT

Gordon Howie, Chief Administrative Officer

### CALL TO ORDER

Mayor Milne called the meeting to order at 5:30 p.m.

### APPROVAL OF THE AGENDA

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

### MOTION TO CLOSE THE MEETING TO THE PUBLIC

**MOVED**, seconded to close the meeting to the public under section 90(1) of the Community Charter to discuss:  
90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;  
90(1)(c) labour relations or other employee relations.  
**CARRIED UNANIMOUSLY**

### ADJOURNMENT

**MOVED**, seconded to adjourn the meeting at 7:20 p.m.  
**CARRIED UNANIMOUSLY**

### Certified Correct:

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Wendal Milne  
Mayor

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Bonnie Sprinkling  
Corporate Officer



## DISTRICT OF SOOKE

Minutes of the Regular Meeting of Council  
held in the Council Chamber  
at 2225 Otter Point Road, Sooke, BC  
on June 10, 2013  
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 Rick Kasper  
Councillor Kerrie Reay  
Councillor Maja Tait

### STAFF PRESENT (Open Portion)

Gordon Howie, Chief Administrative Officer  
Michael Dillabaugh, Director of Finance  
Bonnie Sprinkling, Corporate Officer  
Tina Hansen, Corporate Assistant

### CALL TO ORDER

Mayor Milne called the meeting to order at 6:05 p.m.

### MOTION TO CLOSE THE MEETING TO THE PUBLIC

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

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

90(1)(c) labour relations or other employee relations;

90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

**CARRIED UNANIMOUSLY**

### CALL TO ORDER - OPEN PORTION

Mayor Milne called the open portion of the Regular Council meeting to order at 7:02 p.m. in the Council Chambers.

### APPROVAL OF THE AGENDA

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

**CARRIED UNANIMOUSLY**

### ADOPTION OF MINUTES

**MOVED** and seconded that the minutes of the Regular Council meeting held on May 27, 2013 be adopted as circulated.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Committee of the Whole meeting held on May 27, 2013 be adopted as circulated.  
**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Committee of the Whole meeting held on June 3, 2013 be adopted as circulated.  
**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Special Council meeting held on June 4, 2013 be adopted as circulated.  
**CARRIED UNANIMOUSLY**

## **MINUTES FOR INFORMATION**

**MOVED** and seconded that the following minutes be received for information:  
June 3, 2013                      Finance and Administration Committee  
June 4, 2013                      Community Grant Review Committee  
**CARRIED UNANIMOUSLY**

## **DELEGATIONS**

### **D-1 Dr. Philip Ney – Horizons Unbound Rehabilitation & Training Society, Marine Shore Park in the Sooke Basin**

Dr. Philip Ney provided a PowerPoint presentation and addressed Council on a Marine Shore Park in the Sooke Basin for the Horizons Unbound Rehabilitation and Training Society (HURTS). The program which teaches rowing and sailing, is specifically for young people who have substance abuse issues. Dr. Ney spoke to the Sooke Basin as Sooke's unique gem which is unappreciated and underutilized and has so many beautiful things to offer. Dr. Ney requested Council's consideration to acquiring Goodridge Island for the community and also to provide a moorage facility for HURTS in which they would rent from the District.

### **D-2 Tim Smiley – Property Tax Reduction for #43-2206 Church Road**

Tim Smiley addressed Council as to a property tax reduction for the property at 43-2206 Church Road advising that the mobile home originally belonged to his mother who is now deceased. Mr. Smiley explained that the property has remained vacant and is uninhabitable at this time and that he is unable to get a permit to move the mobile home due to the outstanding property taxes. Mr. Smiley requested that Council give consideration to a reduction for the outstanding property taxes

**ACTION ITEM:** Staff to look into how manufactured home property taxes were dealt with when decommissioning trailer parks in the past. Staff will contact Mr. Smiley with this information.

## **PUBLIC QUESTION AND COMMENT PERIOD**

Richard Phillips, Sooke resident inquired as to whether there are plans to fill in the ditch along Otter Point Road in between the fire hydrant and Dumont Tire and addressed Council as to concerns of parking issues in his private parking lot behind the Salvation Army. Mr. Phillips advised that it is time the District started to deal with parking issues within the town centre.

Mayor Milne advised that there are no immediate plans to fill in the ditch but Council is discussing issues related to parking in the town centre.

Gail Hall, Sooke resident expressed concerns as to the Notice of Motion from the May 27<sup>th</sup> Council meeting to establish a half acre in John Phillips Memorial Park for the Horseshoe Club. Ms. Hall also expressed concern that there is still currently a motion in place from Council regarding the Horseshoe Club and the Sooke River Road Park. Ms. Hall stated that access, services, washroom provisions and parking at John Phillips Park all need to be addressed prior to starting any activity there; we need decide what the costs will be first. Ms. Hall expressed further concern that funds cannot come from the Park Reserve Fund as these funds are specifically for the purchase of parks. Ms. Hall stated that we need to have policies and procedures and a process in place to ensure everyone is treated fairly.

**ACTION ITEM:** staff to provide advice on the potential conflict of the two Council resolutions that Ms. Hall has referred to.

Councillor Kasper clarified for the public the difference between the Park Reserve Fund to purchase parks vs. the Park Enhancement Program which is included in the capital budget; funds come from the Casino Reserve Fund and can be used for park development.

Mayor Milne reported that the issues with the bike skills park, horseshoe park and dog park be coming forward for an opportunity for public input prior to any decisions of Council on John Phillips Memorial Park.

## **BYLAWS**

### **B-1 Bylaw No. 570, *Zoning Amendment Bylaw (600-2)* – 2083 Anna Marie Road**

**MOVED** and seconded that Bylaw No. 570, *Zoning Amendment Bylaw (600-2)* be read a third time.

**CARRIED UNANIMOUSLY**

### **B-2 Bylaw No. 571, *Sooke Core Sewer Specified Area Amendment Bylaw (147-20)* – 7022 Nordin Road**

**MOVED** and seconded that Bylaw No. 571, *Sooke Core Sewer Specified Area Amendment Bylaw (147-20)* be adopted.  
**CARRIED UNANIMOUSLY**

## **REPORTS REQUIRING ACTION**

### **RA-1 Finance and Administration Committee recommendations from June 3, 2013 meeting:**

#### ***2013 Annual Municipal Report***

**MOVED** and seconded to make the 2013 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 24, 2013.  
**CARRIED UNANIMOUSLY**

#### ***2012 Development Cost Charges Report***

**MOVED** and seconded to accept the 2012 Development Cost Charges Report and authorize staff to make the report available to the public.  
**CARRIED UNANIMOUSLY**

#### ***2012 Statement of Financial Information Report***

**MOVED** and seconded to approve the 2012 Statement of Financial Information (SOFI) Report;  
**AND TO** authorize staff to forward the Report to the Ministry of Community, Sport and Cultural Development along with the 2012 Audited Financial Statements.  
**CARRIED UNANIMOUSLY**

#### ***Sooke Starlight Cinema 2013 – Ed Macgregor Park/Spirit Square***

**MOVED** and seconded to direct staff to follow the proposed guidelines for selecting groups to operate the Starlight Cinema concession;  
**AND TO** allocate \$2,000 from Council Contingency to fund the Sooke Starlight Cinema.  
**CARRIED UNANIMOUSLY**

**ACTION ITEM:** Staff to ensure that each of the Community Groups operating the Sooke Starlight Cinema is aware that they need to have volunteers clean the park the following day to ensure that all garbage from the previous night has been cleaned up.

### **RA-2 Community Grant Review Committee recommendations from June 4, 2013 meeting:**

#### ***2013 Community Grant Applications – Category B***

**MOVED** and seconded to fund \$3,000 to the Sooke Philharmonic Society Community Grant application.  
**CARRIED UNANIMOUSLY**

**MOVED** and seconded to fund \$2,200 to the Awareness Film Night Community Grant application.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to fund \$3,500 to the Cowichan Energy Alternatives – Carbon Footprint Assessment Community Grant application subject to four non-profit groups being identified in the District of Sooke prior to funding.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to fund \$2,000 to the Cowichan Energy Alternatives – Cooking Oil Collection Community Grant application.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to fund \$2,500 to the Edward Milne Community School Community Grant application.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to fund \$2,254.81 to the EMCS Student Art Bus Shelter Project Community Grant application.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to fund \$200.00 to the Greater Victoria Bike to Work Week Community Grant application.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to fund Juan de Fuca Marine Search and Rescue Society \$5,000 contingent on the Society securing alternate funding.

**DEFEATED**

**Mayor Milne, Councillor Berger Councillor Reay and Councillor Tait opposed the motion**

**MOVED** and seconded to fund \$5,000 to the Juan de Fuca Marine Search and Rescue Society recommending additional funds be secured from any other local government.

**CARRIED**

**Councillor Kasper and Councillor Haldane opposed the motion**

**MOVED** and seconded to fund \$984.00 to the Navy League of Canada – CPR Mannequins Community Grant application.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to fund \$1,500 to the Navy League of Canada – Cutlasses Community Grant application.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to fund \$4,300 to Sooke Animal Food & Rescue Society Community Grant application for the purchase of the shed barn.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to fund \$3,000 to the Sooke Classical Boating Society Community Grant application.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to fund \$4,000 to the Sooke Fall Fair Community Grant application.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to fund \$2,610.32 to the Sooke Food Bank Community Grant application.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to fund \$5,000 to the Sooke Harbour Players Society Community Grant application subject to financial statements.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to provide funding in the amount of \$1,000 to the Vancouver Island South Film & Media Commission through the Category A grants.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the District of Sooke provide a letter of support to the Juan de Fuca Marine Rescue Society in their request for additional funds to other local governments.

**CARRIED**

**Councillor Haldane and Councillor Pearson opposed the motion**

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

### **I-1 Mayor's Public Advisory Panel on Community Health and Social Issues – List on Youth Issues**

**MOVED** and seconded to file the correspondence Mayor's Public Advisory Panel on Community Health and Social Issues – List on Youth Issues.

**CARRIED UNANIMOUSLY**

**ACTION ITEM:** Staff to schedule a Committee of the Whole meeting in September for the three Mayor's Advisory Panels.

## **ADJOURNMENT**

**MOVED** and seconded to adjourn the meeting at 8:10 p.m.

**CARRIED UNANIMOUSLY**

**Certified Correct:**

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**Wendal Milne**  
**Mayor**

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



## DISTRICT OF SOOKE

Minutes of the Regular Meeting of Council  
held in the Council Chamber  
at 2225 Otter Point Road, Sooke, BC  
on June 24, 2013  
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 Rick Kasper  
Councillor Kerrie Reay  
Councillor Maja Tait

### STAFF PRESENT (Open Portion)

Gordon Howie, Chief Administrative Officer  
Michael Dillabaugh, Director of Finance  
Bonnie Sprinkling, Corporate Officer  
Gerard LeBlanc, Municipal Planner  
Elisabeth Nelson, Municipal Engineer  
Steve Sorensen, Fire Chief (arrived at 7:57 p.m.)  
Tina Hansen, Corporate Assistant  
Staff Sgt. Steve Wright (left at 7:04 p.m.)

### CALL TO ORDER

Mayor Milne called the meeting to order at 6:00 p.m.

### MOTION TO CLOSE THE MEETING TO THE PUBLIC

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

90(1)(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)(c) labour relations or other employee relations;

90(1)(g) litigation or potential litigation affecting the municipality; and

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

**CARRIED UNANIMOUSLY**

### CALL TO ORDER - OPEN PORTION

Mayor Milne called the open portion of the Regular Council meeting to order at 6:59 p.m. in the Council Chambers.

### APPROVAL OF THE AGENDA

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

**CARRIED UNANIMOUSLY**

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

Item RA-1 Operation of Public Boat Launch

- Correspondence received June 24, 2013 from Royal Canadian Marine Search & Rescue
- Item RI-5 Minimum Firefighter Training Attendance Requirements
- REVISED Staff Report
- NB-1 Church Road Pedestrian Pathway  
**CARRIED UNANIMOUSLY**

**ADOPTION OF MINUTES**

**MOVED** and seconded that the minutes of the Regular Council meeting held on June 10, 2013 be adopted as circulated.  
**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Committee of the Whole meeting held on June 10, 2013 be adopted as circulated.  
**CARRIED UNANIMOUSLY**

**MINUTES FOR INFORMATION**

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

June 6, 2013	Climate Change Action Committee
June 17, 2013	Land Use and Environment Committee Workshop
June 17, 2013	Land Use and Environment Committee
June 19, 2013	Mayor’s “Promote Sooke” Task Force

**CARRIED UNANIMOUSLY**

**PUBLIC QUESTION AND COMMENT PERIOD**

Terrance Martin, Sooke Resident, South Island Recreation Association (SIRA), introduced Tyler, 2013 EMCS graduate and recent hire of the Canada Summer Jobs Program. Mr. Martin stated that Tyler puts a face to the efforts of SIRA making recreation an economic driver in Sooke. Mr. Martin also addressed Council as to the Boat Launch RFP.

**RI-3 RCMP Monthly Mayor Report – May 2013**

Staff Sergeant Wright addressed Council as to the RCMP Monthly Mayor Report for May 2013 reporting that they are having good success with their strategic priorities by addressing some of the key issues in the community; these are reflected in the Monthly Mayor Report.

Council received Staff Sergeant Wright’s verbal report and the RCMP Monthly Mayor Report for May 2013 for information.

## **PUBLIC INPUT MEETINGS AND RELATED REPORTS**

### **PI-1 Development Permit & Request for a Site Specific Floodplain Exemption – 2248 Townsend Road**

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

Public Input:

There was no input from members of the public.

#### **Council to consider Land Use and Environment Committee recommendations from June 17, 2013 meeting:**

**MOVED** and seconded to accept the Qualified Environmental Professional's recommendation on 2248 Townsend Road to "bend" the SPEA boundary so that the overall riparian area remains the same when housing block 4 encroaches into the SPEA by 18.4m<sup>2</sup> and housing block 3 encroaches into the SPEA by 41.2m<sup>2</sup>;  
**AND TO** approve the applicant's request for a Site Specific Floodplain Exemption to reduce the floodplain setback from 15 meters to 7.5 meters to the natural boundary of the pond and require a section 219 covenant (*Local Government Act*) as per Bylaw No. 561, *Flood Regulation Bylaw, 2013* to replace covenant EF14365;  
**AND FURTHER TO** issue Development Permit PLN01031 for the purposes of constructing multi-family residential on 2248 Townsend Road, legally described as Lot 2, Section 25, Sooke District, Plan VIP82237 subject to the above exemptions and the following conditions:

- a. The applicant shall enter into a section 219 covenant as per Bylaw No. 561 for a Site Specific Floodplain Exemption from 15 meters to 7.5 meters from the natural boundary of the pond;
- b. Prior to Building Permits, a Landscape Plan for 2248 Townsend Road which includes a detailed re-vegetation plan for areas of the site that are within the 15 meter Streamside Protection and Enhancement Area shall be submitted.

**CARRIED UNANIMOUSLY**

### **PI-2 Annual Municipal Meeting**

Gord Howie advised that each year, local governments are required to produce an Annual Report which summarizes Council's activities from the previous year, includes the municipalities' financial statements and also provides a snap shop of what Council intends to do in subsequent years (2013). The document has been prepared by staff and was released to the public at the June 10<sup>th</sup> 2013 Regular Council meeting. This is an opportunity for the public to ask questions or provide comments on the Annual Report.

Public Input:

There was no input from members of the public.

## BYLAWS

### B-1 Bylaw No. 570, *Zoning Amendment Bylaw (600-2)* – 2083 Anna-Marie Road

**MOVED** and seconded that Bylaw No. 570, *Zoning Amendment Bylaw (600-2)* be adopted.

**CARRIED UNANIMOUSLY**

### B-2 Bylaw No. 573, *Sooke Core Sewer Specified Area Amendment Bylaw (147-21)* – Lot A Water Street

**Council to consider Land Use and Environment Committee recommendations from June 17, 2013 meeting:**

**MOVED** and seconded that Bylaw No. 573, *Sooke Core Sewer Specified Area Amendment Bylaw (147-21)* be introduced and read a first time.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that Bylaw No. 573, *Sooke Core Sewer Specified Area Amendment Bylaw (147-21)* be read a second time.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that Bylaw No. 573, *Sooke Core Sewer Specified Area Amendment Bylaw (147-21)* be read a third time.

**CARRIED UNANIMOUSLY**

## REPORTS REQUIRING ACTION

### RA-1 Operation of Public Boat Launch

Gord Howie provided an overview of the proposals received by the District of Sooke for the operation of the Public Boat Launch.

**MOVED** and seconded to postpone item RA-1 to the next Council meeting in order to receive further information as to the options for the operation of the Public Boat Launch.

**CARRIED UNANIMOUSLY**

### RA-2 Land Use and Environment Committee recommendation from June 17, 2013 meeting

#### ***Minimum Statutory Frontage Exemption for 2614 Otter Point Road***

**MOVED** and seconded, pursuant to Section 944(2) of the *Local Government Act*, exempt proposed Lot B of the proposed subdivision of Lot 28, Sections 35 and 36, Sooke District, Plan 1525 and That Part of Lot 29, Sections 35 and 36, Sooke District, Plan 1525 Included

within the boundaries of Plan 15 RW, from compliance with the minimum statutory frontage requirement of 10% of the perimeter of the lot fronting on a highway, for the purpose of facilitation an application for subdivision  
**CARRIED UNANIMOUSLY**

## **REPORTS FOR INFORMATION**

### **RI-1 Mayor and Council Reports**

Mayor Milne reported on attending the Edward Milne Community School Awards Night and the EMCS Graduation Ceremony noting that the graduates represented Sooke very well and that there were a large number of graduates who had graduated with honours. Mayor Milne reported on the Sooke Bluegrass Festival with approximately 600 attendees, the Museum Open House barbeque, the upcoming Canada Day opening ceremonies on July 1<sup>st</sup> and upcoming Royal Canadian Legion Anniversary June 30<sup>th</sup>.

Councillor Reay reported on attending the CREST AGM in May and advised that she was unable to attend the Victoria Family Youth Court Justice meetings due to a change in their meeting schedule. Councillor Reay also attended the Vancouver Island Regional Library Board meeting in Nanaimo.

Councillor Berger reported that the CASA and CHI amalgamation has now been finalized and that they are still seeking new Board members. Councillor Berger was not able to attend the last SEAPARC meeting but reported that Larry Hutchings was retiring and that there was an RFP out for the operation of the concession at SEAPARC and that further information could be found on their website.

Councillor Kasper reported on attending the Federation of Canadian Municipalities (FCM) Conference noting that when they spoke with other delegates at the conference they found that the problems they were dealing with were no different from what other Council's encounter as municipal leaders and that it was a great opportunity to learn from other's experiences on how they solve problems. Councillor Kasper reported on one of the highlights of the conference was to speak with Councillor's from the City of Edmonton and shareholders of the EPCOR Corporation. Councillor Kasper reported that an important aspect of the conference was the trade show component.

Councillor Tait reported on new exhibits at the Sooke Region Museum. Councillor Tait also reported that the Mayor's Advisory Panel on Economic Development is currently tabulating responses from the surveys (over 100 responses received) and will be providing a report based on the feedback. Councillor Tait advised that the Mayor's "Promote Sooke" Task Force held it's second meeting last week and that she and staff are working on obtaining further information regarding the "50 Plus Trade Show" in Calgary. The Task Force will be holding another meeting in July. Councillor Tait advised of the upcoming Bike Skills Park Open House at the Sooke Community Hall on June 26<sup>th</sup> and addressed Council as to current tourism initiatives with the Sooke Region Tourism Association.

Mayor Milne announced that he has been working with the senior's group and the Sooke Community Association on an arrangement for the senior to have use of the dining room at the Community Hall for their drop in centre. Mayor Milne reported on possible grant funding that could be used towards some repairs of the Community Hall and took the opportunity to thank Nicky Logins and Marlene Barry who have worked on the grant applications. Mayor Milne advised that the District will continue to work with CASA on the grants; will require endorsement from Council and some staff time in order to move forward.

## **RI-2 CAO Report**

### **Update on status of 2013-2014 Corporate Strategic Priorities**

Gord Howie provided an update as to the 2013-2014 Corporate Strategic Priorities reporting that the Church Road sidewalk survey has been completed and staff are looking at various final design options for Council to consider in order to reduce costs with the project. Mr. Howie further reported on property acquisition required to complete the Connector Road project and advised that the District has advertised for a Project Manager for these projects. Mr. Howie also reported on property acquisition in order to make the Round-a-bout project possible. The Land Use and Environment Committee is currently reviewing the Subdivision and Development Standards Bylaw; staff will be providing the Committee with a report to an upcoming LUEC meeting. Mr. Howie noted that the monthly financial budget to actuals will be provided to Council beginning in July.

## **RI-4 Mayor's Task Force Report – Sooke Fire Department Survey 2012**

**MOVED** and seconded to forward the Mayor's Task Force Report to the Finance and Administration Committee.  
**CARRIED UNANIMOUSLY**

## **RI-5 Minimum Firefighter Training Attendance Requirements**

**MOVED** and seconded to forward the Minimum Firefighter Training Attendance Requirements Report to the Finance and Administration Committee.  
**CARRIED UNANIMOUSLY**

## **RI-6 Fire Department Fundraising Activities**

**MOVED** and seconded to forward the Fire Department Fundraising Activities Report to the Finance and Administration Committee.  
**CARRIED UNANIMOUSLY**

**RI-7 First Responder Call Classification**

**MOVED** and seconded to forward the First Responder Call Classification to the Finance and Administration Committee.

**CARRIED UNANIMOUSLY**

**NEW BUSINESS**

**NB-1 Church Road Pedestrian Pathway**

Gord Howie advised that the purpose of this report was for Council to look at some options to reduce costs on the Pedestrian Pathway in conjunction with the Church Road sidewalk.

Elisabeth Nelson provided a PowerPoint presentation and summary of the staff report.

**MOVED** and seconded to direct staff to proceed with the Church Road Pedestrian Pathway as presented in the staff report;

**AND THAT** staff look into addressing the drainage issues with the existing ditch.

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

:

**MOVED** and seconded to adjourn the meeting at 8:40 p.m.

**CARRIED UNANIMOUSLY**

**Certified Correct:**

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**Wendal Milne**  
Mayor

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**Bonnie Sprinkling**  
Corporate Officer



## DISTRICT OF SOOKE

Minutes of the Regular Meeting of Council  
held in the Council Chamber  
at 2225 Otter Point Road, Sooke, BC  
on June 24, 2013  
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 Rick Kasper  
Councillor Kerrie Reay  
Councillor Maja Tait

### STAFF PRESENT (Open Portion)

Gordon Howie, Chief Administrative Officer  
Michael Dillabaugh, Director of Finance  
Bonnie Sprinkling, Corporate Officer  
Gerard LeBlanc, Municipal Planner  
Elisabeth Nelson, Municipal Engineer  
Steve Sorensen, Fire Chief (arrived at 7:57 p.m.)  
Tina Hansen, Corporate Assistant  
Staff Sgt. Steve Wright (left at 7:04 p.m.)

### CALL TO ORDER

Mayor Milne called the meeting to order at 6:00 p.m.

### MOTION TO CLOSE THE MEETING TO THE PUBLIC

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

90(1)(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)(c) labour relations or other employee relations;

90(1)(g) litigation or potential litigation affecting the municipality; and

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

**CARRIED UNANIMOUSLY**

### CALL TO ORDER - OPEN PORTION

Mayor Milne called the open portion of the Regular Council meeting to order at 6:59 p.m. in the Council Chambers.

### APPROVAL OF THE AGENDA

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

**CARRIED UNANIMOUSLY**

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

Item RA-1 Operation of Public Boat Launch

- Correspondence received June 24, 2013 from Royal Canadian Marine Search & Rescue
- Item RI-5 Minimum Firefighter Training Attendance Requirements
- REVISED Staff Report
- NB-1 Church Road Pedestrian Pathway  
**CARRIED UNANIMOUSLY**

**ADOPTION OF MINUTES**

**MOVED** and seconded that the minutes of the Regular Council meeting held on June 10, 2013 be adopted as circulated.  
**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Committee of the Whole meeting held on June 10, 2013 be adopted as circulated.  
**CARRIED UNANIMOUSLY**

**MINUTES FOR INFORMATION**

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

June 6, 2013	Climate Change Action Committee
June 17, 2013	Land Use and Environment Committee Workshop
June 17, 2013	Land Use and Environment Committee
June 19, 2013	Mayor’s “Promote Sooke” Task Force

**CARRIED UNANIMOUSLY**

**PUBLIC QUESTION AND COMMENT PERIOD**

Terrance Martin, Sooke Resident, South Island Recreation Association (SIRA), introduced Tyler, 2013 EMCS graduate and recent hire of the Canada Summer Jobs Program. Mr. Martin stated that Tyler puts a face to the efforts of SIRA making recreation an economic driver in Sooke. Mr. Martin also addressed Council as to the Boat Launch RFP.

**RI-3 RCMP Monthly Mayor Report – May 2013**

Staff Sergeant Wright addressed Council as to the RCMP Monthly Mayor Report for May 2013 reporting that they are having good success with their strategic priorities by addressing some of the key issues in the community; these are reflected in the Monthly Mayor Report.

Council received Staff Sergeant Wright’s verbal report and the RCMP Monthly Mayor Report for May 2013 for information.

## **PUBLIC INPUT MEETINGS AND RELATED REPORTS**

### **PI-1 Development Permit & Request for a Site Specific Floodplain Exemption – 2248 Townsend Road**

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

Public Input:

There was no input from members of the public.

#### **Council to consider Land Use and Environment Committee recommendations from June 17, 2013 meeting:**

**MOVED** and seconded to accept the Qualified Environmental Professional's recommendation on 2248 Townsend Road to "bend" the SPEA boundary so that the overall riparian area remains the same when housing block 4 encroaches into the SPEA by 18.4m<sup>2</sup> and housing block 3 encroaches into the SPEA by 41.2m<sup>2</sup>;  
**AND TO** approve the applicant's request for a Site Specific Floodplain Exemption to reduce the floodplain setback from 15 meters to 7.5 meters to the natural boundary of the pond and require a section 219 covenant (*Local Government Act*) as per Bylaw No. 561, *Flood Regulation Bylaw, 2013* to replace covenant EF14365;  
**AND FURTHER TO** issue Development Permit PLN01031 for the purposes of constructing multi-family residential on 2248 Townsend Road, legally described as Lot 2, Section 25, Sooke District, Plan VIP82237 subject to the above exemptions and the following conditions:

- a. The applicant shall enter into a section 219 covenant as per Bylaw No. 561 for a Site Specific Floodplain Exemption from 15 meters to 7.5 meters from the natural boundary of the pond;
- b. Prior to Building Permits, a Landscape Plan for 2248 Townsend Road which includes a detailed re-vegetation plan for areas of the site that are within the 15 meter Streamside Protection and Enhancement Area shall be submitted.

**CARRIED UNANIMOUSLY**

### **PI-2 Annual Municipal Meeting**

Gord Howie advised that each year, local governments are required to produce an Annual Report which summarizes Council's activities from the previous year, includes the municipalities' financial statements and also provides a snap shop of what Council intends to do in subsequent years (2013). The document has been prepared by staff and was released to the public at the June 10<sup>th</sup> 2013 Regular Council meeting. This is an opportunity for the public to ask questions or provide comments on the Annual Report.

Public Input:

There was no input from members of the public.

## BYLAWS

### **B-1 Bylaw No. 570, *Zoning Amendment Bylaw (600-2)* – 2083 Anna-Marie Road**

**MOVED** and seconded that Bylaw No. 570, *Zoning Amendment Bylaw (600-2)* be adopted.

**CARRIED UNANIMOUSLY**

### **B-2 Bylaw No. 573, *Sooke Core Sewer Specified Area Amendment Bylaw (147-21)* – Lot A Water Street**

**Council to consider Land Use and Environment Committee recommendations from June 17, 2013 meeting:**

**MOVED** and seconded that Bylaw No. 573, *Sooke Core Sewer Specified Area Amendment Bylaw (147-21)* be introduced and read a first time.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that Bylaw No. 573, *Sooke Core Sewer Specified Area Amendment Bylaw (147-21)* be read a second time.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that Bylaw No. 573, *Sooke Core Sewer Specified Area Amendment Bylaw (147-21)* be read a third time.

**CARRIED UNANIMOUSLY**

## REPORTS REQUIRING ACTION

### **RA-1 Operation of Public Boat Launch**

Gord Howie provided an overview of the proposals received by the District of Sooke for the operation of the Public Boat Launch.

**MOVED** and seconded to postpone item RA-1 to the next Council meeting in order to receive further information as to the options for the operation of the Public Boat Launch.

**CARRIED UNANIMOUSLY**

### **RA-2 Land Use and Environment Committee recommendation from June 17, 2013 meeting**

#### ***Minimum Statutory Frontage Exemption for 2614 Otter Point Road***

**MOVED** and seconded, pursuant to Section 944(2) of the *Local Government Act*, exempt proposed Lot B of the proposed subdivision of Lot 28, Sections 35 and 36, Sooke District, Plan 1525 and That Part of Lot 29, Sections 35 and 36, Sooke District, Plan 1525 Included

within the boundaries of Plan 15 RW, from compliance with the minimum statutory frontage requirement of 10% of the perimeter of the lot fronting on a highway, for the purpose of facilitation an application for subdivision  
**CARRIED UNANIMOUSLY**

## **REPORTS FOR INFORMATION**

### **RI-1 Mayor and Council Reports**

Mayor Milne reported on attending the Edward Milne Community School Awards Night and the EMCS Graduation Ceremony noting that the graduates represented Sooke very well and that there were a large number of graduates who had graduated with honours. Mayor Milne reported on the Sooke Bluegrass Festival with approximately 600 attendees, the Museum Open House barbeque, the upcoming Canada Day opening ceremonies on July 1<sup>st</sup> and upcoming Royal Canadian Legion Anniversary June 30<sup>th</sup>.

Councillor Reay reported on attending the CREST AGM in May and advised that she was unable to attend the Victoria Family Youth Court Justice meetings due to a change in their meeting schedule. Councillor Reay also attended the Vancouver Island Regional Library Board meeting in Nanaimo.

Councillor Berger reported that the CASA and CHI amalgamation has now been finalized and that they are still seeking new Board members. Councillor Berger was not able to attend the last SEAPARC meeting but reported that Larry Hutchings was retiring and that there was an RFP out for the operation of the concession at SEAPARC and that further information could be found on their website.

Councillor Kasper reported on attending the Federation of Canadian Municipalities (FCM) Conference noting that when they spoke with other delegates at the conference they found that the problems they were dealing with were no different from what other Council's encounter as municipal leaders and that it was a great opportunity to learn from other's experiences on how they solve problems. Councillor Kasper reported on one of the highlights of the conference was to speak with Councillor's from the City of Edmonton and shareholders of the EPCOR Corporation. Councillor Kasper reported that an important aspect of the conference was the trade show component.

Councillor Tait reported on new exhibits at the Sooke Region Museum. Councillor Tait also reported that the Mayor's Advisory Panel on Economic Development is currently tabulating responses from the surveys (over 100 responses received) and will be providing a report based on the feedback. Councillor Tait advised that the Mayor's "Promote Sooke" Task Force held it's second meeting last week and that she and staff are working on obtaining further information regarding the "50 Plus Trade Show" in Calgary. The Task Force will be holding another meeting in July. Councillor Tait advised of the upcoming Bike Skills Park Open House at the Sooke Community Hall on June 26<sup>th</sup> and addressed Council as to current tourism initiatives with the Sooke Region Tourism Association.

Mayor Milne announced that he has been working with the senior's group and the Sooke Community Association on an arrangement for the senior to have use of the dining room at the Community Hall for their drop in centre. Mayor Milne reported on possible grant funding that could be used towards some repairs of the Community Hall and took the opportunity to thank Nicky Logins and Marlene Barry who have worked on the grant applications. Mayor Milne advised that the District will continue to work with CASA on the grants; will require endorsement from Council and some staff time in order to move forward.

## **RI-2 CAO Report**

### **Update on status of 2013-2014 Corporate Strategic Priorities**

Gord Howie provided an update as to the 2013-2014 Corporate Strategic Priorities reporting that the Church Road sidewalk survey has been completed and staff are looking at various final design options for Council to consider in order to reduce costs with the project. Mr. Howie further reported on property acquisition required to complete the Connector Road project and advised that the District has advertised for a Project Manager for these projects. Mr. Howie also reported on property acquisition in order to make the Round-a-bout project possible. The Land Use and Environment Committee is currently reviewing the Subdivision and Development Standards Bylaw; staff will be providing the Committee with a report to an upcoming LUEC meeting. Mr. Howie noted that the monthly financial budget to actuals will be provided to Council beginning in July.

## **RI-4 Mayor's Task Force Report – Sooke Fire Department Survey 2012**

**MOVED** and seconded to forward the Mayor's Task Force Report to the Finance and Administration Committee.  
**CARRIED UNANIMOUSLY**

## **RI-5 Minimum Firefighter Training Attendance Requirements**

**MOVED** and seconded to forward the Minimum Firefighter Training Attendance Requirements Report to the Finance and Administration Committee.  
**CARRIED UNANIMOUSLY**

## **RI-6 Fire Department Fundraising Activities**

**MOVED** and seconded to forward the Fire Department Fundraising Activities Report to the Finance and Administration Committee.  
**CARRIED UNANIMOUSLY**

**RI-7 First Responder Call Classification**

**MOVED** and seconded to forward the First Responder Call Classification to the Finance and Administration Committee.  
**CARRIED UNANIMOUSLY**

**NEW BUSINESS**

**NB-1 Church Road Pedestrian Pathway**

Gord Howie advised that the purpose of this report was for Council to look at some options to reduce costs on the Pedestrian Pathway in conjunction with the Church Road sidewalk.

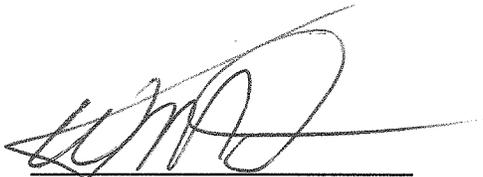
Elisabeth Nelson provided a PowerPoint presentation and summary of the staff report.

**MOVED** and seconded to direct staff to proceed with the Church Road Pedestrian Pathway as presented in the staff report;  
**AND THAT** staff look into addressing the drainage issues with the existing ditch.  
**CARRIED UNANIMOUSLY**

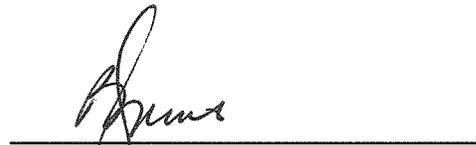
**ADJOURNMENT**

:

**MOVED** and seconded to adjourn the meeting at 8:40 p.m.  
**CARRIED UNANIMOUSLY**

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

**Certified Correct:**

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



## DISTRICT OF SOOKE

Minutes of the Regular Meeting of Council  
held in the Council Chamber  
at 2225 Otter Point Road, Sooke, BC  
on July 8, 2013  
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 Rick Kasper  
Councillor Kerrie Reay  
Councillor Maja Tait

### STAFF PRESENT (Open Portion)

Gordon Howie, Chief Administrative Officer  
Michael Dillabaugh, Director of Finance  
Bonnie Sprinkling, Corporate Officer  
Tina Hansen, Corporate Assistant

**ABSENT:** Councillor Kevin Pearson

### CALL TO ORDER

Mayor Milne called the meeting to order at 6:05 p.m.

### MOTION TO CLOSE THE MEETING TO THE PUBLIC

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

**CARRIED UNANIMOUSLY**

### CALL TO ORDER - OPEN PORTION

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

### APPROVAL OF THE AGENDA

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

- **NB-1 Appointment of Officers and Designated Employees**
- **NB-2 Library Facility for the Sooke Area – Mayor's letter to Vancouver Island Regional Library Board**

**CARRIED UNANIMOUSLY**

### ADOPTION OF MINUTES

**MOVED** and seconded that the minutes of the Regular Council meeting held on June 24, 2013 be adopted as circulated.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Committee of the Whole meeting held on June 24, 2013 be adopted as circulated.  
**CARRIED UNANIMOUSLY**

## **MINUTES FOR INFORMATION**

**MOVED** and seconded that the following minutes be received for information:  
June 25, 2013                      Emergency Planning Committee  
**CARRIED UNANIMOUSLY**

## **DELEGATIONS**

### **D-1    Canada World Youth – Request for bus passes, Dana Holtby, Project Supervisor**

Dana Holtby addressed Council as to the Canada World Youth Program. Ms. Holtby advised that this year's program is a group of 18 volunteers from Canada and Vietnam who be volunteering in Sooke between November 6<sup>th</sup>, 2013 and end of January 2014. Ms. Holtby requested Council's support in welcoming the volunteers to Sooke as well as funding assistance for bus passes in order to provide the volunteers transportation to and from work placement.

**MOVED** and seconded to fund 19 bus passes for the Canada World Youth Program.  
**CARRIED UNANIMOUSLY**

## **PUBLIC QUESTION AND COMMENT PERIOD**

There were no questions or comments from the public.

## **REPORTS FOR INFORMATION**

### **RI-1    Mayor and Council Reports**

Mayor Milne reported on the District of Sooke commercial with the Tourism Association of Vancouver Island (TAVI) which first airs tonight, July 8<sup>th</sup> on CTV. The commercial is 15 seconds in length and will run over the next four weeks.

Mayor Milne took the opportunity to thank and congratulate Mr. Howie, who has been recognized by the Canadian Association of Municipal Administrators (CAMA) for his thirty five years of municipal service in a management capacity.

Mayor Milne read a letter from Ellen Smith of Jock's Dock which advised that funds collected from the District's public boat launch have been donated to the Sooke Food Bank and the Charters Creek Enhancement Centre.

**ACTION ITEM:** Mayor Milne requested that a thank you letter be sent to the Smith family for their assistance with the collection of fees for the boat launch once the Public Boat Launch RFP has been settled.

**RI-2 Director of Finance Report – 2013 Budget vs. Actuals Report as at May 31, 2013**

**MOVED** and seconded to receive the 2013 Budget vs. Actuals Report as at May 31, 2013 for information.

**CARRIED UNANIMOUSLY**

**NEW BUSINESS**

**NB-1 Appointment of Officers and Designated Employees**

**MOVED** and seconded to appoint Brent Blackhall as Deputy Director of Finance effective July 15, 2013.

**CARRIED UNANIMOUSLY**

**NB-2 Library Facility for the Sooke Area**

**MOVED** and seconded to authorize sending the Mayor's letter on the Library Facility for the Sooke Area to the Vancouver Island Regional Library Board.

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

**MOVED** and seconded to adjourn the meeting at 7:15 p.m.

**CARRIED UNANIMOUSLY**



Wendal Milne  
Mayor

**Certified Correct:**



Bonnie Sprinkling  
Corporate Officer



## DISTRICT OF SOOKE

Minutes of the Regular Meeting of Council  
held in the Council Chamber  
at 2225 Otter Point Road, Sooke, BC  
on July 22, 2013  
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 Rick Kasper  
Councillor Kerrie Reay  
Councillor Maja Tait

### STAFF PRESENT (Open Portion)

Gordon Howie, Chief Administrative Officer  
Bonnie Sprinkling, Corporate Officer  
Gerard LeBlanc, Municipal Planner  
Elisabeth Nelson, Municipal Engineer  
Sarah Temple, recorder

### CALL TO ORDER

Mayor Milne called the meeting to order at 5:33 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)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- 90(1)(c) labour relations or other employee relations;
- 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- 90(1)(g) litigation or potential litigation affecting the municipality;
- 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;
- 90(1)(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*].

**CARRIED UNANIMOUSLY**

### CALL TO ORDER - OPEN PORTION

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



provided to the municipality. This contract will bring the Chamber in line with the other five-year Service Agreements currently in place with other community groups. A new "Schedule A" may be added each year to outline specific deliverables for that period.

**MOVED** and seconded to approve payment in the amount of \$21,150 to the Sooke Region Chamber of Commerce in one full lump sum.

**MOTION DEFEATED**

Mayor Milne, Councillors Kasper, Haldane, Reay, Pearson and Berger opposed

**MOVED** and seconded to approve payment in the amount of \$21,150 to the Sooke Region Chamber of Commerce in one full lump sum, subject to a new contract being drafted with the submitted Corporate Plan attached.

**AND** to authorize the Mayor and CAO to execute said contract with the Sooke Region Chamber of Commerce.

**CARRIED**

**Councillor Tait opposed**

**PUBLIC QUESTION AND COMMENT PERIOD**

Terrance Martin, Sooke resident, addressed Council to raise concerns about Bylaw No. 574, *West Coast Road Closure and Disposal Bylaw, 2013*. Mr. Martin would like to see waterfront property used as parkland and also drew parallels between this closure of West Coast Road and the closure of Harbourview Road.

Ellen Lewers, Sooke resident, addressed Council to raise concerns about Bylaw No. 577, Zoning Amendment Bylaw (600-4), Amendment to Knox Centre Comprehensive Development Zone. Ms. Lewers asked if the right of way at Anna Marie Road might still be used as a road rather than a path, as was discussed in the past.

**PUBLIC INPUT MEETINGS AND RELATED REPORTS**

**PI-1 Development Variance Permit – 1000 Silver Spray Drive**

Gerard LeBlanc gave a PowerPoint presentation and summary of the proposed amendments to the minimum width of access strips at 1000 Silver Spray Drive.

**Council Discussion:**

- Clarification of the number of roads. There is one road, not four individual driveways.

**Public Input:**

- Michael Thornton, applicant and representative of Silver Spray, addressed Council and spoke to the rationale for his request and the various options for maintaining access to these lots.

**MOVED** and seconded to authorize the issuance of Development Variance Permit PLN01050 to vary Section 3.15(c) of Bylaw No. 600, *Sooke Zoning Bylaw, 2013* to reduce the minimum width of an access strip of four proposed panhandle lots from 20 metres each to 3 metres each for the purposes of subdivision.

**CARRIED UNANIMOUSLY**

## BYLAWS

### **B-1 Bylaw No. 574, *West Coast Road Closure and Disposal Bylaw, 2013 - 7707 West Coast Road***

**MOVED** and seconded that Bylaw No. 574, *West Coast Road Closure and Disposal Bylaw, 2013* be introduced and read a first time.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that Bylaw No. 574, *West Coast Road Closure and Disposal Bylaw, 2013* be read a second time.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to direct staff to publish notice of the road closure and disposition of the closed road to the owners to 7707 West Coast Road in accordance with section 40(3)(a) and section 94 of the *Community Charter*;

**AND** schedule a Public Input meeting in accordance with section 40(3)(b) of the *Community Charter*.

**CARRIED UNANIMOUSLY**

### **B-2 Bylaw No. 576, *Delegation of Exemption from Minimum Frontage Requirement Amendment Bylaw (546-1)***

**MOVED** and seconded that Bylaw No. 576, *Delegation of Exemption from Minimum Frontage Requirement Amendment Bylaw (546-1)* be introduced and read a first time.

**CARRIED**

**Councillor Haldane opposed**

**MOVED** and seconded that Bylaw No. 576, *Delegation of Exemption from Minimum Frontage Requirement Amendment Bylaw (546-1)* be read a second time.

**CARRIED**

**Councillor Haldane opposed**

**MOVED** and seconded that Bylaw No. 576, *Delegation of Exemption from Minimum Frontage Requirement Amendment Bylaw (546-1)* be read a third time.

**CARRIED**

**Councillor Haldane opposed**

#### **Council Discussion:**

- The Land Use and Environment Committee has recommended this Bylaw amendment in order to streamline development processes. This amendment will delegate authority to the Approving Officer to approve panhandle lots and reduce the amount of approvals required by Council.

**B-3 Bylaw No. 577, Zoning Amendment Bylaw (600-4)**

**Amendment to Knox Centre Comprehensive Development Zone**

Gerard LeBlanc gave a PowerPoint presentation and summary of the proposed amendments to the Knox Centre Comprehensive Development Zone, which allows for Commercial uses as “principal uses” in Area B.

**Council Discussion:**

- Intent of the 5 metre right-of-way along the north property line of 2120 Church Road.
- Clarification that pedestrian access to the Grant Road Connector will still be permitted.
- Implications of changing the principal uses permitted at 2096 Church Road; concerns about the impact of increased commercial use on neighbouring properties.
- Property is located in the Town Centre, so commercial use is permitted.
- Clarification on the definition of “ancillary” and “principal”. Ancillary use can be up to 49%.
- Public Hearing will allow for public feedback and further discussion.

**MOVED** and seconded that Bylaw No. 577, *Zoning Amendment Bylaw (600-4)* be introduced and read a first time.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that Bylaw No. 577, *Zoning Amendment Bylaw (600-4)* be read a second time.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to direct staff to schedule a Public Hearing for Bylaw No. 577, *Zoning Amendment Bylaw (600-4)* and the Modification to Covenant CA2524734 in accordance with the requirements of the *Local Government Act* and the *Community Charter*.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to approve the Modification Agreement to Covenant CA2524734 registered on the properties legally described as:

Lot 14, Section 10, Sooke District, Plan 1057 except That Part in Plan VIP86034 (2120 Church Road); Lot 1, Section 10, Sooke District, Plan VIP86034 (2110 Church Road) and Lot A, Section 10, Sooke District, Plan 47114 (2096 Church Road);

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

**CARRIED UNANIMOUSLY**

**B-4 Bylaw No. 578, Zoning Amendment Bylaw (600-5)**

**6669 Horne Road – Harbourside Cohousing Comprehensive Development Zone**

Gerard LeBlanc gave a PowerPoint presentation and summary of the proposed amendments to the Harbourside Cohousing Comprehensive Development Zone. Mr.

Leblanc also addressed the concerns submitted in the correspondence received from Harbourside Cohousing that was included in the supplemental agenda letter.

**Discussion:**

- Discussion of the contents of proposed Covenant.
- Seeking a balance for amenity contributions without causing financial hardships for applicant.
- Land Use and Environment Committee is a vehicle for discussing issues such as the contents of Covenant.

**MOVED** and seconded that Bylaw No. 578, *Zoning Amendment Bylaw (600-5)* be introduced and read a first time.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that Bylaw No. 578, *Zoning Amendment Bylaw (600-5)* be read a second time.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to direct staff to schedule a Public Hearing for Bylaw No. 578, *Zoning Amendment Bylaw (600-5)* in accordance with the requirements of the *Local Government Act* and the *Community Charter*.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to direct staff to negotiate with proponent and bring forward for consideration a new Development Agreement by way of a Section 219 covenant.

**CARRIED UNANIMOUSLY**

## **REPORTS REQUIRING ACTION**

### **RA-1 Fees Report for Hope Centre**

**Discussion:**

- Sewer Parcel Tax is currently paid by all entities who receive Permissive Tax Exemptions. All properties in the Sewer Specified Area pay this levy.
- Kevin Albers, CAO of M'akola Housing, addressed Council and spoke to the organization's experience in recently moving their office space to Langford. Mr. Albers reported that fees associated with building the office space were waived by Langford Council.
- There is an allowance under Bylaw 408 to provide for 50% of commercial building permit fees to be offset. Mr. Howie will seek clarification as to whether this is already included in the calculation of fees that will be offset.
- Discussion of legal requirements. Mr. Howie advised that as long as fees are being offset with funds from the Council Contingency fund and the organization is non-profit, legal requirements are met.

**MOVED** and seconded to authorize staff to offset applicable District of Sooke development fees for The Hope Centre located at 6750 West Coast Road;

**AND TO** authorize funding for the offset in the Five Year Financial Plan from Council Contingency.  
**CARRIED UNANIMOUSLY**

**RA-2 Minimum Statutory Frontage Exemption for 1000 Silver Spray Drive**

**MOVED** and seconded to exempt proposed Lots 1, 2 and 4 of the proposed subdivision of Lot B, Section 78, Sooke District, Plan VIP89003, from compliance with the minimum statutory frontage requirement of 10% of the perimeter of the lot fronting on a highway, for the purpose of facilitating an application for subdivision, pursuant to Section 944(2) of the *Local Government Act*.

**CARRIED UNANIMOUSLY**

**REPORTS FOR INFORMATION**

**RI-1 Mayor and Council Reports**

Mayor Milne recognized the success of Sooke's recent Communities in Bloom participation. Thank you to all of the volunteers who made it possible.

Councillor Pearson gave a verbal report. He recently attended the "Deuces Wild Show", a car show with 900+ vehicles that was co-sponsored by the City of Langford. Councillor Pearson feels there is economic development potential in such events held in Sooke.

Councillor Reay gave a verbal report. She was in Calgary during the recent flooding and emphasized the importance of having proper emergency planning in place.

Councillor Haldane gave a verbal report. He recently met with Sooke Fire Rescue Service and CRD Water to discuss the isolation of water to increase pressure in certain areas during fire incidents. The discussion included areas of flow problems and assurance that Sooke has good water flow overall. Councillor Haldane and Councillor Berger also recently attended a media event at Sookepoint in Silver Spray.

Councillor Tait gave a verbal report. The Mayor's Panel on Economic Development is currently tabulating responses from their consumer survey. At the recent "Promote Sooke" Taskforce meeting numbers were small, but the group discussed the notion that "a good place to live is a good place to visit". The next "Promote Sooke" meeting will take place in October. Councillor Tait also recently attended the Consultant's Invitational fishing derby, which was a success.

Councillor Tait queried the recent RFP for updates to the District of Sooke website and the deliverables and progress of this project. The RFP has been completed and the task of updating the website will begin shortly. Any additional suggestions for changes to the website should be brought forward for consideration before the next budgeting process begins.

Councillor Kasper gave a verbal report; he and Mayor Milne recently met with representatives of the Sooke Senior's Drop-In Centre to discuss their new location and will bring forward a recommendation to the next Council meeting. Councillor Kasper and

Mayor Milne will also meet with Fire Chief Sorensen on July 23, 2013 to discuss SFRS policies and Standard Operating Guidelines. A draft Fire Bylaw amendment will come forward to the Finance and Administration Committee for the September meeting. Thank you to everyone who provided input.

Mayor Milne provided a verbal report. Mayor Milne is proposing an alternative to the current Bike Skills Park plans and a press release was sent out on July 22<sup>nd</sup> outlining this proposal. Mayor Milne has also recently met with representatives of the Sooke Community Association to discuss how the District of Sooke can work with them moving forward.

**MOVED** and seconded to receive the Council reports for information.  
**CARRIED UNANIMOUSLY**

**MOVED** and seconded to authorize the Mayor's letter of support for SAFARS.  
**CARRIED UNANIMOUSLY**

**RI-2 CAO Report**

Gord Howie gave a verbal report to update on the status of the 2013-2014 Corporate Strategic Priorities.

**MOVED** and seconded to receive the report for information.  
**CARRIED UNANIMOUSLY**

**NEW BUSINESS**

**CORRESPONDENCE FOR INFORMATION**

**C-1 Submission received from D. Widrick – Public Boat Launch**

**MOVED** and seconded to receive and file the correspondence.  
**CARRIED UNANIMOUSLY**

**REPORT OF IN CAMERA RESOLUTIONS**

**In Camera Meeting of July 22, 2013 McElhanney – Project Management Services**  
**MOVED** and seconded to deviate from the *Purchasing and Disposal of Assets Policy*;  
**AND** to award a contract to McElhanney Consulting Services Ltd. for construction project management services;  
**AND** to authorize funding for the contract in the Five Year Financial Plan from the related Engineering capital budget;  
**AND** to authorize the Mayor and Chief Administrative Office to execute the contract for project management services with McElhanney Consulting Services Ltd.;  
**AND** to release this resolution to the public.  
**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

**MOVED** and seconded to adjourn the open portion of the meeting at 9:34 p.m. to reconvene the closed portion of the meeting.

**CARRIED UNANIMOUSLY**

**Certified Correct:**

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**Wendal Milne**  
Mayor

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**Bonnie Sprinkling**  
Corporate Officer



## DISTRICT OF SOOKE

Minutes of the Regular Meeting of Council  
held in the Council Chamber  
at 2225 Otter Point Road, Sooke, BC  
on August 12, 2013  
7:00 p.m., Open Portion, Council Chamber

### COUNCIL PRESENT

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

### STAFF PRESENT

Gordon Howie, Chief Administrative Officer  
Michael Dillabaugh, Director of Finance  
Brent Blackhall, Deputy Director of Finance  
Bonnie Sprinkling, Corporate Officer  
Steve Sorensen, Fire Chief  
Tina Hansen, Corporate Assistant

### CALL TO ORDER

Mayor Milne called the meeting to order at 7:02 p.m.

### APPROVAL OF THE AGENDA

**MOVED** and seconded to approve the agenda with the following items as supplementary information:

- Item PI-1 Bylaw No. 574, *West Coast Road Closure and Disposal Bylaw, 2013* – Correspondence received July 24<sup>th</sup>, 2013 and August 11, 2013 from Terrance Martin.

**CARRIED UNANIMOUSLY**

### ADOPTION OF MINUTES

**MOVED** and seconded that the minutes of the Regular Council meeting held on July 22, 2013 be adopted as circulated.

**CARRIED UNANIMOUSLY**

### MINUTES FOR INFORMATION

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

July 17, 2013 Mayor's "Promote Sooke" Task Force

**CARRIED UNANIMOUSLY**

### DELEGATIONS

**D-1 Margarita Dominguez – Sooke Animal Food & Rescue Society (SAFARS) – Feline overpopulation in the Sooke Region**

Margarita Dominguez provided a PowerPoint presentation and requested Council's consideration to providing SAFARS with property for the purpose of building an animal shelter in Sooke and for further funding assistance. Ms. Dominguez reported that there is an urgent need for an animal shelter in Sooke due to the serious issue of animal abandonment in the region. Ms. Dominguez further reported that SAFARS has collected signatures of residents representing 8 per cent of voters who feel an animal shelter is necessary in Sooke. Ms. Dominguez provided information on animals rescued by the Society, the Society's Pet Food Bank Program and Whisper Program. Ms. Dominguez overviewed the Society's goals for 2014 and expressed the importance of obtaining a piece of land to build an animal shelter in order to deal with the issue of abandoned animals and feral cats. Ms. Dominguez advised that the request for additional funding would be used towards the purchase of a generator.

## **PUBLIC QUESTION AND COMMENT PERIOD**

There were no questions or comments from the public.

## **PUBLIC INPUT MEETINGS AND RELATED REPORTS**

### **PI-1 Bylaw No. 574, *West Coast Road Closure and Disposal Bylaw, 2013* – Closure and Exchange of Unused Gazetted Road at 7707 West Coast Road**

Public Input:

Terrance Martin, Sooke resident addressed Council as to concerns that the District is compensating a developer of a phased development subdivision for a provincial highway dedication through Bylaw No. 574. Mr. Martin stated that if any compensation is to be done it should come from the province and not the District. Mr. Martin further expressed concerns that the property is valuable waterfront property and suggested that the District have the developer clear the property as an amenity contribution to make the property a public waterfront park.

Paul Clarkston, property owner at 7707 West Coast advised that they donated a 10 meter right of way for access to the water. Mr. Clarkston further advised that he could not speak to the road closure but that it was the surveyors who found the obscured document registered at land titles showing the gazetted road. Mr. Clarkston confirmed that the document did not show up at the time he purchased the property.

***Council to consider third reading of Bylaw No. 574***

**MOVED** and seconded that Bylaw No. 574, *West Coast Road Closure and Disposal Bylaw, 2013* be read a third time.

**CARRIED UNANIMOUSLY**

## BYLAWS

### B-1 Bylaw No. 576, *Delegation of Exemption from Minimum Frontage Requirement Amendment Bylaw (546-1)*

**MOVED** and seconded that Bylaw No. 576, *Delegation of Exemption from Minimum Frontage Requirement Amendment Bylaw (546-1)* be adopted.

**CARRIED UNANIMOUSLY**

### B-2 Bylaw No. 579, *Zoning Amendment Bylaw (600-6)*

**MOVED** and seconded that Bylaw No. 579, *Zoning Amendment Bylaw (600-6)* be introduced and read a first time.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that Bylaw No. 579, *Zoning Amendment Bylaw (600-6)* be read a second time.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to schedule a Public Hearing for Bylaw No. 579, *Zoning Amendment Bylaw (600-6)* in accordance with the *Local Government Act* and *Community Charter* notice requirements.

**CARRIED UNANIMOUSLY**

## REPORTS REQUIRING ACTION

### RA-1 Tsunami Hazard Zone Signs

**MOVED** and seconded to authorize staff to identify the potential tsunami hazard zones within the District of Sooke and to provide an estimated cost for the installation of standard warning signage as recommended by the Sooke Emergency Planning Committee;  
**AND FURTHER TO** direct staff to hold a public information session on the Tsunami signage in the fall.

**CARRIED UNANIMOUSLY**

### RA-2 Seniors Centre – Rent Assistance

**MOVED** and seconded to direct staff to pay to the Sooke Community Association on behalf of the Seniors Group up to \$2,500 to top up the rent for a space in the Sooke Community Hall for the remainder of 2013;

**AND THAT** funding come from Council Contingency.

**CARRIED UNANIMOUSLY**

### RA-3 Status of Road Projects

**MOVED** and seconded to receive this report on the status of current road projects;  
**AND TO** release and confirm the In Camera resolutions of May 13, 2013, April 8, 2013,  
and March 25, 2013;

**AND FURTHER TO** confirm the following resolutions:

**TO APPROVE** the Offer to Purchase with HUGH JOHN WADAMS, JOHN  
RESTALL COOK and PETER ROBERT COOK ("Wadams") for the purchase of  
property at 2182 Church Road for road dedication;

**AND TO** authorize the Mayor and CAO to execute the Offers to Purchase and all  
documentation necessary to complete the purchase from Wadams.

**AND TO APPROVE** the equal land exchange with West Coast Design &  
Development Services Ltd. ("West Coast Design") as set out in the Letter of  
Understanding of July 26, 2013;

**AND TO** authorize the Mayor and CAO to execute all documentation necessary  
to complete the proposed land exchange with West Coast Design subject to  
procedural and substantive requirements under the *Community Charter* and  
other statutes and District of Sooke bylaws and policies.

**CARRIED UNANIMOUSLY**

#### **RA-4 Sooke Region Chamber of Commerce – Amended Service Agreement**

**MOVED** and seconded to approve the Community Services Agreement Amendment with  
the Sooke Region Chamber of Commerce;

**AND TO** authorize the reduction of the \$5 million insurance requirement under Policy 5.4  
Risk Management – Contract Services Policy down to \$2 million for this Agreement;

**AND TO** authorize the Mayor and Chief Administrative Officer to execute the Agreement.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to direct staff to bring back a recommendation to Council on  
adjusting our Risk Management Policy to coincide with what other jurisdictions are doing  
as far as the sliding risk scale.

**CARRIED UNANIMOUSLY**

#### **REPORTS FOR INFORMATION**

Michael Dillabaugh introduced Brent Blackhall as the new Deputy Director of Finance for  
the District of Sooke.

#### **RI-1 Mayor and Council Reports**

Councillor Pearson reported on attending the RBC appreciation barbeque on Saturday for  
the Sooke firefighters advising that it was a great celebration and well attended by the  
community.

Councillor Reay also reported on attending the RBC appreciation barbeque for the  
firefighters on Saturday advising that it was a good opportunity to give thanks to the  
firefighters.

Councillor Tait provided an update on the Sooke “extreme weather shelter” which will be a shelter for those in the community who may require shelter from the elements. Councillor Tait advised that there has been some dialogue since the presentation in 2012 by Jen Book and that a location for the shelter has been secured. Councillor Tait further reported that there will be a notice circulated with further details about a community planning meeting for the extreme weather shelter in the near future.

Councillor Kasper took the opportunity to thank the fire department for their efforts with the fire at Evergreen Mall in particular to the Fire Chief and Mayor Milne for their efforts in keeping Council and members of the public informed. Councillor Kasper reported that having Mayor Milne on scene was a good morale booster for the firefighters and for the merchants of the mall.

Mayor Milne took opportunity to thank the firefighters and staff for their efforts in dealing with the fire at Evergreen Mall. Mayor Milne also reported that he will be looking for people or groups to coordinate both the Canada Day Celebration for next year and the Safe Halloween in October.

## **CORRESPONDENCE REQUIRING ACTION**

### **C-1 Vancouver Island Regional Library – Library Facility for the District of Sooke/Juan de Fuca Area**

**MOVED** and seconded to refer the Vancouver Island Regional Library – Library Facility for the District of Sooke/Juan de Fuca Area back to staff to provide Council with further information and some options for a library facility in Sooke.

**CARRIED UNANIMOUSLY**

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

### **I-1 Green Communities Committee Climate Action Award – letter received July 15, 2013**

**MOVED** and seconded to file the correspondence from the Green Communities Committee.

**CARRIED UNANIMOUSLY**

## **REPORT OF IN CAMERA RESOLUTIONS**

### **May 13, 2013 Regular Council Meeting – Closed Portion**

#### **RA-1 Wadam’s Farm Right of Way Dedication**

**MOVED** and seconded that the District of Sooke purchase the road dedication property at 2182 Church Road from the Wadams Family.

**CARRIED**

**RA-3 Waterview Property Purchase**

**MOVED** and seconded to approve the amended Offer to Purchase and Letter of Understanding with Ida Beatrice Pedneault, William Arthur Pedneault and George Alfred Pedneault (“Pedneaults”);

**AND TO** approve the amended Offer to Purchase with Seaview Development Corporation (“Seaview”);

**AND TO** authorize the Mayor and CAO to proceed with the Offers to Purchase for execution;

**AND TO** release the resolutions for the Waterview Property purchase to the public when the agreement is signed and concurrently with the release of resolutions as to the Wadams Property purchase.

**CARRIED UNANIMOUSLY**

**April 8, 2103 Regular Council Meeting – Closed Portion**

- **Strategic Priorities**

**MOVED** and seconded to direct staff to look at methods to reduce costs for the Church Road project by reducing sidewalk width in combination with public use trails.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to direct staff to look at options to reduce costs for the proposed connector road such as narrower road, roundabout, sidewalks on one side only;

**AND TO** look at alternative road cross sections for connector route.

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

**MOVED** and seconded to adjourn the meeting at 8:29 p.m.

**CARRIED UNANIMOUSLY**

**Certified Correct:**

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

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



## DISTRICT OF SOOKE

Minutes of the Regular Meeting of Council  
held in the Council Chamber  
at 2225 Otter Point Road, Sooke, BC  
on September 9, 2013  
6:00 p.m., Closed Portion, Meeting Room  
7:00 p.m., Open Portion, Council Chamber

### COUNCIL PRESENT

Mayor Wendal Milne  
Councillor Herb Haldane  
Councillor Kevin Pearson  
Councillor Rick Kasper  
Councillor Kerrie Reay  
Councillor Maja Tait

### STAFF PRESENT (Open Portion)

Gordon Howie, Chief Administrative Officer  
Michael Dillabaugh, Director of Finance  
Gerard LeBlanc, Municipal Planner  
Elisabeth Nelson, Municipal Engineer  
Tina Hansen, Corporate Assistant

**ABSENT:** Councillor Bev Berger

### CALL TO ORDER

Mayor Milne called the meeting to order at 6:00 p.m.

### MOTION TO CLOSE THE MEETING TO THE PUBLIC

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

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

90(1)(c) labour relations or other employee relations;

90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

90(1)(g) litigation or potential litigation affecting the municipality;

90(1)(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*];

**CARRIED UNANIMOUSLY**

### CALL TO ORDER - OPEN PORTION

Mayor Milne called the open portion of the Regular Council meeting to order at 7:05 p.m. in the Council Chambers.

### APPROVAL OF THE AGENDA

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

**CARRIED UNANIMOUSLY**

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

- Item RA-3 Land Use and Environment Committee recommendations from August 19, 2013 meeting;
  - Council to consider inserting the word "except" into the LUEC recommendations for a 3 meter sidewalk dedication and amendment to the Memorandum of Understanding with Ministry of Transportation and Infrastructure.

**CARRIED UNANIMOUSLY**

## **ADOPTION OF MINUTES**

**MOVED** and seconded that the minutes of the Regular Council meeting held on August 12, 2013 be adopted as circulated.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Committee of the Whole meeting held on August 12, 2013 be adopted as circulated.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Special Council meeting held on August 19, 2013 be adopted as circulated.

**CARRIED UNANIMOUSLY**

## **MINUTES FOR INFORMATION**

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

August 19, 2013                      Land Use and Environment Committee as amended on page 15.

September 3, 2013                Finance and Administration Committee

**CARRIED UNANIMOUSLY**

## **RI-1    RCMP Monthly Mayor Report – June and July 2013**

**MOVED** and seconded to receive the RCMP Monthly Mayor Report for June and July, 2013 for information.

**CARRIED UNANIMOUSLY**

## **PUBLIC QUESTION AND COMMENT PERIOD**

Judith Harris, applicant to the proposed Strata Title Conversion for 1810/1820 Connie Road addressed Council as to concerns over the lengthy process for her subdivision application and the request for additional requirements/conditions by staff. Ms. Harris provided a detailed timeline for the Strata Title Conversion advising that it has been before the Land Use and Environment Committee on two occasions in order to have the application moved forward. Ms. Harris requested that Council support the Land Use and

Environment Committee recommendations to approve her subdivision application with the two remaining conditions.

## **PUBLIC HEARINGS AND RELATED BYLAWS**

### **PH-1 Report of Public Hearings**

- **Bylaw No. 577 *Zoning Amendment Bylaw (600-4)* – Knox Centre**

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

Mayor Milne called the Public Hearing for Bylaw No. 577 to order at 7:18 p.m.

Gerard LeBlanc provided a PowerPoint presentation and summary of the rezoning application for Knox Centre.

#### **Public Submissions:**

There were no submissions from members of the public.

Mayor Milne called three times for submissions to the Public Hearing for Bylaw No. 577 Hearing none; he closed the public hearing at 7:26 pm.

#### **Council consider third reading of Bylaw No. 577**

**MOVED** and seconded that Bylaw No. 577, *Zoning Amendment Bylaw (600-4)* be read a third time.

**CARRIED UNANIMOUSLY**

### **PH-2 Report of Public Hearings**

- **Bylaw No. 578, *Zoning Amendment Bylaw (600-5)* – 6669 Horne Road**

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

Mayor Milne called the Public Hearing for Bylaw No. 578 to order at 7:27 p.m.

Gerard LeBlanc provided a PowerPoint presentation and summary of the rezoning application for 6669 Horne Road.

## **Public Submissions:**

Jeff Zigay, Sooke resident expressed his support for Bylaw No. 578 advising that the project supports the District of Sooke Town Centre Plan and provides an opportunity to bring people to the water. Mr. Zigay addressed Council as to the concerns that have been raised by some residents such as obstruction of views to the water, increase in property taxes, decrease in property values, and increase in traffic. Mr. Zigay supports the idea of a project that provides an opportunity for aging in place, a project that will provide improvements to Horne Road, access to the water and will be a benefit to the community. Mr. Zigay inquired as to the size of the sewer pipe along Horne Road and suggested that staff have discussions with EPCOR on upgrading the pipe in order to increase the sewer capacity and improve the infrastructure in the area.

Ruma Roy, Sooke resident and adjacent property owner was not in support of Bylaw No. 578 expressing concerns as to the increase in density for the proposed development. Ms. Roy has concerns of how the proposed development will affect her personally and financially as well as the bed and breakfast business that she operates. Ms. Roy advised of being negatively impacted by the current establishment at 6669 Horne Road through continual noise and traffic. Ms. Roy further addressed Council as to concerns that the proposed development will impact her views to the harbour and will cause a decrease in her property value.

Renee Matthew, Project Manager, Harbourside Cohousing Project addressed Council's inquiry as to whether they are in agreement to the requirements to construct sidewalks beyond the property frontage, provision of a marine walkway location and mill and overlay East Horne Road. Ms. Matthew advised that they have met with staff and have reviewed the requirements and believe they fit within the financial budget of the project. Ms. Matthew further advised that originally they thought the requirements were more extensive but after meeting with staff they understand it is just the existing surface that requires the mill and overlay. The Co-housing group is in agreement with these requirements including providing the land for the waterfront walkway.

Mayor Milne called three times for submissions to the Public Hearing for Bylaw No. 578 Hearing none; he closed the public hearing at 8:14 pm.

## **Council to consider amendment and third reading of Bylaw No. 578**

**MOVED** and seconded to rescind second reading of Bylaw No. 578 *Zoning Amendment Bylaw (600-5)*.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that Bylaw No. 578, *Zoning Amendment Bylaw (600-5)* be amended in section 813.2 (g) by adding “\* see conditions of use.”

**AND THAT** Bylaw No. 578, *Zoning Amendment Bylaw (600-5)* be amended by reducing the maximum height requirements for accessory buildings from 9 meters to 6 meters;

**AND FURTHER THAT** Bylaw No. 578, *Zoning Amendment Bylaw (600-5)* be amended by increasing the side lot setback requirements for accessory buildings from 1.2 meters to 3 meters.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that Bylaw No. 578, *Zoning Amendment Bylaw (600-5)* be read a second time as amended.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that Bylaw No. 578, *Zoning Amendment Bylaw (600-5)* be read a third time.

**CARRIED UNANIMOUSLY**

**Council to consider Land Use and Environment Committee Recommendation from August 19, 2013 meeting:**

**MOVED** and seconded that Council direct that, prior to final adoption of Bylaw No. 578 and as agreed to by the owner, the owner enter into a Development Agreement by way of a section 219 covenant with the District of Sooke to address the following items:

- a. Dedication of land along 6669 Horne Road frontage to align with neighboring properties.
- b. Design and construct a 2 meter hard surfaced sidewalk from the property frontage along the south side of Horne Road west to the Murray Road intersection.
- c. Driveways to the subject property of 6669 Horne Road are to be hard surfaced to the property line.
- d. Prior to occupancy of the last four (4) dwelling units, the applicant is to mill and overlay the existing pavement of East Horne Road from Murray Road to the east property line of 6669 Horne Road.
- e. As per the Preliminary Geotechnical Assessment prepared on November 12, 2012, an erosion protection wall or other type of barrier is to be included at the beach to ensure the slope movement does not affect the proposed development prior to commencement of any construction on site.
- f. As per the District *Official Community Plan, 2010* and Parks and Trails Master Plan, public access along the waterfront for a marine walkway shall be provided through statutory right-of-way prior to building permit. The location of the marine walkway will be determined at time of Development Permit.

**AND** to authorize the Mayor and the Chief Administrative Officer to execute the Development Agreement - Section 219 Covenant.

**CARRIED UNANIMOUSLY**

### **PH-3 Report of Public Hearings**

- **Bylaw No. 579, *Zoning Amendment Bylaw (600-6)* – 2078 Kennedy Street**

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

Mayor Milne called the Public Hearing for Bylaw No. 579 to order at 8:35 p.m.

Gerard LeBlanc gave a PowerPoint presentation and summary of the rezoning application for 2078 Kennedy Street.

**Public Submissions:**

James Sutherland, adjacent property owner expressed support for Bylaw No. 579 but requested that Council take into consideration the issue of parking in the neighbourhood as there is already a lack of residential parking.

Aaron Banner, applicant of the rezoning application for 2078 Kennedy Street advised that he would be opposed to the requirement for a frontage dedication for a 20 meter road right of way at the subdivision stage.

Mayor Milne called three times for submissions to the Public Hearings for Bylaw No. 579 Hearing none; he closed the public hearing at 8:50 pm.

**Council to consider third reading of Bylaw No. 579**

**MOVED** and seconded that Bylaw No. 579, *Zoning Amendment Bylaw (600-6)* be read a third time.

**CARRIED UNANIMOUSLY**

**PUBLIC INPUT MEETINGS AND RELATED REPORTS**

**PI-1 Development Variance Permit – 7130 West Coast Road**

Gerard LeBlanc provided a PowerPoint presentation and summary for the Development Variance Permit at 7130 West Coast Road.

**Public Input:**

There was no input from members of the public.

**Council to consider Land Use and Environment Committee recommendation from August 19, 2013 meeting:**

**MOVED** and seconded to authorize the issuance of a Development Variance Permit PLN01056 for 7130 West Coast Road, legally described as Parcel A (DD 8888-W) of Lot A, Sections 2 and 3, Sooke District, Plan 12144 to vary the proposed eastern side lot line from 1.2 m to 1.0 m for the existing dwelling on proposed Lot 1.

**CARRIED UNANIMOUSLY**

## BYLAWS

### B-1 Bylaw No. 574, *West Coast Road Closure and Disposal Bylaw, 2013 – 7707 West Coast Road*

**MOVED** and seconded that Bylaw No. 574, *West Coast Road Closure and Disposal Bylaw, 2013* be adopted.

**CARRIED UNANIMOUSLY**

## REPORTS REQUIRING ACTION

### RA-1 Proposed Strata Title Conversion of Previously Occupied Dwellings Located at 1810/1820 Connie Road

**MOVED** and seconded to approve the Proposed Strata Title Conversion for 1810/1820 Connie subject to the installation of a well and submission of a survey plan.

**CARRIED UNANIMOUSLY**

### RA-2 Prestige Hotel Development Review

Gerard LeBlanc provided a summary of the staff report for Council.

**ACTION ITEM:** Staff to look into the Final Occupancy Certificate taking into consideration the legal agreement with the Prestige Hotel and report back to Council.

**MOVED** and seconded to direct staff to prepare a revised Development Permit for the municipal boat launch located at 6933 West Coast Road (Parcel C, (DD61497 I) Lot 10, Section 4, Sooke District, Plan 1282, Except Plan VIP56786) that reflects the as-built structures including the redesigned vehicle turn-around;

**AND TO** direct staff to schedule a time for Council to consider a Development Variance Permit to vary the height of the Prestige Hotel from 26 m to 28 m to accommodate the height of structures housing the mechanical equipment and elevator shaft located on the roof of the building.

**CARRIED UNANIMOUSLY**

## REPORTS FOR INFORMATION

### RI-2 Mayor's Public Advisory Committee Reports

Brenda Parkinson, Chair, Mayor's Public Advisory Panel for Arts and Beautification provided an overview of the Arts and Beautification Committee "Communities in Bloom 2013" Report. Ms. Parkinson provided background information and discussed the Committee's projects that were implemented for this year's Communities in Bloom and the event locations including the Sooke Region Museum hosting the judge's dinner and the Sooke Legion hosting the judges breakfast. Ms. Parkinson advised that they received donations towards the events from local businesses and citizens and that approximately

45 businesses and 200 volunteers participated in Communities in Bloom Ms. Parkinson advised that the District needs to be involved in Communities in Bloom as volunteers cannot take on the responsibility of organizing it on their own. Ms. Parkinson requested that Council support the Communities in Bloom initiative spearheaded by the Advisory Panel to the Mayor on Arts and Beautification and that Council approve Communities in Bloom becoming a \$3,000 line item in the 2014 budget.

Sandy Jarvis, Communities in Bloom Committee member reported that she appreciated the presentation in the Council Chambers when the judges first arrived and that she would like members of the community to see what work was put into the presentation and what the District does.

**MOVED** and seconded to receive the Mayor's Public Advisory Panel for the Arts and Beautification report on Communities in Bloom for information.  
**CARRIED UNANIMOUSLY**

**MOVED** and seconded to support the Communities in Bloom initiative spearheaded by the Advisory Panel to the Mayor on Arts and Beautification;  
**AND THAT** Council designate as a line item \$3,000 to the Communities in Bloom initiative in 2014;  
**AND FURTHER THAT** District staff be available to provide assistance with the profile book and judges tours.  
**CARRIED UNANIMOUSLY**

### **RI-3 Sooke Region Chamber of Commerce Monthly Report**

Michael Nyikes, Vice President Sooke Region Chamber of Commerce provided a PowerPoint presentation and overview of the Chamber Report to the District of Sooke for August 2013. Mr. Nyikes advised of Administrative updates including the finalizing of the Chamber Service Agreement with the District and receipt of the 2013 funding. The Chamber has assisted RBC with temporary office space and is working with RBC headquarters in sourcing suitable building options for a new permanent branch. Mr. Nyikes also overviewed the Chamber's business marketing and advertising plans, community activities, education and economic development activities. Mr. Nyikes addressed Council as to proposed recommendations from the Chamber to the District:

**MOVED** and seconded to support sending a Chamber representative to the "50 Plus Living Show" in Calgary, Alberta;  
**AND TO** provide funding up to \$850 for travel expenses to the Show;  
**AND FURTHER TO** request that the Chamber provide Council with a report on the "50 Plus Living Show" including information on the exhibitors.  
**CARRIED UNANIMOUSLY**

### **RA-3 Land Use and Environment Committee recommendations from August 19, 2013**

**MOVED** and seconded to sever the Land Use and Environment Committee recommendations on the Subdivision and Development Bylaw Review and deal with each of the recommendations separately.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to decrease the three (3) meter sidewalk dedication on Highway 14 to two (2) meters except from Church Road to Otter Point and on Waterview Street where it remains three (3) meters.

**CARRIED**

**Councillor Tait opposed the motion**

**MOVED** and seconded to direct the Mayor and staff to have discussions with the Ministry of Transportation and Infrastructure (MOTI) to amend the Memorandum of Understanding as to the sidewalk dedication on Highway 14 and other matters.

**CARRIED UNANIMOUSLY**

### **RI-4 Mayor and Council Reports**

Mayor Milne took the opportunity to commend the organizers in particular Ms. Ida MacDonald for their work with the Sooke Fall Fair. The Lieutenant Governor was in attendance and it was a very successful event.

Councillor Pearson reported on attending the Sooke Fall Fair and the Sooke Fire Rescue Service 100<sup>th</sup> Anniversary Parade advising that they were both great events.

Councillor Reay also took the opportunity to congratulate the organizers of the Sooke Fall Fair in particular Ms. MacDonald and Ms. Peers. Councillor Reay participated in judging the zucchini races with the children.

Councillor Haldane reported on attending the Juan de Fuca Water Commission meeting last week.

Councillor Tait reported that while she was Acting Mayor she attended the Panel on Social Issues. There is now a community plan being developed which will be submitted to the province for an extreme weather shelter in Sooke for the 2013-14 season which will be located at the Sooke Baptist Church. Councillor Tait also reported on participating in the Sooke Fire Rescue Service 100<sup>th</sup> Anniversary fire truck parade. The T'Sou-ke Nation Chief received the official Solar City designation. Councillor Tait participated in christening the "Spirit of Sooke V," the Royal Canadian Marine Search and Rescue vessel, participated in judging beach art for the Sooke Community Arts Council annual event. Councillor Tait advised that she will be re-appointed as the director to the Greater Victoria Coalition to End Homelessness.

Councillor Kasper reported on attending the Water Commission meeting last week on behalf of the Mayor and also reported on attending the Sooke Fall Fair advising that it was a great event.

Mayor Milne announced that this Thursday at 11:00 a group will be meeting at Charters Creek to hike into the bush with Ms. Peers to take a look at a discovery.

#### **CORRESPONDENCE REQUIRING ACTION**

**C-1 Correspondence received from the City of Langford: Downloading of Infrastructure Costs from BC Hydro**

**MOVED** and seconded to send a letter to BC Hydro requesting that they re-evaluate their current position on funding the extension of hydro electric power into new, planned development areas.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to forward a copy of the correspondence from the City of Langford on Downloading of Infrastructure Costs from BC Hydro to the Land Use and Environment Committee for discussion.

**CARRIED UNANIMOUSLY**

#### **ADJOURNMENT**

**MOVED** and seconded to adjourn the meeting at 10:09 p.m.

**CARRIED UNANIMOUSLY**

**Certified Correct:**

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**Wendal Milne**  
Mayor

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**Bonnie Sprinkling**  
Corporate Officer

## DISTRICT OF SOOKE

Minutes of the Special Meeting of Council  
held in the Council Chamber  
at 2225 Otter Point Road, Sooke, BC  
on September 30, 2013 at 6:00 p.m.

### COUNCIL PRESENT

Mayor Wendal Milne  
Councillor Bev Berger  
Councillor Herb Haldane  
Councillor Kevin Pearson  
Councillor Kerrie Reay  
Councillor Maja Tait (arrived at 6:08 p.m.)

### STAFF PRESENT

Gordon Howie, Chief Administrative 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 6:04 p.m.

### APPROVAL OF AGENDA

**MOVED** and seconded to approve the agenda with the following item as supplemental information:

- Staff Report for Bylaw No. 591, *Zoning Amendment Bylaw (600-7)* – Addition of Definition to Bylaw No. 600, *Zoning Amendment Bylaw, 2013*

**CARRIED**

### BYLAWS

#### **B-1 Bylaw No. 581, *Zoning Amendment Bylaw (600-7)* – Addition of Definition to Bylaw No. 600, *Sooke Zoning Bylaw, 2013***

Gerard LeBlanc provided a summary of the staff report.

**MOVED** and seconded that Bylaw No. 581, *Zoning Amendment Bylaw (600-7)* be introduced and read a first time.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that Bylaw No. 581, *Zoning Amendment Bylaw (600-7)* be read a second time.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to direct staff to give notice for waiver for a Public Hearing in accordance with s. 893 of the *Local Government Act*.

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

**MOVED** and seconded to adjourn the meeting at 6:16 p.m.  
**CARRIED**

**Certified Correct:**

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**Wendal Milne**  
Mayor

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**Bonnie Sprinkling**  
Corporate Officer



## DISTRICT OF SOOKE

Minutes of the Regular Meeting of Council  
held in the Council Chamber  
at 2225 Otter Point Road, Sooke, BC  
on October 15, 2013  
5:30 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 Rick Kasper  
Councillor Kerrie Reay  
Councillor Maja Tait

### STAFF PRESENT (Open Portion)

Gordon Howie, Chief Administrative Officer  
Michael Dillabaugh, Director of Finance  
Bonnie Sprinkling, Corporate Officer  
Gerard LeBlanc, Municipal Planner  
Elisabeth Nelson, Municipal Engineer  
Steve Sorensen, Fire Chief  
Sarah Temple, Finance & Administration Assistant,  
Recorder  
Staff Sgt. Steve Wright

### CALL TO ORDER

Mayor Milne called the meeting to order at 5:35 p.m.

### MOTION TO CLOSE THE MEETING TO THE PUBLIC

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

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

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

90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

90(1)(g) litigation or potential litigation affecting the municipality;

90(1)(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*].

**CARRIED UNANIMOUSLY**

### CALL TO ORDER - OPEN PORTION

Mayor Milne called the open portion of the Regular Council meeting to order at 7:05 p.m. in the Council Chambers.

### APPROVAL OF THE AGENDA

**MOVED** and seconded to move item RI-1 to the first item on the agenda, and item B-1 to precede item RA-1.

**CARRIED UNANIMOUSLY**

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

- Item B-5      Bylaw No. 581, Zoning Amendment Bylaw (600-7)
- Background Information
  - Public Input opportunity or receipt of written submissions (see Notice to Waive Public Hearing) immediately prior to Council consideration of third reading and adoption of Bylaw No. 581
- Item RA-7      Land Use and Environment Committee recommendations from September 30, 2013 meeting:
- Informational report 6733 West Coast Road
- Item NB-1      Request to Appear as a Delegation – Valerie Lessard
- Item NB-2      2014 Age-Friendly Community Planning & Project Grant Application

**CARRIED UNANIMOUSLY**

### **ADOPTION OF MINUTES**

**MOVED** and seconded that the minutes of the Committee of the Whole meeting held on September 9, 2013 be adopted as circulated.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Regular Council meeting held on September 9, 2013 be adopted as circulated.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Committee of the Whole meeting held on September 23, 2013 be adopted as circulated.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Special Council meeting held on September 30, 2013 be adopted as circulated.

**CARRIED UNANIMOUSLY**

### **MINUTES FOR INFORMATION**

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

- September 30, 2013      Land Use and Environment Committee  
October 7, 2013      Finance and Administration Committee

**CARRIED UNANIMOUSLY**

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

Ellen Lewers, Sooke resident, inquired if the public would be given an opportunity to speak to item B-5 - Bylaw No. 581, *Zoning Amendment Bylaw (600-7)*. Mayor Milne informed Ms. Lewers that a Public Input opportunity had been added to the supplemental agenda and that there would be a chance on that agenda item.

### **REPORTS FOR INFORMATION**

#### **RI-1    Sooke Region Chamber of Commerce Monthly Report**

Michael Nyikes presented a PowerPoint outlining the Sooke Region Chamber of Commerce's monthly report for September 2013. Mr. Nyikes advised that the Sooke

Region Chamber of Commerce had received a short extension to submit their annual plan for 2014 and will submit the plan to the District for consideration shortly.

Mayor Milne provided an update on several of the suggestions brought forward including Tourism Victoria collaborations, the “Shop Local” campaign, Architectural design guidelines for the town core, turning restrictions from Mariner’s Village onto Sooke Road, additional lease space at the Kaltasin Works Yard, VIRL meetings and the future of the “Promote Sooke” taskforce.

Councillor Tait inquired as to potential collaborations between the Chamber, SRTA and the District of Sooke to use Business License renewal reminders as an opportunity to reach out to the business community. Ms. Sprinkling is currently looking into FIOPPA considerations.

Councillor Pearson inquired as to whether non-Chamber members had been informed about the business energy audits available and whether non-Chamber members had been included in the [www.shopsooke.ca](http://www.shopsooke.ca) website. Mr. Nyikes informed Council that both members and non-members were included in both programs.

Councillor Kasper inquired as to ongoing collaboration with SRTA, in order to promote all tourism-related businesses, not just SRTA members. Mr. Nyikes responded that the Chamber has received feedback that they need to be more inclusive and target the business community as a whole, not just Chamber members. As they are a separate entity from SRTA, they can hope to lead by example and look for further opportunities to collaborate, as tourism and Economic Development go hand in hand.

## **PUBLIC INPUT MEETINGS AND RELATED REPORTS**

### **PI-1 Development Permit Amendment to Landscape Plan – 7091 Grant Road West**

Gerard LeBlanc gave a PowerPoint presentation and summary of the proposed amendments to the Landscape Plan at 7091 Grant Road West.

#### **Council Discussion**

- Clarification provided as to the original landscape plan and fencing requirements existing at the time of the original development permit.
- Mr. Leblanc clarified that the OCP does outline required fencing.

#### **Public Input**

There was no input from members of the public.

#### **Council to consider recommendation from Land Use and Environment Committee meeting of September 30, 2013:**

**MOVED** and seconded to authorize the issuance of Development Permit Amendment PLN01059 to amend the landscape plan at 7091 Grant Road West to remove the requirement for the cedar fencing that was to be installed along the south and east property lines surrounding units E, F, G and H with the condition that the existing wood fence and concrete fence that has been built on the east property line is required to remain.

**AND THAT** staff provide a report to Council providing background information as to whether a requirement for fencing existed at the time of the original development permit.  
**DEFEATED**

**MOVED** and seconded to authorize the issuance of Development Permit Amendment PLN01059 to amend the landscape plan at 7091 Grant Road West to remove the requirement for the cedar fencing that was to be installed along the **south** property lines surrounding units E, F, G and H, with the condition that the requirement for wood fence or concrete fencing to be built on the entire east property line is required to remain.  
**CARRIED UNANIMOUSLY**

## **BYLAWS**

### **B-2 Bylaw No. 577, Zoning Amendment Bylaw (600-4) – Knox Centre**

**MOVED** and seconded that Bylaw No. 577, *Zoning Amendment Bylaw (600-4)* be adopted.  
**CARRIED UNANIMOUSLY**

### **B-3 Bylaw No. 578, Zoning Amendment Bylaw (600-5) – 6669 Horne Road**

**MOVED** and seconded that Bylaw No. 578, *Zoning Amendment Bylaw (600-5)* be adopted.  
**CARRIED UNANIMOUSLY**

### **B-4 Bylaw No. 579, Zoning Amendment Bylaw (600-6) – 2078 Kennedy Street**

**MOVED** and seconded that Bylaw No. 579, *Zoning Amendment Bylaw (600-6)* be adopted.  
**CARRIED UNANIMOUSLY**

### **B-5 Bylaw No. 581, Zoning Amendment Bylaw (600-7)**

#### **Public Input:**

Gail Hall, Sooke resident, addressed Council and stated that she does not believe that Bylaw 581 provides a definition of “private residence club”, which was the stated intent of the amendment. Ms. Hall believes the amendment only adds a permitted use, not a definition. Ms. Hall further believes that Council should ask the developer of Silverspray to define “private residence club”, as his definition is unclear and may include fractional ownership.

Ms. Hall further expressed concerns that CRD Bylaws 2950 and 2951 were not repealed after annexation of the Silverspray lands and are therefore still in effect. Ms. Hall stated that until these Bylaws are repealed or amended, any changes to the use of land in Silverspray should be null and void.

Ellen Lewers, Sooke resident, addressed Council as to concerns about how the definition of “private residence club” affects the tax base. Ms. Lewers posed questions as to whether the units will be taxed as a whole unit or fractionally, residentially as homes or commercially as rental properties. Ms. Lewers also expressed concerns as to the

mechanisms for collecting taxes for fire and police coverage from Silverspray residents. Mr. Dillabaugh indicated that a special levy is collected from Silverspray residents for fire protection, which is in turn paid to the East Sooke Fire Department under a Mutual Aid agreement.

Ms. Lewers distributed a package to Council members outlining the Building Permit history for Silverspray. Ms. Lewers stated there is only one permit issued, for a Single Family Dwelling with no suite, which is in line with Comprehensive Development Zone requirements for the Silverspray area where multi-residential units are not allowed. Ms. Lewers also referenced online advertising by the developer listing cottages and cottages with suites for sale.

**Council Discussion:**

- Concerns as to Silverspray District of Sooke and CRD bylaws
- The intention of the “lodge” definition originally was to not restrict use and that residential use or rental of the unit would be permitted
- Legal advice received by Council on this matter was that an amendment to the term “lodge” was necessary, which is what is being accomplished by this amendment
- Single Family Dwellings are permitted within “Area A” of the Comprehensive Development Zone for Silverspray

**Action:** Bonnie Sprinkling to provide staff report as to CRD Bylaw 2950 and 2951.

**MOVED** and seconded that Bylaw No. 581, *Zoning Amendment Bylaw (600-7)* be read a third time.

**CARRIED**

**Councillor Reay opposed**

**MOVED** and seconded that Bylaw No. 581, *Zoning Amendment Bylaw (600-7)* be adopted.

**CARRIED**

**Councillor Reay opposed**

**B-1 Bylaw No. 565, Fees Amendment Bylaw (488-2) – RCMP Fingerprinting**

Michael Dillabaugh and Steve Wright presented a summary of the proposed Bylaw No. 565.

**MOVED** and seconded that Bylaw No. 565, *Fees Amendment Bylaw (488-2)* be introduced and read a first time.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that Bylaw No. 565, *Fees Amendment Bylaw (488-2)* be read a second time.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that Bylaw No. 565, *Fees Amendment Bylaw (488-2)* be read a third time.

**CARRIED UNANIMOUSLY**

## REPORTS REQUIRING ACTION

### RA-1 Additional Public Servant for RCMP Detachment

Michael Dillabaugh and Staff Sergeant Steve Wright presented a summary of the request for additional funding in the RCMP department for an additional public servant.

**MOVED** and seconded to approve an additional \$65,500 in the RCMP budget in the 2014 – 2018 Five Year Financial Plan for an additional public servant;  
**AND TO** direct staff to include, in the 2014 – 2018 Five Year Financial Plan, the revenue budget for fees collected by the RCMP on behalf of the District.  
**CARRIED UNANIMOUSLY**

### RA-2 2014 - 2018 Five Year Financial Plan

**MOVED** and seconded to direct staff to target a 2% tax increase to the operating budget for 2014 in the preliminary 2014 – 2018 Five Year Financial Plan;  
**AND THAT** Council receive for information the municipal budget comparison;  
**AND TO** approve in principal the draft 2014 – 2018 Five Year Financial Plan Development Calendar.  
**CARRIED** **Councillor Kasper and Councillor Pearson opposed**

### RA-3 Boat Launch Work Remaining

**MOVED** and seconded to authorize staff to proceed with the completion of the concrete stairs;  
**AND TO** authorize funding for the above items from the Council Contingency budget, subject to a total limit of \$10,000.  
**DEFEATED**

**MOVED** and seconded to not fund the outstanding Boat Launch items until a plan is in place for the ongoing operation of the Boat Launch;  
**AND TO** direct staff to have an operational plan in place for operation of Boat Launch by March 15, 2014;  
**CARRIED** **Councillor Tait opposed**

### RA-4 Community Service Agreement – Reporting Date Amendment

**MOVED** and seconded to authorize the Mayor and CAO to amend the Community Services Agreements for the Sooke Region Tourism Association (SRTA), Sooke Region Historical Society (SRHS) and the Sooke Community Association (SCA) to allow for an October 15 proposal submission date.  
**CARRIED UNANIMOUSLY**

### RA-5 Office Closure during Christmas Holidays

**MOVED** and seconded to authorize closure of the District of Sooke office from 8:30 am Monday, December 23, 2013 through Wednesday, January 1, 2014 inclusive, and that the District office reopens at its regular time on Thursday, January 2, 2014.  
**DEFEATED**

**MOVED** and seconded to keep the District of Sooke office open during the Christmas Holidays, with the exception of Statutory Holidays.

**CARRIED**

**Mayor Milne and Councillor Tait opposed**

**RA-6 Committee of the Whole recommendations from September 23, 2013 meeting:**

**MOVED** and seconded to give direction to staff to work with the Sooke Bike Club, SEAPARC and the Sooke Community Association to secure agreements and funding to refurbish the existing bike skills areas and expand the existing facility into Throup Road Park to accommodate all bike skill levels;

**AND TO** bring back a report to Council on the bike skills park funding for approval prior to entering into an agreement or the commencement of works.

**CARRIED UNANIMOUSLY**

**RA-7 Land Use and Environment Committee recommendations from September 30, 2013 meeting:**

- **6733 West Coast Road – Servicing requirements**

Mayor Milne left the meeting at 9:31 pm declaring a potential conflict of interest as a family member owns an adjacent property to 6733 West Coast Road.

**MOVED** and seconded that the Bylaw No. 65, *Subdivision and Development Standards Bylaw* requirement for catch basins be waived for the development at 6733 West Coast Road.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to direct staff to return a portion of the bond money for Servicing requirements at 6733 West Coast Road for the works on Atherley Close and West Coast Road;

**AND THAT** no further sidewalk works be required from the applicant;

**AND FURTHER TO** direct staff to provide a report to Council providing additional information on the Development Permit Application.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to place a grate over the ditch and secure it to the ground so that it cannot be moved or walked away with.

**DEFEATED**

**MOVED** and seconded to refer the outstanding servicing items for 6733 West Coast Road, including deficiency list, to the Land Use Committee.

**CARRIED UNANIMOUSLY**

Mayor Milne returned to the meeting at 9:53 pm.

- **1781 Minnie Road and 7057 West Coast Road**

Councillor Reay left the meeting at 9:54 pm declaring a potential conflict of interest as she may have had a friendship with the applicant.

**MOVED** and seconded to proceed with the inclusion of 1781 Minnie Road and 7057 West Coast Road into the Sewer Specified Area  
**DEFEATED**

**MOVED** and seconded to proceed with the creation of 800m2 lots with a secondary strata treatment system, without inclusion to the SSA and without connection to the municipal sanitary sewer system.  
**DEFEATED**

Councillor Reay returned to the meeting at 10:28 pm.

- **6933 West Coast Road – Private Free Standing Directional Sign**  
Michelle Glanfield-Bohn, owner of Le Sooke Spa, addressed Council and provided a history of the location of her business sign at 6933 West Coast Road.

**Council to consider recommendation from Land Use and Environment Committee meeting of September 30, 2013:**

**TO RECOMMEND THAT COUNCIL** not allow the free standing directional sign for Le Sooke Spa to be located on 6933 West Coast Road, property owned by the District of Sooke.

**MOTION TABLED PENDING FURTHER INFORMATION**

**Action:** Staff to report back to Council on options for placing a third party sign on municipal property at 6933 West Coast Road, including the possibility of issuance of a Licence to Occupy.

## **NEW BUSINESS**

By general consensus of Council, Item NB-1 is moved to immediately prior to Item RA-8.

### **NB-1 Request to Appear as a Delegation – Valerie Lessard**

Valerie Lessard, Managing Partner for Food and Beverage at the Prestige Oceanfront Resort, addressed Council to state that there are several businesses in the Prestige Oceanfront Resort who would like to share signage with the Le Sooke Spa.

### **RA-8 Finance and Administration Committee recommendations from October 7, 2013 meeting:**

#### **Exempt Staff:**

**MOVED** and seconded to freeze salaries for two years of exempt staff of the District of Sooke.

**CARRIED**

**Councillor Reay and Tait opposed**

#### **Honorarium to Volunteer Firefighters:**

Councillor Berger left the meeting at 10:45 declaring a potential conflict of interest as her husband is a volunteer firefighter.

**MOVED** and seconded to refer the matter of honorariums for volunteer firefighters to a small Committee being Councillor Reay, Councillor Kasper and representatives of the

Sooke Firefighters' Association to determine the criteria for a \$1,000 honorarium to volunteer firefighters who meet the minimum service and training requirements to be a volunteer.

**CARRIED**

**MOVED** and seconded to approve in principal a \$1,000 honorarium to volunteer firefighters who meet the minimum service and training requirements to be a volunteer; **AND THAT** the honorarium be over and above the training allowance, clothing allowance and \$35,000 a year provided to the Firefighters' Association.

**CARRIED**

**Councillor Tait opposed**

#### **MEETING EXTENSION**

**MOVED** and seconded to allow the October 15, 2013 Regular Council meeting to continue past 11:00 pm.

**CARRIED UNANIMOUSLY**

#### **NEW BUSINESS**

By general consensus of Council, Item NB-2 is moved to immediately prior to Item RA-9.

#### **NB-2 2014 Age-Friendly Community Planning & Project Grant Application**

Marlene Barry addressed Council and provided information on the Age-Friendly Community Planning & Project Grant Application.

**MOVED** and seconded to endorse the grant application for \$20,000 under the UBCM 2014 Age-Friendly Community Planning & Project Grants programs for an Age Friendly Action Plan;

**AND TO** authorize District of Sooke as the Financial Manager of the Grant;

**AND TO** designate the Sooke Region Community Health Initiative (CHI) as the official Age Friendly Committee for Sooke.

**CARRIED UNANIMOUSLY**

Councillor Berger returned to the meeting at 11:00pm.

#### **RA-9 Appointment of Approving Officer**

**MOVED** and seconded to appoint Robert Howat as Approving Officer for the District of Sooke effective October 1, 2013 to and including March 31, 2014.

**CARRIED**

**Councillor Tait opposed**

- **MOVED** and seconded to rescind the appointment of Elisabeth Nelson as Approving Officer;  
**AND TO** rescind the appointment of Nikki Lewers as Deputy Approving Officer.
- Mr. Howie addressed Council and requested an opportunity to provide a staff report on the ramifications of the proposed officer changes.
- Mayor Milne, as Chair of the meeting, stated that he was not prepared to entertain the motion as it was not on the Agenda.

- Councillor Kasper appealed the decision of the Chair, Councillor Haldane seconded.
- **Question: Shall the decision of the chair be sustained?** Debate ensued with each Council member speaking to the matter.
- **MOVED** and seconded to sustain the decision of the Chair.  
**DEFEATED**
- **MOVED** and seconded to move the previous motion without further debate:  
**TO RESCIND** the appointment of Elisabeth Nelson as Approving Officer;  
**AND TO** rescind the appointment of Nikki Lewers as Deputy Approving Officer.  
**CARRIED**                    **Mayor Milne, Councillor Reay and Councillor Tait opposed**

## REPORTS FOR INFORMATION

**RI-2 Mayor's Advisory Panel on Arts and Beautification**  
**MOVED** and seconded to receive the report for information.  
**CARRIED UNANIMOUSLY**

**RI-3 CAO Verbal Update**  
Gord Howie provided a verbal update on the progress of Church Road sidewalks and design of Connector Road.

**MOVED** and seconded to appoint Mayor Milne and Councillor Haldane to a Construction Liaison Committee to meet with the CAO and staff involved in the construction of the Grant Road Connector regularly and report back to Council.  
**CARRIED UNANIMOUSLY**

## CORRESPONDENCE AND COUNCIL REPORTS FOR INFORMATION

**I-1 Communities in Bloom – News Release October 7, 2013**  
**MOVED** and seconded to file the correspondence.  
**CARRIED UNANIMOUSLY**

## REPORT OF IN CAMERA RESOLUTIONS

### **Kaltasin Road Property**

**MOVED** and seconded to approve the use of one of the bays at the Kaltasin Road municipal building for the Sooke Historical Society for the train refurbishing project for up to one year.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to release the resolution as to the Sooke Historical Society to the public.

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

**MOVED** and seconded to adjourn the meeting at 11:24 p.m.  
**CARRIED UNANIMOUSLY**

**Certified Correct:**

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**Wendal Milne**  
Mayor

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**Bonnie Sprinkling**  
Corporate Officer



## DISTRICT OF SOOKE

Minutes of the Regular Meeting of Council  
held in the Council Chamber  
at 2225 Otter Point Road, Sooke, BC  
on October 28, 2013  
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 Rick Kasper  
Councillor Kevin Pearson  
Councillor Kerrie Reay

### STAFF PRESENT (Open Portion)

Gordon Howie, Chief Administrative Officer  
Michael Dillabaugh, Director of Finance  
Bonnie Sprinkling, Corporate Officer  
Gerard LeBlanc, Municipal Planner  
Elisabeth Nelson, Municipal Engineer  
Steve Sorensen, Fire Chief  
Tina Hansen, Corporate Assistant

**ABSENT:** Councillor Maja Tait

### CALL TO ORDER

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

### MOTION TO CLOSE THE MEETING TO THE PUBLIC

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

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

**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 PI-1 Supplemental Information - Application for Exclusion from Agricultural Land Reserve – 2309 Sooke River Road
  - Correspondence received October 24, 2013 from Graham Davies
- Item RI-6 Supplemental Information – Departmental Quarterly Report Calls for Service and Permits issued
- NB-1 Receipt of Council Committee and CRD Meeting Minutes for Information:
  - October 24, 2013 Community Grant Review Committee
  - October 22, 2013 Emergency Planning Committee

- NB-2 Community Grant Review Committee recommendations from October 24, 2013 meeting:
  - 2013 Community Grant Applications – Category B (September 30 Intake)
- NB-3 Correspondence received October 28, 2013 from Margarita Dominguez, Sooke Animal Food and Rescue Society

**CARRIED UNANIMOUSLY**

**ADOPTION OF MINUTES**

**MOVED** and seconded that the minutes of the Regular Council meeting held on October 15, 2013 be adopted as circulated.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Committee of the Whole meeting held on October 15, 2013 be adopted as circulated.

**CARRIED UNANIMOUSLY**

**MINUTES FOR INFORMATION**

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

September 30, 2013	Report of the Annual Municipal Tax Sale
September 30, 2013 reconvened to October 1, 2013	Report of the Annual Municipal Tax Sale
October 21, 2013	Land Use and Environment Committee

**CARRIED UNANIMOUSLY**

**PUBLIC QUESTION AND COMMENT PERIOD**

Tracy Hopkins, Sunriver resident addressed Council on behalf of herself and 157 Sunriver residents who signed a petition supporting the new proposed school site on Phillips Road. Ms. Hopkins advised that residents have concerns of safety and traffic with the old school site location off of Sunriver Way as this is the main route through the Sunriver residential neighbourhood. Ms. Hopkins expressed support for the new proposed school site as it is the best solution for the future of Sunriver residents and provides a properly sited school, playing fields and an emergency facility (fire hall).

Jocelyne Roy, representing Sooke Animal Food and Rescue Society (SAFARS), addressed Council as to the Society’s need for a piece of land to build an animal shelter in Sooke. Ms. Roy advised that SAFARS is being evicted from their current shelter facility. Ms. Roy further advised that the Society has submitted a petition signed by 25 per cent of electorates who are requesting an animal shelter in Sooke. Ms. Roy indicated that the Society has recently received its charity status and are able to apply for grants in order to raise funds to build the shelter.

Margarita Dominguez, Sooke Animal Food and Rescue Society (SAFARS), advised that she wants it understood that the community is requesting an animal shelter in Sooke and that this is an issue that belongs to everyone. Ms. Dominguez spoke to the importance of the Society receiving a piece of land in order to build an animal shelter indicating that the Society’s work teaches youth and that a shelter would be an investment for the community. Ms. Dominguez requested Council’s support in providing the land to SAFARS for an animal shelter.

Mayor Milne advised that Council will put the Sooke Animal Food and Rescue Society's request on their list of priorities to consider during the upcoming year's budget deliberations. Mayor Milne further advised that there is only so much land and so much money and that everyone is asking for assistance. Council will take SAFARS request into consideration.

Bob Campbell, Sooke resident, expressed his support for the new proposed school site off of Phillips Road in Sunriver Estates. Mr. Campbell advised that he recently submitted a petition from Sunriver residents who have concerns over the hauling and dumping of soil in the Sunriver development. Mr. Campbell requested that consideration be given to this petition and the moving of soil when approving future Sunriver applications as the soil should not be hauled through the subdivision.

Derek Lewers, Sooke resident, expressed concerns as to Council comments indicating that Council cannot be perceived as supporting business. Mr. Lewers spoke to the importance of ensuring consistency when making these decisions and indicated that providing funding to the Chamber, the Prestige Partnering Agreement, a reduction in DCC's and amenity contributions is a form of assisting business. Mr. Lewers requested that Council decide whether they do or do not support business and remain consistent in all applications.

Mayor Milne advised that Council supports business as a whole but that they are mandated through legislation to not provide assistance to individual business. It is in the best interest of Council and the community that business in the community is successful.

Mayor Milne declared a conflict of interest with the Application for Exclusion from the Agricultural Land Reserve for 2309 Sooke River Road as his wife's family lives next door to the property and left the meeting at 7:20 p.m.

Councillor Haldane took over as Chair of the meeting.

Kathy Howlett, representing Winter Allison Holdings/Sooke Disposal, addressed Council as to the concerns raised by members of the public with their application to the Agricultural Land Commission for 2309 Sooke River Road including concerns of traffic and the removal of trees. Ms. Howlett advised that Sooke Disposal has provided support to many community groups over the years and is an honest, loyal and respectful business. They did not purchase the property to aggravate the neighbours; they thought it would be a suitable place to operate their business. Ms. Howlett advised that Sooke Disposal is willing to work with neighbours and the community to facilitate a nursery or farmer's market etc. on the property. Ms. Howlett asked for support from the community and from Council with their future endeavors.

Mayor Milne returned to the meeting at 7:24 p.m.

Ray Warburton, Sooke resident and adjacent property owner to 2309 Sooke River Road addressed Council as to concerns of having to look at garbage on the 2309 Sooke River Road property from his residence.

## DELEGATIONS

### D-1 ALR Exclusion/Inclusion Application – Sunriver Site

Councillor Pearson declared a conflict of interest with this agenda item as he recently spent a significant amount of time with one of the applicants and left the meeting at 7:25 p.m.

Councillor Berger declared a potential for bias with this agenda item and left the meeting at 7:25 p.m.

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

Pete Godau, Director of Facilities, Sooke School District No. 62, reported that the new proposed school site location is better for the School District for two reasons; transportation, as it is a much better site to access for school buses and vehicle traffic. Mr. Godau further advised that the building site is more suitable, as the land is flatter and there is less of a change in elevation. Mr. Godau stated that he is familiar with both sites, has been kept informed by the District of Sooke and Sunriver throughout the process and that the School District's preference is the new proposed site.

Council discussion:

- Clarification as to whether the developer will be transferring a sports field site with the transfer of the school site to the School District
- Clarification as to whether the School District is prepared to build the soccer fields and baseball diamonds
- Whether the School District has received money that was required to be paid by the developer for every unit created in Sunriver in accordance with school site acquisition regulations
- Whether there were two separate real estate appraisals for the school site as noted in the original agreement to determine the value of the site in relation to the money that was to be generated on the per unit allocation that Sunriver was to pay in accordance with provincial regulations
- Whether Sunriver has paid money to the District of Sooke for every unit created on the property in accordance with the original covenant signed by Sunriver, the District of Sooke and the School District in accordance with the provincial statutes that requires developments to pay a prescribed fee under the school site acquisition regulations
- Ensuring that the commitments made in the covenant for the construction and transfer of the soccer pitch and playing fields following the second cut of grass of the fields are kept
- Ensuring that the public interests are looked after
- Ensuring that the District of Sooke does not lose amenities or green space from the original covenant in 2002

Stacey Warren, J.E. Anderson and Associates, on behalf of Sunriver Estates provided a PowerPoint presentation and overview of the school site agreement between Sunriver Estates, School District No. 62 and the District of Sooke. Ms. Warren addressed Council as to the original school site plan from 2002 which included a slow pitch field and soccer field, and the 2004 school site plan which provided an expansion to the north and the west of the site. Ms. Warren advised that in 2008, the District of Sooke requested Sunriver to consider a revised school site location. Sunriver worked with the District and the ALC for a new school site. Ms. Warren reported that riparian area regulation setbacks from agricultural land reduced the usable area of the original school site to 2.5 hectares and that the grading of the area was quite steep.

Ms. Warren further addressed Council as to the new proposed school site reporting that it will provide 5.8 hectares of useable area, provide for a soccer field and slow-pitch field, school site, and parking area. The grading of the land requires less fill and the entrance from Phillips Road provides a better access and does not interfere with residential properties.

Phil Buchanan, J.E. Anderson and Associates clarified that the timing for the transfer of the land in the school site agreement takes place as part of Phase Three of the Sunriver development. The issue of the DCC's and the school site transfer has been looked after but he will leave this to the municipal lawyer to confirm.

A discussion ensued between Council and Mr. Buchanan as to the following:

- Clarification as to the size of the slow pitch field
- Clarification as to a parking area in the plan
- Benefit to both parties over construction of playing fields by ensuring they are constructed by the developer
- \$300,000 contribution by Sunriver Estates for the construction of the playing fields
- Concerns as to the \$300,000 being not enough funding to construct the playing fields
- Importance of ensuring the playing fields are constructed as soon as possible
- Ensuring an agreement that Council and the public can support

**Public Input:**

Tracy Hopkins, Sooke resident expressed concerns as to the possibility of losing the new school site and playing fields.

Gail Hall, Sooke resident, addressed Council as to concerns of the conditions that were placed on the developer by the ALC, including the completion of the subdivision and preparation of a subdivision plan. Ms. Hall is concerned as to the loss of land by the river that should have been dedicated as a community park and of the benefits going to the developer, concerns as to \$300,000 not being enough to construct the playing fields, commitment from the developer to construct the playing fields and concerns as to what has been dumped on the proposed school site property.

Bob Campbell, Sooke resident inquired as to the land that was to be dedicated as ALR land, the engineer's study on the soils in the new school site and expressed concerns as to the type of fill that has been dumped in this location.

There was no further input from members of the public.

**MOVED** and seconded to refer the Sunriver ALR Exclusion/Inclusion application and the Land Development Amendment Agreement back to staff;

**AND TO** direct staff to discuss further with Sunriver the requirement to prepare and construct the two sports fields as in the original Land Development Agreement;

**AND TO** bring back a report to Council on the matter.

**CARRIED UNANIMOUSLY**

Councillor Berger and Councillor Pearson returned to the meeting at 8:25 p.m.

Mayor Milne requested a two minute recess at 8:26 p.m.

## **PUBLIC INPUT MEETINGS AND RELATED REPORTS**

Mayor Milne declared a conflict of interest with agenda item PI-1 as his wife's family member lives next door to the property and left the meeting at 8:26 p.m. Councillor Haldane took over as Chair of the meeting.

Councillor Haldane called the meeting was called back to order at 8:29 p.m.

### **PI-1 Application for Exclusion from Agricultural Land Reserve – 2309 Sooke River Road**

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

#### **Public Input:**

Pat Swift, Sooke resident and adjacent property owner to 2309 Sooke River Road, stated he was not in support of the application and spoke to the District's "no net loss" policy advising that the issue goes beyond the policy; the property is not suited for the intended use of a transfer station. Mr. Swift stated that neighbours have to live, drive and walk along Sooke River Road and will be able to see the transfer station. Mr. Swift indicated that the back of the property was too wet for the transfer station.

Trigue Hoy, Sooke resident and adjacent property owner, expressed his opposition to the application stating that the property should not be taken out of the Agricultural Land Reserve. Mr. Hoy indicated that he worked as a geotechnical engineer in the past and provided Council with information as to soil type environments. Mr. Hoy stated that it is easy to make additions to soil in order to create an environment suitable for growing and that this soil in this particular area is well producing soil.

Laurel Lee Mayo, Sooke resident, expressed her opposition to the application for exclusion commenting that she does not agree with the idea of taking the property out of the ALR and putting another piece of land back into the ALR. Ms. Mayo stated that it should not be our intention to take this area and turn it into an industrial site as an

industrial park and garbage facility already exist in the area. Ms. Mayor would like to see the Sooke Disposal business move to another piece of land.

Linda Brown, Sooke resident, provided a narrative of what a person encounters as they turn onto Sooke River Road from Sooke Road including Milne's Landing Road immediately to the right with traffic from the school, park and ride and store. Ms. Brown further described traffic from the soccer field parking lot, and roadside parking, and the children on the road. Ms. Brown addressed Council as to concerns of the trucks turning in and out of 2309 Sooke River Road property, trees being removed, concerns of odours from composting and concerns of a decline in property values. Ms. Brown would like to see Council not support the ALR exclusion application and that the business owners look for an alternate location.

Ray Warburton, Sooke resident and adjacent property owner, expressed his opposition to the application and addressed Council as to concerns of seeing garbage from his residence. Mr. Warburton commented that this location is not suitable for a garbage dump.

Kyle Topelko, Sooke resident and adjacent property owner, expressed his opposition to the application advising that he purchased his property because it had a nice surrounding community and people in this area use their land for small farming. Mr. Topelko feels that ALR land should be kept for food security in the future and that the land is question is flat and has decent soil structure for farming. Mr. Topelko also spoke to wind in that specific area reporting that the primary wind direction is south to north and that odour from the waste transfer site would be an issue for the neighbouring manufactured home park residents.

Gillian Hurwood, Sooke resident, Girl Guides of Canada, expressed her opposition to the application on behalf of the children who use the Girl Guides camp throughout the year. Ms. Hurwood advised that the Girl Guides value their property for the natural beauty and its safe proximity to parks and trails and that the exclusion of 2309 Sooke River Road from the ALR will impact the use of their camp and the safety of the girls who walk along Sooke River Road.

Lorna Davies spoke on behalf of her father, Jim Wilson and her family who are the owners of Cedar Glen Mobile Home Park and the property between the Mobile Home Park and 2309 Sooke River Road. Ms. Wilson advised that she and her family are not in favour of the land being taken out of the ALR and not in favour of a transfer station in such a populated area.

Rob Turner, Sooke resident and adjacent property owner, advised that he and his family have lived in the Sooke River Road area for 28 years and that he has operated a hobby farm on his property for 25 years. Mr. Turner is opposed to the application and expressed concern as to the Council recommendation which he believes implies that the application may be considered in the future if the applicant is able to find an alternate piece of land to include in the ALR. Mr. Turner further expressed concern as to the number of trees that were removed from the property.

Kathy Howlett, applicant, explained that the trees were removed for safety purposes due to the blind corner on Sooke River Road. Ms. Howlett advised that this has made the corner safer for the trucks and for the students who jog along the road.

Steve Wills, Sooke resident advised that it seems that his property has been excluded on the property maps. He owns the 4 acre property to the south of 2309 Sooke River Road. Mr. Wills indicated that the reports should be amended to include his property. Mr. Wills commented that he supports the Sooke Disposal business but does not support the proposed location for a transfer station. Mr. Wills further advised that he has had success in farming his property without having to amend the soil. Mr. Wills expressed concern as to the removal of trees, the dumping of fill on the property, and safety concerns due to the corner on Sooke River Road.

***Council to consider Land Use and Environment Committee recommendations from October 21, 2013 meeting.***

**MOVED** and seconded to not consider excluding the properties located at 2309 Sooke River Road from the Agricultural Land Reserve;

**AND THAT** Council not forward the application to the Agricultural Land Commission (ALC).

**CARRIED UNANIMOUSLY**

Mayor Milne returned to the meeting at 9:17 p.m.

**PI-2 Development Variance Permit – Stoneridge Estates, Phase 2**

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

Public Input:

There was no input from members of the public.

**MOVED** and seconded to authorize the issuance of Development Variance Permit PLN01066 to vary the steep slope setback in Section 3.25 of Bylaw No. 600, *Sooke Zoning Bylaw 2013* for Lots 66 to 69, Section 22, Sooke District, VIP 89191 and Lots 71 to 75, Section 22, Sooke District, VIP 89191 to be in accordance with the Geotechnical Report prepared by Thurber Engineering Ltd., Construction Memorandum No. 11-3, dated July 25, 2011 which establishes the following minimum setbacks for buildings and structures from the crest of the fill slope:

- a. 5.0 metre setback on Lots 66 and 67;
- b. 4.5 metre setback on Lot 68;
- c. 4.0 metre setback on Lot 69; and
- d. 3.0 metre setback on Lots 71 to 75.

**CARRIED UNANIMOUSLY**

## BYLAWS

### B-1 Bylaw No. 565, Fees Amendment Bylaw (488-2)

**MOVED** and seconded that Bylaw No. 565, *Fees Amendment Bylaw (488-2)* be adopted.  
**CARRIED UNANIMOUSLY**

## REPORTS FOR INFORMATION

### RI-1 Committee/Commission and COW Reports

***Council to consider Land Use and Environment Committee recommendations form October 21, 2013 meeting:***

**MOVED** and seconded to direct staff to remove the requirements for bike lanes on both sides of the property at 2038 Gatewood Road and that road side parking be permitted.  
**CARRIED UNANIMOUSLY**

### RI-2 2013 Budget vs Actual Report as at September 30, 2013

**MOVED** and seconded to receive the 2013 Budget vs Actual Report as at September 30, 2013 for information.  
**CARRIED UNANIMOUSLY**

### RI-3 Mayor and Council Reports

Mayor Milne reported on upcoming meetings that he has with the Vancouver Island Health Authority (VIHA) regarding an increase of the number of beds at Ayre Manor and also the Ministry of Transportation and Infrastructure (MoTI) at the end of November.

### RI-4 CAO Report:

#### **Update on Townsend/Sooke Road Intersection**

Gord Howie provided an update on the Townsend/Sooke Road Intersection reporting that staff have provided an analysis from the Ministry of Transportation and Infrastructure which looks at the pedestrian issues rather than the left-right turn issue at Townsend Road. Mr. Howie advised that there is also a report that outlines action that staff have taken on this issue. Staff will continue to work with MoTI and can look at arranging a meeting with the Ministry.

**MOVED** and seconded to direct staff to engage in further discussions with the Ministry of Transportation and Infrastructure (MoTI) on the possibility of altering the intersection and the cost for options to address the issues at Townsend Road.  
**CARRIED UNANIMOUSLY**

#### **Update on status of 2013-2014 Corporate Strategic Priorities**

Gord Howie provided an update on the 2013-2014 Corporate Strategic Priorities. Mr. Howie reported on the Church Road Sidewalk project advising that the fencing is now in and most of the grubbing has taken place, the project is now out for tender. Mr. Howie

further reported that clearing and grubbing for the Connector Road will be starting shortly and that final design of the project is underway.

Mr Howie reported that Council passed a resolution to reduce the width of sidewalks outside of the core core (Otter Point Road to Grant Road) and that there is still one property owner to have discussions with for the Waterview Street project.

Mr. Howie advised that the Mayor's Promote Sooke Task Force will be holding a roundtable discussion on November 20<sup>th</sup> to discuss developing recommendations for Council on how to promote Sooke and how to implement the 2 per cent Hotel Tax. Mr. Howie reported on a \$20,000 grant that Council endorsed for the Age-Friendly Community Planning and Project Program. Mayor Milne, Councillor Reay and Mr. Howie will be meeting with the Vancouver Island Regional Library Board (VIRL) to discuss possible sites for a library facility.

Mayor Milne requested that drainage issues for the roundabout be added to the list of items to deal with prior to starting the roundabout.

**RI-5 CRD Bylaws 2950 and 2951 (Silver Spray)**  
**MOVED** and seconded to accept the CRD Bylaws report as confirmation that Capital Regional District Bylaw Nos. 2950 and 2951 (Silver Spray) have been incorporated into District of Sooke bylaws and rescinded.  
**CARRIED UNANIMOUSLY**

**RI-6 Departmental Quarterly Reports**  
**MOVED** and seconded to postpone the Departmental Quarterly Reports April to September 2013 to the next Council meeting.  
**CARRIED UNANIMOUSLY**

## **NEW BUSINESS**

**NB-1 Receipt of Council Committee and CRD Meeting Minutes for Information:**  
**MOVED** and seconded to receive the following minutes for information:  
October 22, 2013                      Emergency Planning Committee  
October 24, 2013                      Community Grant Review Committee  
**CARRIED UNANIMOUSLY**

**NB-2 Community Grant Review Committee recommendations from October 24, 2013 meeting:**

### **2013 Community Grant Applications – Category B (September 30, 2013 Intake)**

Councillor Reay provided an overview of the Category B Community Grant applications and the recommendations from the Community Grant Review Committee meeting held on October 24, 2013.

**MOVED** and seconded to fund \$1,400 to the 1<sup>st</sup> Sooke Scouts Group.  
**CARRIED UNANIMOUSLY**

**MOVED** and seconded to fund \$200 to the Greater Victoria Bike to Work Week on the condition that the group come to Sooke for a bike to work event.  
**CARRIED UNANIMOUSLY**

**MOVED** and seconded to fund \$3,000 to John Muir Elementary School.  
**CARRIED UNANIMOUSLY**

**MOVED** and seconded to fund \$1,000 to the Sooke Academy of Music.  
**CARRIED UNANIMOUSLY**

**MOVED** and seconded to fund \$3,337.96 to the Sooke Children's Garden Club.  
**CARRIED UNANIMOUSLY**

**MOVED** and seconded to fund \$8,000 to the Sooke Christmas Bureau.  
**CARRIED UNANIMOUSLY**

**MOVED** and seconded to fund up to \$1,100 to the Sooke Food Bank for two fridges on the condition that they are purchased locally.  
**CARRIED UNANIMOUSLY**

**NB-3 Correspondence received October 28, 2013 from Margarita Dominguez, Sooke Animal Food and Rescue Society**

**MOVED** and seconded to receive the correspondence from Sooke Animal Food and Rescue Society.  
**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

**MOVED** and seconded to adjourn the meeting at 10:31 p.m.  
**CARRIED UNANIMOUSLY**

**Certified Correct:**

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

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



## DISTRICT OF SOOKE

Minutes of the Regular Meeting of Council  
held in the Council Chamber  
at 2225 Otter Point Road, Sooke, BC  
on Tuesday, November 12, 2013  
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)

Gordon Howie, Chief Administrative Officer  
Michael Dillabaugh, Director of Finance  
Bonnie Sprinkling, Corporate Officer  
Elisabeth Nelson, Municipal Engineer  
Steve Sorensen, Fire Chief  
Tina Hansen, Corporate Assistant  
Staff Sgt. Steve Wright

**ABSENT:** Councillor Rick Kasper

### CALL TO ORDER

Mayor Milne called the meeting to order at 6:00 p.m.

### MOTION TO CLOSE THE MEETING TO THE PUBLIC

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

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

90(1)(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 7:05 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 and RI-4 Supplemental Information: Sunriver Muster Station and Sooke Emergency Program – Mobile Command Post:
  - Correspondence received November 12, 2013 from Derek Lewers
- Item NB-1 New Business: Church Road Multi-Use Trail – Award of Construction Contract

- Item NB-2 New Business:
  - **MOTION TO CLOSE THE MEETING TO THE PUBLIC** under section 90(1)(e) of the *Community Charter* to discuss 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.  
**CARRIED UNANIMOUSLY**

**ADOPTION OF MINUTES**

**MOVED** and seconded that the minutes of the Regular Council meeting held on October 28, 2013 be adopted as circulated.  
**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Committee of the Whole meeting held on October 28, 2013 be adopted as circulated.  
**CARRIED UNANIMOUSLY**

**MINUTES FOR INFORMATION**

**MOVED** and seconded that the following minutes be received for information:  
 July 23, 2013                      Emergency Planning Committee  
 November 4, 2013                Finance and Administration Committee  
**CARRIED UNANIMOUSLY**

**UNFINISHED BUSINESS**

**U-1 Departmental Quarterly Reports April to September 2013**  
**MOVED** and seconded to receive the Departmental Quarterly Reports April to September 2013 for information.  
**CARRIED UNANIMOUSLY**

**PUBLIC QUESTION AND COMMENT PERIOD**

Ellen Lewers, Sooke resident, expressed concerns as to the Financial Analysis on the Proposed Community Amenity Contribution Policy and Council’s consideration to a reduction in amenity contributions which Ms. Lewers indicated will result in a loss of amenities for the community. Ms. Lewers stated that we should not be subsidizing development and that the District needs to revert back to the contribution rates from 2010. Ms. Lewers further stated that Council needs to receive input from the public and take taxpayers into consideration prior to any decisions on the amenity policy. Ms. Lewers also spoke as to the 2014 Council Conferences suggesting that Council send one Council member to each Conference and that the attending Councillor report back with information from the Conference. Ms. Lewers requested that Council be respectful of taxpayers when making their decision as to conferences.

**RI-1 RCMP Monthly Mayor Reports August, September and October 2013**

Staff Sgt. Wright provided an overview of the RCMP Monthly Mayor Reports for August, September and October 2013 reporting that the Sooke Detachment is experiencing a spike in calls for service in many areas, in particular in property crimes; break and enter of

residence and businesses and theft from vehicles. Staff Sgt. Wright further reported that there have been a number of serious crimes in the community but the number violent crimes in the community are down.

Councillor Pearson inquired as to whether there was a particular time of day that offences occur. Staff Sergeant Wright advised that many offences occur late at night when people travel into the community to commit these crimes, especially during the times that there are no officers on duty.

**MOVED** and seconded to receive the RCMP Monthly Mayor Report for August, September and October 2013 for information.

**CARRIED UNANIMOUSLY**

## **RI-2 Sooke Region Chamber of Commerce Monthly Report – Michael Nyikes**

Michael Nyikes, provided an overview of the Sooke Region Chamber of Commerce Report for October 2013 reporting on the development of a 4 year strategic plan for economic development for the Sooke region, the completion of the 2014 work plan to satisfy the requirements of the District and Chamber service agreement and the completion of a management plan for conferences, conventions and festivals in 2014.

Mr. Nyikes further reported on the Chamber's assistance to businesses, business promotions and marketing, community activities, education, and economic development initiatives including the Chamber's attendance to the 50's Plus Living Show in Calgary.

Mr. Nyikes addressed Council as to the Chambers recommendation to the District to hold a joint meeting with investors to discuss the feasibility of having a medical Marijuana facility established in the Sooke Region. Mr. Nyikes noted the Chamber's past recommendations to the District of Sooke.

Mayor Milne provided a verbal update as to Sooke Region Chamber of Commerce past recommendations to the District of Sooke advising that the business and residents survey on economic development be presented to Council by the Economic Development Panel Chair at an upcoming Council meeting.

Mayor Milne reported that the District's Sign Regulations Bylaw has not been looked at. Mayor Milne asked Councillor Reay to comment on the Chamber's recommendation for Community Grants.

Councillor Reay reported that staff will be preparing a report for the Community Grant Review Committee which will provide the Committee with information on how the first year went with the revised Community Grant Policy.

Mayor Milne further reported on the intersection at Sooke Road and Church Road advising that a contract will be going out shortly. Mayor Milne advised that discussions are currently underway on securing additional space at the Kaltasin Industrial Works Yard for Accumulated Ocean Energy.

Mayor Milne requested staff reinforce a “West Coast” theme for St. Vincent de Paul development.

Mayor Milne advised that the District is unable to provide a timeframe as to sidewalk installations along West Coast and Sooke Roads and that it is difficult to address the issue of installing permanent pole hanger/brackets as they cannot be hung from hydro poles.

Mr. Nyikes inquired as to whether Council could provide an update as to the concerns that were previously brought forward at the request of local businesses and residents of Townsend Road regarding the turning restriction that exist there.

Mr. Howie reported that an update on Townsend Road was provided to Council at the last Council meeting and that Council directed staff to contact the Ministry of Transportation and Infrastructure to see if anything could be worked out.

Councillor Pearson suggested that the Sooke Region Chamber of Commerce send a letter regard outlining concerns as to the Townsend Road Intersection to the Ministry of Transportation and Infrastructure.

**MOVED** and seconded to receive the Sooke Region Chamber of Commerce Monthly Mayor Report for information.  
**CARRIED UNANIMOUSLY**

## **BYLAWS**

### **B-1 Bylaw No. 580, *Animal Regulation and Impounding Amendment Bylaw (392-1)***

**MOVED** and seconded that Bylaw No. 580, *Animal Regulation and Impounding Amendment Bylaw (392-1)* be introduced and read a first time.  
**CARRIED UNANIMOUSLY**

**MOVED** and seconded that Bylaw No. 580, *Animal Regulation and Impounding Amendment Bylaw (392-1)* be read a second time.  
**CARRIED UNANIMOUSLY**

**MOVED** and seconded that Bylaw No. 580, *Animal Regulation and Impounding Amendment Bylaw (392-1)* be read a third time.  
**CARRIED UNANIMOUSLY**

## **REPORTS REQUIRING ACTION**

### **RA-1 Financial Analysis on Proposed Community Amenity Contribution Policy**

Councillor Tait declared that she has received legal advice that she should excuse herself from discussions on anything to do with the Belvista development which has been noted in the staff report on the Financial Analysis on Proposed Community Amenity Contribution Policy and left the meeting at 7:29 p.m.

**MOVED** and seconded to refer the Financial Analysis on Proposed Community Amenity Contribution Policy to an upcoming Committee of the Whole meeting.  
**CARRIED UNANIMOUSLY**

Councillor Tait returned to the meeting at 7:37 p.m.

**RA-2 Sunriver Muster Station**

Fire Chief Sorensen provided a summary of the staff report.

Darcy Abell, Sooke Fire Rescue Service volunteer firefighter and Sunriver resident, addressed Council as to the improvements the Sunriver Muster Station has made to moral among the firefighters and improvements to response times. Mr. Abell advised that having access to their firefighter gear saves time in driving back and forth to the station, improves response times and gets them on scene faster. The Muster Station also ensures that the volunteers are not away from their homes and family as long, if they are “called back” from a call. Mr. Abell advised that having the Sunriver Muster Station has been a positive improvement to the volunteers.

**MOVED** and seconded to endorse the continued use of the Sunriver Fire Department Muster Station;  
**AND THAT** the use of the Sunriver Fire Department Muster Station be reviewed in one year’s time.  
**CARRIED UNANIMOUSLY**

**REPORTS FOR INFORMATION**

**RI-3 Finance and Administration Committee recommendations from November 4, 2013 meeting:**

- **2014 Council Conventions**  
**2014 Travel/Conferences/Education Budget**

**MOVED** and seconded that the Council Travel/Conferences and Education Budget for 2014 be capped at \$26, 520 plus a 2 percent cost of living increase.  
**CARRIED UNANIMOUSLY**

- **2014 Convention Attendance**

**MOVED** and seconded that Council re-confirm with staff attendance to the 2014 Conventions as follows:

<b>Council Member</b>	<b>LGLA</b>	<b>AVICC</b>	<b>FCM</b>	<b>UBCM</b>
Mayor Wendal Milne			X	
Councillor Rick Kasper	X	X	X	X
Councillor Kerrie Reay	X	X	X	
Councillor Bev Berger			X	X
Councillor Kevin Pearson		X	X	X
Councillor Herb Haldane	X	X	X	X
Councillor Maja Tait	X	X		

**CARRIED UNANIMOUSLY**

#### **RI-4 Sooke Emergency Program – Mobile Command Post**

Fire Chief Sorensen provided a summary of the staff report.

Richard Nimmo, Sooke resident, Sooke Emergency Radio Group, addressed Council as to the importance of Council consider what is required in order to provide emergency communications in the event of a disaster. Mr. Nimmo advised that the Radio Group tains for a major disaster where all communications are lost and that they would be able to provide the municipality with the ability to communicate with Emergency Management BC (EMBC). The radio group has the capability of communicating with EMBC and others all over the world. Mr. Nimmo reported that they would install duplicate radio equipment in the van in the event that the municipal hall was destroyed. Mr. Nimmo further advised that the vehicle has been well maintained and has new tires and brakes. Mr. Nimmo requested that when making a decision, Council give consideration to the importance of having something such as this vehicle in the event of an emergency.

Ed Gorse, Sooke resident, Sooke Emergency Radio Group, reported that the radio group volunteers put in many hours of training for a major disaster event. Mr. Gorse advised that if the municipal hall is destroyed, and without the mobile command vehicle, the District will be giving up the opportunity to have radio communications. Mr. Gorse advised that the costs associated with installation of radio equipment and maintenance would be minimal.

Staff Sgt. Steve Wright addressed Council as to the benefits of having a mobile command post/communications vehicle that could provide first responders with a place to speak with family members in privacy, provide first responders or victim services with a place to talk in private, and a place for rest and nourishment while on scene. Staff Sgt. Wright advised that this is a wonderful opportunity to enhance the services of our community.

**MOVED** and seconded to support the acceptance of a donation of a used mobile command post/communications unit from the Langford Fire Department.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to direct staff to dispose of the Fire Department Rescue II vehicle when the current lease expires.

**CARRIED UNANIMOUSLY**

#### **NEW BUSINESS**

##### **NB-1 Church Road Multi-Use Trail – Award of Construction Contract**

Gord Howie provided an overview of the staff report.

**MOVED** and seconded to direct staff to award the construction contract to 4-M Bobcat & Excavating Ltd. for the construction of the Church Road Multi-Use Trail.

**CARRIED UNANIMOUSLY**

## **CORRESPONDENCE REQUIRING ACTION**

### **C-1 Correspondence received October 31, 2013 from BC Transit Accessible Transit Advisory Committee – Callout for Members**

**MOVED** and seconded to receive the correspondence from BC Transit Accessible Transit Advisory Committee for information.  
**CARRIED UNANIMOUSLY**

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

### **I-1 Correspondence received November 5, 2013 from the District of Lantzville re: Trail Establishment along E&N Rail Corridor**

**MOVED** and seconded to file the correspondence from the District of Lantzville re: Trail Establishment along E&N Rail Corridor.  
**CARRIED UNANIMOUSLY**

## **NOTICES OF MOTION**

**Mayor to acknowledge Notice of Motion by Councillor Kerrie Reay for consideration by Council at the November 25, 2013 Regular Council meeting (section 41 of the *Council Procedure Bylaw*).**

**WHEREAS** BC Transit provides bus transit services for the Sooke Region including the District of Sooke;

**AND WHEREAS** many residents of the District of Sooke rely on the BC Transit bus service to travel and from Victoria, British Columbia for not only general transport, but for timely arrival for employment and school;

**AND WHEREAS**, due to recent changes in the type and size of buses provided by BC Transit for transit service during peak travel periods from double-decker buses to standard buses, residents of the Sooke Region are experiencing uncomfortable and unsafe riding conditions;

**AND WHEREAS** transit bus users have been stranded without transportation due to transit buses not arriving as scheduled;

**THEREFORE BE IT RESOLVED** that a letter be sent to the Victoria Regional Transit Commission urging them to provide appropriate sized buses, such as double decker buses, and sufficient numbers of buses to meet demand at scheduled times and during periods of high ridership to and from the Sooke Region.

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

**MOVED** and seconded to recess the Regular Council Meeting at 8:26 p.m. to move into the Committee of the Whole meeting.

Mayor Milne reconvened the Regular Council meeting and called the meeting back to order at 8:40 p.m.

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

## **REPORT OF IN CAMERA RESOLUTIONS**

### **In Camera Resolutions of November 12, 2013 Regular Council meeting:**

#### **EPCOR CONTRACT**

**MOVED** and seconded that Council accept the EPCOR update report on the Sooke Sanitary Sewer System and release the report (powerpoint presentation) to the public.  
**CARRIED UNANIMOUSLY**

#### **KALTASIN WORKS YARD BUILDING**

**MOVED** and seconded that Council direct staff to explore partitioning off the 4<sup>th</sup> bay and creating a break out access to the 3<sup>rd</sup> bay at the Kaltasin Works Yard building;  
**AND FURTHER TO** give the 4<sup>th</sup> bay to the Sooke Region Historical Society for the rail car project;

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to release to the public the resolution as to the 4<sup>th</sup> Bay at the Kaltasin Works Yard building.

**CARRIED UNANIMOUSLY**

## **ADJOURNMENT**

**MOVED** and seconded to adjourn the meeting at 9:15 p.m.  
**CARRIED UNANIMOUSLY**

**Certified Correct:**

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**Wendal Milne**  
**Mayor**

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



## DISTRICT OF SOOKE

Minutes of the Regular Meeting of Council  
held in the Council Chamber  
at 2225 Otter Point Road, Sooke, BC  
on November 25, 2013  
7:00 p.m., Open Portion, Council Chamber

### COUNCIL PRESENT

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

### STAFF PRESENT (Open Portion)

Gordon Howie, Chief Administrative Officer  
Michael Dillabaugh, Director of Finance  
Bonnie Sprinkling, Corporate Officer  
Gerard LeBlanc, Municipal Planner  
Steve Sorensen, Fire Chief  
Tina Hansen, Corporate Assistant  
Laura Byrne, Parks and Environmental Services  
Coordinator

### CALL TO ORDER

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

### APPROVAL OF THE AGENDA

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

### ADOPTION OF MINUTES

**MOVED** and seconded that the minutes of the Regular Council meeting held on November 12, 2013 be adopted as circulated.  
**CARRIED UNANIMOUSLY**

**MOVED** and seconded that the minutes of the Committee of the Whole meeting held on November 12, 2013 be adopted as circulated.  
**CARRIED UNANIMOUSLY**

### MINUTES FOR INFORMATION

**MOVED** and seconded that the following minutes be received for information:  
November 18, 2013 Land Use and Environment Committee  
**CARRIED UNANIMOUSLY**

### DELEGATIONS

#### D-1 Presentation – Stormwater Quality Annual Report 2012

Barri-Lynn Rudolph, CRD Integrated Watershed Management Program provided a PowerPoint presentation and summary of the District of Sooke Annual Stormwater Report results for 2012.

Ms. Rudolph overviewed the program components for the District of Sooke; Stormwater discharge evaluations, watercourse monitoring, marine monitoring and source investigations. Ms. Rudolph reported that 75 stormwater discharge sites were assessed in 2012 during the wet and dry seasons and that of the 75 sites, 58 had low concentrations of fecal coli forms and 17 had fecal coliforms of 200 fc/ml or greater. Ms. Rudolph advised that elevated fecal coliforms greater than 200 fc/ml indicate likely contamination from animal or human sources which could have the potential for causing environmental or human health risks. Public health concerns ratings were based on the level of contamination and the potential for public contact. Ms. Rudolph reported and provided information on the 4 sites that were rated high for public health concerns.

Ms. Rudolph provided results for discharge sites in the sewer specified area advising that some contamination remains and may be related to properties that have not connected to the wastewater system and animal waste. Ms. Rudolph advised that it was important to note that counts in this area have consistently decreased since the installation of the sewer system.

Ms. Rudolph overviewed results for near shore surface water sampling, marine surface water sampling and watercourse monitoring. Ms. Rudolph reported that in 2012 water quality was fairly good in creeks and that the parameters of concern were phosphorus, turbidity and fecal coli forms. The main sources of these parameters may be due to land clearing and development, poor agricultural practices and failing onsite sewage treatment. Ms. Rudolph further reported that Alderbrook Stream and Wright Road Creek had elevated fecal coli forms and turbidity likely due to animal waste.

Mayor Milne inquired as to whether the CRD feels that something should be done in the four areas where the discharges received a high rating for public health concerns. Ms. Rudolph explained that they try to determine the source but that the CRD does not have authority to implement changes. Ms. Rudolph explained that it is an agriculture issue it falls with the Ministry of Agriculture but the CRD could work with the District on education to ensure people are disposing of waste properly. Also with development, it is important to ensure that Riparian Area Regulations are followed.

Councillor Haldane advised that Alderbrook Stream was previously a garbage disposal area; it has since been cleaned up and the numbers of fecal coliforms should go down in the future. Ms. Rudolph explained that phosphorous is exceeding in all creeks at this time with the new MOE guidelines, disturbances in the watersheds which show up as phosphorus.

Councillor Haldane inquired as to whether the four discharge sites that received high ratings for fecal coliforms were high enough levels to be harmful to humans. Ms. Rudolph confirmed that all four were above a standard that they consider potentially harmful to humans.

Councillor Haldane inquired as to whether all the municipalities in the CRD pay for the costs associated with the stormwater testing collectively or whether they pay separately. Ms. Rudolph advised that each municipality pays for their own testing separately except for the marine environment testing in the Sooke Basin and Sooke Harbour areas which is shared between Sooke and the CRD.

Councillor Tait inquired as to whether there is signage that indicates a public health concern in the four sites with high ratings and whether signage should be considered. Ms. Rudolph advised that signage may be something to consider but that VIHA should first be involved to have further marine samples taken and assessed.

Councillor Kasper inquired as to whether the two sites that received high ratings for public health concern in the sewer specified area were pipes. Ms. Rudolph confirmed these were pipes at the end of Murray Road and at Ed McGregor Park.

Councillor Reay inquired as to the elevated counts in 2012 in the discharge sites at Murray Road and Ed McGregor Park expressing concern that these areas are used by members of the public and should be investigated further.

Councillor Pearson inquired as to whether there are plans for testing from Sooke Bay where the sewer outfall is to the point of Whiffin Spit. Ms. Rudolph advised that these areas have had low counts consecutively; they do not continue to sample areas annually when they have had previous low counts. They will return after a few years to test these areas again.

Mayor Milne took the opportunity to thank Ms. Rudolph for the Annual Stormwater Report presentation.

**MOVED** and seconded to receive the Stormwater Quality Annual Report 2012 for information.

**CARRIED UNANIMOUSLY**

**D-2 Community Grant Application – NEED2 Suicide Prevention, Education & Support Society**

Chris Holt, NEED2 Suicide Prevention, Education & Support Society, addressed Council as to their community grant application to fund youth suicide prevention programs. Mr. Holt provided an overview of the Society advising that they have been a charity in the business of crisis intervention for approximately 42 years and have refocused on youth suicide prevention over the last few years.

Mr. Holt spoke to the programs that the Society offers including a suicide awareness program through Journey Middle School and Edward Milne Community School. Mr. Holt reported that they are the only group who discuss the issue of suicide with youth and teachers. Mr. Holt advised that 12 per cent of youth in schools contemplate suicide and that they have provided assistance to several youth following presentations.

Mr. Holt further spoke to the youthbase.ca program which is an anonymous service that provides youth with opportunities to reach out to NEED2 volunteers online. Mr. Holt advised that this is a growing service and they have had clients from the CRD, BC and other parts of Canada. Mr. Holt reported that their Society also provide workshops and suicide survivor programs. Mr. Holt spoke to the importance of breaking the silence on the issue of suicide and continue talking about it.

Councillor Haldane inquired as to the number of other municipalities that participate in the program and spoke to concerns of provincial downloading. Mr. Holt advised that most municipalities participate but that the Society does not have a core primary funder. Mr. Holt advised that he agrees this should be a provincially funded service.

Councillor Pearson took the opportunity to thank Mr. Holt for the services provided by NEED2 Suicide Prevention, Education & Support Society.

Councillor Tait inquired as to studies that indicate that the more youth are online the more they feel isolated and inquired as to with advances in social media, whether the Society is seeing a correlation to this. Mr. Holt reported that the more electronically connected youth are there is a rise in that they feel disconnected and suffer from loneliness. Mr. Holt spoke to the positive and negative sides to social media with youth and advised that the Society tries to focus on the positive side to social media.

Mayor Milne took the opportunity to thank Mr. Holt for his presentation.

**MOVED** and seconded to authorize staff to award a grant of \$3,184 to the NEED2 Suicide Prevention, Education and Support Society, to be paid out of the remaining Category A 2013 Community Grant program budget.

**CARRIED UNANIMOUSLY**

### **D-3 Mayor's Public Advisory Panel Reports**

#### **Economic Development – Sooke Economic Development Surveys 2013**

Dr. Steve Grundy, Chair of the Mayor's Advisory Panel on Economic Development, provided a summary of the Panel's business and resident surveys.

Dr. Grundy overviewed results from surveys that were completed by approximately 55 businesses. The survey showed that businesses had overall survived the economic downturn and were generally optimistic about the future, they loved the lifestyle in Sooke but expressed concerns such as taxes and rent. Dr. Grundy advised that the businesses felt they were more service orientated compared to other communities. People felt there was uncertainty about what Sooke was trying to be but were clear that they did not want a Langford (box stores). The survey showed that support for the Sooke Region Chamber of Commerce was mixed but overall was positive as there was a sense the Chamber was on a new course; similar comments were said about the Sooke Region Tourism Association. Dr. Grundy reported that there was disappointment in comments around support of the Council for business.

Dr. Grundy overviewed results from surveys completed by residents where residents echoed the business survey that there was good service in Sooke, a need for more business, and a need for more variety of business. There were comments around the town not being attractive, frustration with Council, and enthusiasm around making the town beautiful. Dr. Grundy summarized that he would like to see Council putting more money into economic development such as business licence fees and the Additional Hotel Room Tax (AHRT) and that town beautification be made a priority.

Councillor Pearson reported that the surveys are a useful guideline for Council to use in moving forward.

Councillor Haldane spoke to the expectations and difficulties that Councils experience trying to complete things over a three year term.

Mayor Milne reported on the 2013-2014 Corporate Strategic Priorities advising that it takes time to complete projects. Council is hoping that these priorities will come into fruition in 2014.

Mayor Milne thanked Dr. Grundy for his work on the surveys.

**MOVED** and seconded to receive the Economic Development – Sooke Economic Development Surveys 2013 report for information.  
**CARRIED UNANIMOUSLY**

## **PUBLIC QUESTION AND COMMENT PERIOD**

Margarita Dominguez again requested that during upcoming budget deliberations, Council give consideration to the Sooke Animal Food and Rescue Society's (SAFARS) request for a piece of land to build an animal shelter. Ms. Dominguez spoke to the advantages that the SAFARS program. Ms. Dominguez stated that she has submitted a petition from 25% of citizens asking that Council consider providing land to the Society for the purpose of building an animal shelter.

## **BYLAWS**

### **B-1 Bylaw No. 575, *Fire Protection Services Amendment Bylaw (292-5)***

Councillor Berger declared a conflict of interest with this agenda item and left the meeting at 8:05 p.m.

**MOVED** and seconded that Bylaw No. 575, *Fire Protection Services Amendment Bylaw (292-5)* be introduced and read a first time.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded that Bylaw No. 575, *Fire Protection Services Amendment Bylaw (292-5)* be read a second time.

**CARRIED UNANIMOUSLY**

Councillor Berger returned to the meeting at 8:14 p.m.

### **B-2 Bylaw No. 580, *Animal Regulation and Impounding Amendment Bylaw (392-1)***

**MOVED** and seconded that Bylaw No. 580, *Animal Regulation and Impounding Amendment Bylaw (392-1)* be adopted.

**CARRIED UNANIMOUSLY**

**REPORTS REQUIRING ACTION**

**RA-1 Notice on Title for Bylaw Violations – 6929 West Coast Road**

**MOVED** and seconded to postpone a decision on the Section 57 Notice on Title as to 6929 West Coast Road to the next Council meeting to provide the Building Inspectors an opportunity to review recent submissions from the property owner and bring back a report to Council.

**CARRIED UNANIMOUSLY**

**RA-2 Pineridge Park Improvements – Issuance of Tender Documents**

**MOVED** and seconded to direct staff to proceed with issuing tender documents for the Pineridge Park improvements.

**CARRIED UNANIMOUSLY**

**RA-3 2014 Regular Council Meeting Schedule**

**MOVED** and seconded to approve the 2014 Regular Council meeting schedule as follows:

January 13, 2014	July 14, 2013
January 27, 2014	July 28, 2013
February 11, 2014 (Tuesday)	August 11, 2014
February 24, 2014	
March 10, 2014	September 8, 2014
March 24, 2014	
April 14, 2014	October 14, 2014 (Tuesday)
April 28, 2014	October 27, 2014
May 12, 2014	November 10, 2014
May 26, 2014	November 24, 2014
June 9, 2014	December 8, 2014
June 23, 2014	

**CARRIED UNANIMOUSLY**

**RA-4 2014 Acting Mayor Appointments**

**MOVED** and seconded to appoint the following members of Council as Acting Mayor in the event of the Mayor's absence for the period specified in the year 2014;

<i>Period</i>	<i>Appointment</i>
January – February	Councillor Rick Kasper
March – April	Councillor Kerrie Reay
May – June	Councillor Kevin Pearson
July – August	Councillor Maja Tait
September – October	Councillor Herb Haldane
November – December	Councillor Bev Berger

**CARRIED UNANIMOUSLY**

## **RA-5 2014 Council Appointments**

**MOVED** and seconded to endorse Council re-appointments to regional Boards and Commissions as follows:

- Re-appointment of Councillor Maja Tait to the Capital Regional District – Regional Housing Trust Fund Commission for 2014;
- Re-appointment of Councillor Bev Berger and Council Member for 2014 to the *Sooke and Electoral Areas Parks and Recreation Commission*;
- Re-appointment of Councillor Kerrie Reay as Representative and Councillor Herb Haldane as Alternate Representative to the *Vancouver Island Regional Library Board* for the year 2014;

**AND FURTHER TO** endorse the Council Liaison re-appointments to the 2014 *Regional and Community Committees and Societies* as attached.

**CARRIED UNANIMOUSLY**

## **RA-6 2014 Committee Member Appointments**

**MOVED** and seconded to re-appoint all *Council* member appointments to all Council standing and select committees for 2014;

**AND FURTHER TO** re-appoint all *Public* member appointments to all Council standing and select committees for 2014;

**CARRIED UNANIMOUSLY**

## **RA-7 Consent for CRD Bylaw No. 3918, Capital Regional District Regional Housing Trust Fund Service Establishment Bylaw No. 1, 2005, Amendment Bylaw No. 8, 2013**

**MOVED** and seconded to give consent to the adoption of Capital Regional District Bylaw No. 3918, *Capital Regional District Housing Trust Fund Service Establishment Bylaw No. 1, 2005* in accordance with section 801.4 of the *Local Government Act*.

**CARRIED UNANIMOUSLY**

## **REPORTS FOR INFORMATION**

### **RI-1 Mayor and Council Reports**

Mayor Milne reported that he and Mr. Howie met with the Ministry of Transportation to discuss the roundabout; the meeting went well and the Ministry will be putting a business plan together in order to come up with some of the funding for the project and that federal infrastructure grants opportunities will be coming forward in early 2014. Mayor Milne took the opportunity to thank Brenda Parkinson and her group who hung Christmas swags in the town centre over the weekend. Mayor Milne announced that the Christmas tree light up will be on December 6<sup>th</sup> in front of the Legion.

Councillor Berger reported on a CHI community forum called G.P for Me. at the Sooke Community Hall on November 29<sup>th</sup> which will provide insight on where to go for family practice. Councillor Berger advised that EMCS Youth Council are holding a movie night at EMCS on November 29<sup>th</sup> and further advised that there is a new manager for SEAPARC starting the first week of December.

Councillor Reay reported on attending the CREST meeting last week and on attending the CRD Forum of Councils on Regional Housing. Councillor Reay advised that the presentation at the forum was very informative.

Councillor Haldane reported on attending the CRD Forum of Councils on Regional Housing on the weekend and spoke to concerns of the CRD taking over affordable housing issues. Councillor Haldane also attended a meeting held in Otter Point.

Councillor Tait reported that the emergency weather shelter program in Sooke has been set up and the community plan has been approved but that the conditions to trigger the shelter have not yet been met with the recent cold weather. Councillor Tait reported that the SEAPARC sub- committee for the bike skills park held its first meeting and recommendations will come forward to the SEAPARC Commission in December or January. The bike park will be located strictly on SEAPARC property

Councillor Kasper reported on attending today's senior's demonstration in front of the municipal hall where seniors demonstrated for Council's support of their initiatives. Councillor Kasper advised that he spoke to seniors and outlined areas in where Council have participated and shown support to the seniors. Councillor Kasper indicated to them that he and the Mayor would suggest that Council consider allocating some funding within the budget in order to provide further assistance. Councillor Kasper also reported on attending the CRD Forum of Council on Regional Housing and advised that he will be representing the District of Sooke at the Regional Board first round of budget discussions.

Mayor Milne announced that on November 29<sup>th</sup> VIHA will be at the Community Hall to discuss community health.

## **RI-2 CAO Report**

Gord Howie provided a verbal report on the status of the 2013 – 2014 Corporate Strategic Priorities providing updates on the Church Road sidewalk project and on the final design stages for the Connector Road project. Mr. Howie also reported on the meeting with the Ministry of Transportation and Infrastructure that he and the Mayor attended and advised that Council has received the proposed 2014-2018 Five Year Financial Plan with the 2 per cent increase that they set.

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

### **I-1 Correspondence dated November 15, 2013 from Capital Regional District Re: Regional Transportation Plan Referral**

**MOVED** and seconded to receive and file the correspondence dated November 15, 2013 from the Capital Regional District Re: Regional Transportation Plan Referral. .  
**CARRIED UNANIMOUSLY**

## NOTICES OF MOTION

### **NM-1 Notice of Motion by Councillor Kerrie Reay at the November 12, 2013 Regular Council meeting (section 41 of the *Council Procedure Bylaw*)**

**WHEREAS** BC Transit provides bus transit services for the Sooke Region including the District of Sooke;

**AND WHEREAS** many residents of the District of Sooke rely on the BC Transit bus service to travel to and from Victoria, British Columbia for not only general transport, but for timely arrival for employment and school;

**AND WHEREAS**, due to recent changes in the type and size of buses provided by BC Transit for transit service during peak travel periods from double-decker buses to standard buses, residents of the Sooke Region are experiencing uncomfortable and unsafe riding conditions;

**AND WHEREAS** transit bus users have been stranded without transportation due to transit buses not arriving as scheduled;

**THEREFORE BE IT RESOLVED** that a letter be sent to the Victoria Regional Transit Commission urging them to provide appropriate sized buses, such as double decker buses, and sufficient numbers of buses to meet demand at scheduled times and during periods of high ridership to and from the Sooke Region.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to designate Councillor Reay to appear as a delegation to B.C. Transit.

**CARRIED UNANIMOUSLY**

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

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

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

90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

90(1)(g) litigation or potential litigation affecting the municipality;

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

**CARRIED UNANIMOUSLY**

### **ADJOURNMENT**

**MOVED** and seconded to adjourn the meeting at 10:04 p.m.

**CARRIED UNANIMOUSLY**

**Certified Correct:**

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**Wendal Milne**  
**Mayor**

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



## DISTRICT OF SOOKE

Minutes of the Regular Meeting of Council  
held in the Council Chamber  
at 2225 Otter Point Road, Sooke, BC  
on December 9 , 2013 at 7:00 pm

### COUNCIL PRESENT

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

### STAFF PRESENT (Open Portion)

Gordon Howie, Chief Administrative Officer  
Michael Dillabaugh, Director of Finance  
Gerard LeBlanc, Municipal Planner  
Elisabeth Nelson, Municipal Engineer  
Sarah Temple, Finance and Administration  
Assistant (recorder)  
Tina Hansen, Corporate Assistant

### CALL TO ORDER

Mayor Milne called the open portion of the Regular Council meeting to order at 7:05 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 D-1 Supplementary Information
  - Mayor's Public Advisory Panel Report – Community Health and Social Issues Update report December 9, 2013
- Item PI-1 Supplementary Information
  - Public Submissions received on or before December 9, 2013
    - Submission received December 5, 2013 from Ben Brooks
    - Submission received December 9, 2013 from John Svoboda
- Item RA-3 Supplementary Information
  - CRD Regional Water Commission – Closure of Leech Watershed to public access
    - Correspondence received December 7, 2013 from Terrance Martin

### CARRIED UNANIMOUSLY

Councillor Pearson and Councillor Haldane left the meeting at 7:05 pm.

### ADOPTION OF MINUTES

**MOVED** and seconded that the minutes of the Committee of the Whole meeting held on November 25, 2013 be adopted as circulated.

### CARRIED UNANIMOUSLY

**MOVED** and seconded that the minutes of the Regular Council meeting held on November 25, 2013 be adopted as circulated.

### CARRIED UNANIMOUSLY

## **MINUTES FOR INFORMATION**

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

November 20, 2013      Mayor's "Promote Sooke" Task Force  
November 26, 2013      Emergency Planning Committee  
December 2, 2013      Finance and Administration Committee

**CARRIED UNANIMOUSLY**

Councillor Pearson and Councillor Haldane returned to the meeting at 7:07 pm.

## **DELEGATIONS**

### **D-1 Mayor's Public Advisory Panel Reports**

#### **Community Health and Social Issues**

Nicky Logins, Chair of the Mayor's Panel on Community Health and Social Issues, addressed Council and provided a summary of the update report submitted.

#### **Arts and Beautification**

**MOVED** and seconded to receive the report from the Mayor's Advisory Panel on Arts and beautification for information.

**CARRIED UNANIMOUSLY**

### **D-2 Sooke Region Chamber of Commerce Monthly Report**

Michael Nyikes addressed Council and provided a summary of the November 2013 activities undertaken by the Sooke Region Chamber of Commerce. Several Chamber recommendations were outlined and subsequently addressed by Mayor Milne, including a suggestion that Mr. Nyikes set up a meeting with Michael Dillabaugh to discuss the District's construction tendering process.

## **UNFINISHED BUSINESS**

### **U-1 Notice on Title for Bylaw Violations – 6929 West Coast Road**

**MOVED** and seconded to postpone discussion of the Notice on Title for Bylaw Violations at 6929 West Coast Road to the January 13, 2014 Regular Council meeting.

**CARRIED UNANIMOUSLY**

## **PUBLIC QUESTION AND COMMENT PERIOD**

Terrance Martin, Sooke resident, stated his opposition to the closure of the Leech watershed to public access. Mr. Martin stated that West Leech Falls is a spectacular natural feature inside the Leech watershed and access to this waterfall should not be cut off. Mr. Martin further referenced CRD staff reports indicating that the Leech watershed will likely not be used for drinking water. Additionally, Mr. Martin encouraged Council to reconsider a previous motion by Councillor Haldane to work with motorized recreational vehicle user groups and the CRD to establish a pilot project for motorized recreational users through Harbourview/ Sea to Sea Park in order to access backcountry lands beyond the District boundary.

Lisa Adler, Sooke resident, expressed her support of the Sooke Animal Food and Rescue Society (“SAFARS”). Ms. Adler is a volunteer with SAFARS and would like to District to offer support in finding a home for the 40 cats currently in the care of the organization.

Margarita Dominquez, Sooke resident, expressed her support for the Sooke Animal Food and Rescue Society. Ms. Dominquez indicated that a petition of 2100 signatures was presented to Council in October, asking that Council donate land for a new rescue shelter and that she has not received an answer on whether Council will support this initiative.

Mayor Milne stated that the District of Sooke did not have any land that could be used for SAFAR’s purposes.

Ron Low, Sooke Resident, stated his opposition to the application for a Development Variance Permit at 2680 Otter Point Road. Mr. Low owns an adjacent property and says that the proposed variance will adversely affect the water supply of neighbours in the area who all depend on Maple Brook for water. Mr. Brooks gave further history on water in the area and indicated that several offers to extend the CRD’s water infrastructure to the municipal boundary at Sellers and Pascoe roads have been turned down in the past 25 years.

Jeff Bateman, Sooke resident, stated that he would like to hear more about the plans for Evergreen Mall. Mr. Bateman further stated that in light of the fact that 3500 “doors” are available for development in Sooke, and that most are outside of the Town Centre, he is pleased that the Mayor’s Panel on Community Health and Social Issues is working towards building a more Age-Friendly community, which help to address density issues. Mr. Bateman also spoke in support of the work that was done in creating the OCP, which involved a great deal of public consultation, and stated that densities have more than doubled since the creation of that document in 2010. Lastly, Mr. Bateman expressed his support of Margarita Dominquez request for land and indicated he would like to see the District work with SAFARS to find some suitable land, perhaps privately owned.

Ellen Lewers, Sooke resident, spoke to the proposed changes to the *Community Amenity Contribution Policy*. Mrs. Lewers stated that in her opinion, cutting amenity contributions in half won’t make a difference as there is simply no money from big banks to develop in Sooke. Ms. Lewers also stated that the OCP did have a lot of public input and that Council should be careful about increasing density more than it suggests.

## **PUBLIC INPUT MEETINGS AND RELATED REPORTS**

### **PI-1 Development Variance Permit for 2680 Otter Point Road**

Gerard Leblanc provided a PowerPoint presentation and summary of the application for a Development Variance Permit at 2680 Otter Point Road.

#### **Council Discussion:**

- Current plans for CRD water infrastructure extension.

- Past history of subdivision applications in the area. A subdivision was proposed for Blanshard through Sellars along the west side of the properties in question. The developer offered to extend CRD water at that time and was turned down by CRD Water.
- Possibility of collecting DCC's to extend this water line, rather than have CRD dictate where DCC funds designated for water infrastructure will be spent.
- Extension of water line will open up these properties to development, as their current zoning allows for smaller lots.

**Public Input:**

Ron Low, neighbouring property owner, clarified that there is no existing well on the property at 2680 Otter Point Road. Mr. Low expressed concerns that the required drain field will cause additional problems.

Shelley Sorensen, adjacent property owner, stated that her neighbour is not able to do laundry during the summer and that their water supply will be further diminished should this variance be approved. Ms. Sorensen also stated that as many of the neighbouring properties are ALR land, there is livestock who also depend on this water source.

Carol McDougall, adjacent property owner, stated that she and her family recently had to put in a cistern, to ensure they had enough water. Ms. McDougall is concerned the proposed variance will permanently drain their water supply.

**MOVED** and seconded to NOT approve the issuance of Development Variance Permit PLN01068 to vary the subdivision servicing standard for the subdivision application of 2680 Otter Point Road.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to direct staff to meet with the Otter Point Road residents and the CRD Water Board Commission to look at the feasibility of extending the water system on Otter Point Road.

**CARRIED UNANIMOUSLY**

**BYLAWS**

**B-1 Administrative Amendments to Bylaw No. 600, *Sooke Zoning Bylaw 2013***

Gerard LeBlanc gave a presentation and provided an overview of the recommended changes to Bylaw No. 600, *Zoning Bylaw 2013*

**MOVED** and seconded to refer Bylaw No. 583, *Zoning Amendment Bylaw (600-9)* to the first meeting of the Land Use and Environment Committee in 2014 to allow for input by local users of the Zoning Bylaw and to identify any additional items that require amendment.

**CARRIED**

**Councillor Tait opposed the motion**

## REPORTS REQUIRING ACTION

### RA-1 Third Party Advertising Sign Regulation

**MOVED** and seconded to direct staff to NOT enforce the regulation of signs containing third party advertising under Bylaw No. 480, *Sign Regulation Bylaw*, 2011 until such time as a review of third party sign regulations under the bylaw can be completed.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to refer the *Sign Regulation Bylaw* to the Land Use and Environment Committee to discuss and review in early 2014.

**CARRIED UNANIMOUSLY**

### RA-2 Prequalified Suppliers List

**MOVED** and seconded to receive the report on a Prequalified Suppliers List for information;

**AND TO** direct staff to implement a local advertising process to seek suppliers of Goods and Services to be underway by February 2014;

**AND FURTHER TO** include the Sooke Region Chamber of Commerce in the process of prequalifying local suppliers.

**CARRIED UNANIMOUSLY**

### RA-3 CRD Regional Water Commission – Closure of Leech watershed to public access

**MOVED** and seconded that the Mayor send a letter to the CRD Regional Water Commission requesting that the Commission not take any action on the closure of the Leech watershed to public access without going through a full scale consultation process, the results of which should be provided to all municipalities in order to allow for further consideration by respective Councils.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to work with the CRD, motorized recreational backcountry users; and other park and trail groups towards establishing a pilot project for motorized recreational users through Harbourview/Sea to Sea Park in order to access backcountry lands beyond the District boundary;

**AND TO** consider establishing a Parks and Trails Advisory Committee as recommended in the Parks and Trails Master Plan (2009).

**CARRIED**

**Councillor Tait opposed the motion**

### RA-4 2014 Council Appointment – Alternate Vancouver Island Regional Library Board

**MOVED** and seconded to appoint Mayor Wendal Milne as an Alternate Representative to the Vancouver Island Regional Library Board for the year 2014.

**CARRIED UNANIMOUSLY**

**RA-5 Emergency Planning Committee recommendations from November 26, 2013**

**MOVED** and seconded to appoint Mayor Wendal Milne as an Alternate Council Member to the Emergency Planning Committee in the event the appointed Council member is not able to attend meetings.

**CARRIED UNANIMOUSLY**

**CORRESPONDENCE AND COUNCIL REPORTS FOR INFORMATION**

**I-1 Correspondence dated November 21, 2013 from Sooke Region Food CHI Society re: Agricultural Land Commission**

**MOVED** and seconded to receive and file the correspondence.

**CARRIED UNANIMOUSLY**

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

**MOVED** and seconded to close the meeting to the public at 9:07 p.m. under section 90 of the *Community Charter* to discuss:

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

90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

90(1)(g) litigation or potential litigation affecting the municipality.

**CARRIED UNANIMOUSLY**

**REPORT OF 2013 IN CAMERA RESOLUTIONS**

**January 7, 2013 Special Council**

**RA-1 Firefighter Contract Negotiations (Verbal)**

**MOVED** and seconded to accept the Memorandum of Settlement between the District of Sooke and the Sooke Fire Fighters' Association, Local 4841 of the International Association of Fire Fighters as presented;

**AND TO** authorize the Mayor and the Chief Administrative Officer on behalf of the District of Sooke to sign the Memorandum of Settlement and all documentation required to effect the Collective Agreement outlined in the Memorandum of Settlement.

**CARRIED UNANIMOUSLY**

**April 8, 2013 Regular Council Meeting**

**• IAFF Negotiations Update**

**MOVED** and seconded that Council accept the collective agreement ratified on January 7, 2013, including but not limited to increasing the wage for the two firefighters, effective January 1, 2013, to parity with Central Saanich First Class firefighter wage as per the Central Saanich 2009 wage rates;

**AND TO** authorize the Mayor and CAO to execute and implement the collective agreement.

**CARRIED UNANIMOUSLY**

- **Strategic Priorities**

**MOVED** and seconded to direct staff to look at methods to reduce costs for the Church Road project by reducing sidewalk width in combination with public use trails.

**CARRIED UNANIMOUSLY**

**MOVED** and seconded to direct staff to look at options to reduce costs for the proposed connector road such as narrower road, roundabout, sidewalks on one side only;

**AND TO** look at alternative road cross sections for connector route.

**CARRIED UNANIMOUSLY**

#### **June 10, 2013 Regular Council**

- **Senior's Drop in Centre Options**

**MOVED** and seconded to appoint Mayor Wendal Milne, Councillors Kevin Pearson and Herb Haldane (Alternate Rick Kasper) and Gord Howie, CAO to meet with representatives of the Sooke Community Association to enter into discussions as to the future use of the Sooke Community Hall and possible transfer of the Sooke Community Hall to the District of Sooke.

**CARRIED UNANIMOUSLY**

#### **August 19, 2013 Special Council**

**RA-1 Staff Issues**

**MOVED** and seconded to hire Rob Howat as Approving Officer for the District of Sooke on a six month contract;

**AND TO** authorize the Mayor and Chief Administrative Officer to execute the contract.

**CARRIED**

**Councillor Maja Tait opposed the Motion**

#### **September 9, 2013 Regular Council**

**MOVED** and seconded that the Chief Administrative Officer enter into a contract with Rob Howat as presented by the CAO.

**CARRIED**

**Councillor Tait opposed the motion**

#### **November 12, 2013 Regular Council Meeting**

**RA-2 Purchasing Policy**

**MOVED** and seconded that Council direct staff to bring a report to an upcoming open meeting on a new policy setting out the process for staff to develop a preferred list of suppliers for services under \$5,000 in accordance with the *Purchasing Policy*.

**CARRIED UNANIMOUSLY**

#### **November 25, 2013**

**RA-1 Church Road and Sooke Road Intersection Upgrades**

**MOVED** and seconded that Council approve the Mayor and Chief Administrative Officer to execute the amendment to the Agreement for Construction of Works and Services with Condor Properties Ltd.

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

**MOVED** and seconded to adjourn the meeting at 10:52 p.m.  
**CARRIED UNANIMOUSLY**

**Certified Correct:**

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**Wendal Milne**  
Mayor

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**Bonnie Sprinkling**  
Corporate Officer