



## District of Sooke

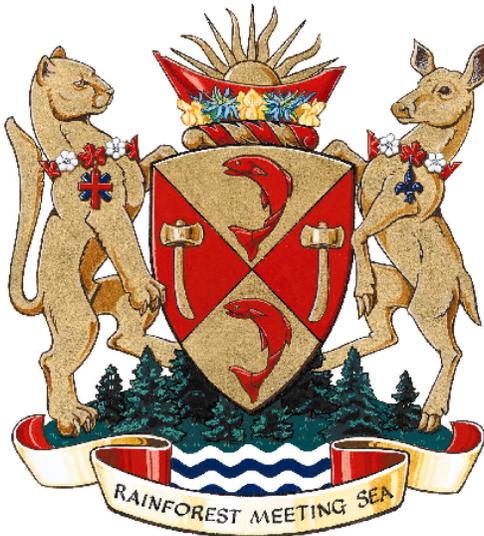
"Where the Rainforest  
meets the Sea"



# 2011 Annual Report

Our progress during 2010 and  
our strategic plan for 2011-2012

# DISTRICT OF SOOKE COAT OF ARMS



**Armorial Bearings of the District of Sooke  
granted by the Chief Herald of Canada  
on September 16, 2002**

## **Arms (Shield)**

The red and gold of the arms are the colours of Royal Spain and hence refer to the first European contact. Gold also symbolizes the wealth derived from the historically important industries of fishing and forestry which are represented by salmon and axes, and refers to the Leech River gold rush. The diagonal design of the arms echoes the basic division of the flag of Scotland and represents the Scottish who were the first European settlers in Sooke.

## **Crest (above the shield)**

The canoe honours the people of the T'Sou-ke First Nation and their traditional lifeways. The sun refers to the sunset over the ocean as well as the sun in the flag of British Columbia. The camas was an important plant to the First Nation and the broom refers to Captain Grant, the first European settler.

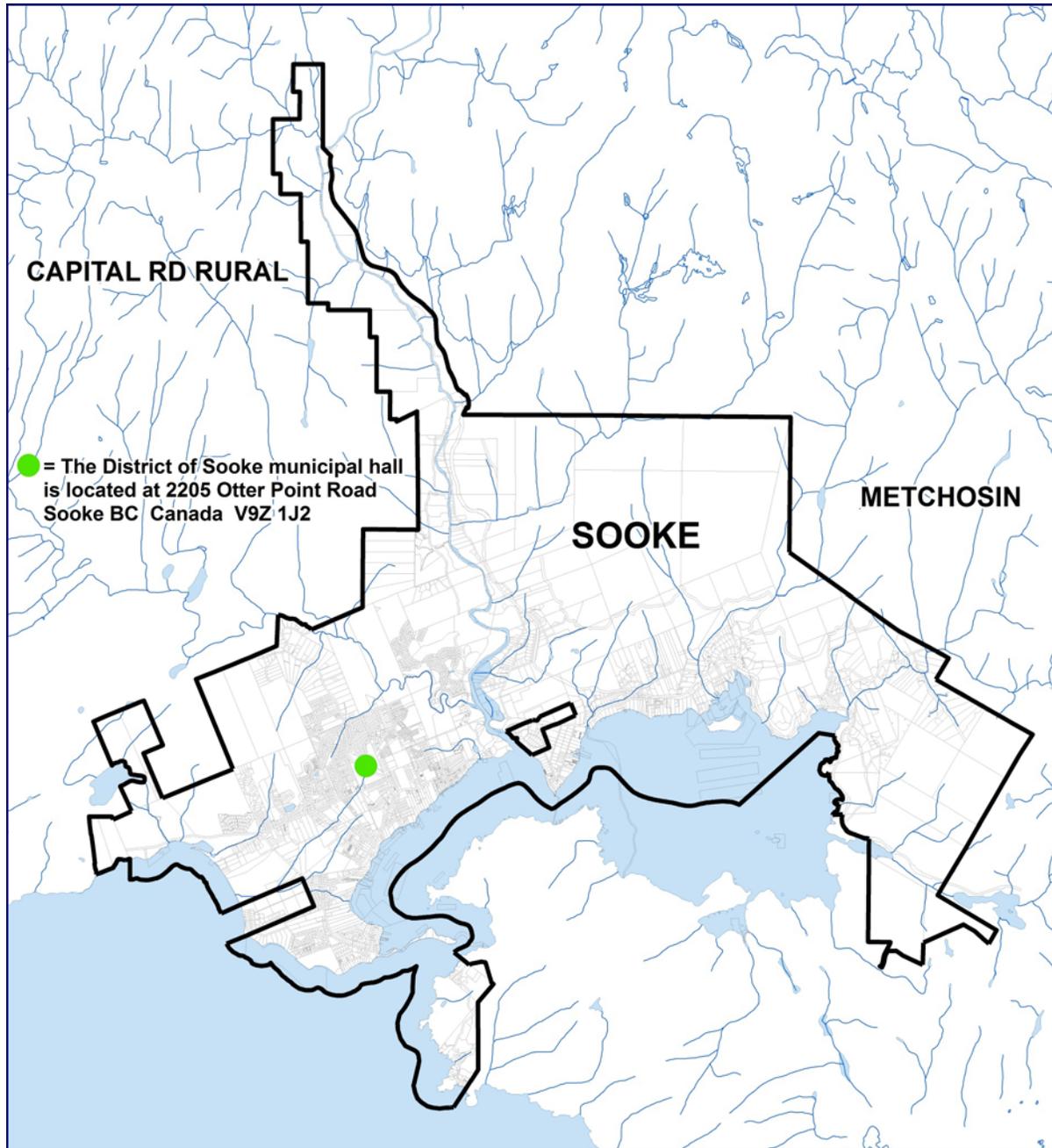
## **Motto**

At the base of the design, "RAINFOREST MEETING SEA" is a shortened version of "Where the Rainforest meets the Sea."

## **Compartment and Supporters**

The compartment is a visual representation of the theme "Where the Rainforest Meets the Sea." The cougar is an important native animal and its collar refers to Sooke being a Canadian municipality in British Columbia. The pendent crosses are of England and Scotland, referring to British settlers. The deer is also an important native animal, while the fleur-de-lis refers to French Canadian settlers. The animals stand and the shield rests on a mound set with Douglas Firs rising above the sea.

# District of Sooke Boundary Map



The District of Sooke is located on the southern point of Vancouver Island, on Canada's rugged west coast. Sooke is situated on the north shore of the Sooke Harbour and Basin and is surrounded to the north, west and south by the Juan de Fuca Electoral Area and to the east by the District of Metchosin. Sooke's political boundary includes a portion of the Sooke Harbour & Basin even though Sooke only encompasses approximately half of the directly adjacent shore. East Sooke is the unincorporated area to the south of Sooke, which encompasses the remaining uplands of the basin and separates Sooke Basin from the Juan de Fuca Strait. Whiffin Spit is a long spit of land that extends out into the mouth of the Sooke Harbour and helps protect the inner basin leaving a narrow channel of tide rips between its tip and the opposite shore. The inlet is edged with both gravel and sand beaches. The land varies from steep and gradually sloped, wooded hillsides, to the Sooke Hills further north. The community of Sooke is overlooking the Juan de Fuca Strait and Olympic Mountains range and encompasses approximately 5,800 hectares of land, which can be classified as semi-rural. The District of Sooke is located within the Capital Regional District, approximately 45 kilometres from Greater Victoria along scenic Highway 14, also known as the Pacific Marine Circle Route, and is 20 kilometres directly west of Langford. The T'Sou-ke Nation is located along the eastern shores of the Sooke River, Sooke Basin, as well as the lands along the Strait of Juan de Fuca.

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**PRESENTED BY DISTRICT OF SOOKE COUNCIL, June 27, 2011 in accordance with section 99 of the *Community Charter*.**

An electronic version (PDF) of this report is available on the District of Sooke website: [www.sooke.ca](http://www.sooke.ca)

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## Message from The Mayor

### **On behalf of the District of Sooke, Council and Staff, it is my pleasure to introduce the 2011 Annual Report.**

It has been another exciting year. Many of the projects that Council and Staff have been working on for the past few years are now being built or completed. The main one, of course, is the opening of the Prestige Oceanfront Resort. This 122 room, Five Star hotel and conference centre has raised the bar for Sooke, by not only offering fabulous food, a wonderful spa and gym, but the opportunity to view our beautiful harbour and basin. This hotel will draw visitors from all over the world and they will discover what wonderful amenities Sooke has to offer both tourists and residents. We congratulate the owners for having the commitment and vision to invest in our great community, we welcome you all.

We have also seen the start of Mariners Village construction and congratulate them on their success in pre-selling their units and look forward to seeing the whole project completed in the next few years.

The District of Sooke has been successful in getting the memorandum of understanding in place with the Ministry of Transportation and now we can move forward with infrastructure work on Highway #14. We now know where MoT wants the alignment so we can proceed with storm drains, sidewalks and the round-a-bout.

Many new bylaws and policies are in place and Council is now currently working on the review of the zoning bylaw, which will align the land uses with our Official Community Plan (OCP). Other plans we are working on are: Agricultural, Affordable Housing, Wildland Fire and the Fire Department Master Plan.

Sooke still has the second lowest taxes in the region and Council strives to make every dollar count. We have approved the 5 year financial plan which allocates funds into the capital budget to deal with sidewalks, storm drains, road work, Phillips Road to Throup Road extension, and parks and trails, just to name a few. We continue to contract out our road maintenance, waste water treatment, parks and trails, and recreation in order to keep costs as low as possible for our residents.

As this will be my last annual report to the residents of Sooke, I would like to thank all the hard working District staff, the wonderful volunteer firefighters, the protective service employees and the great volunteers that make Sooke such a great place to live, work and play. Thank you for making my job enjoyable, I will miss you all.

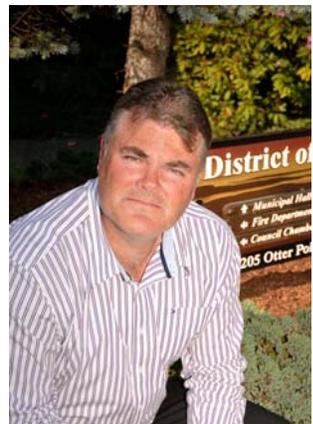
*Mayor Janet Evans*



# Report from the Chief Administrative Officer

I encourage everyone to take the time to peruse our 2011 Annual Report. In this extensive document, you will find all kinds of valuable information outlining our vision and strategic direction. Council and staff have been working hard to lay the foundation as Sooke transitions from a rural logging/fishing community to an international seaside resort destination. In that transition, however, it is important for us not to forget who we are and why we choose to live here.

◇ Sooke is an undiscovered gem blanketed with rural charm and friendly people. Our new OCP clearly states that we need to densify in the downtown core thus protecting all the green space which blesses our community. Sooke needs to define a “sense of place” in our downtown. The new Prestige Hotel and the Mariners Village comprehensive development are consistent with our resort destination vision....yet....we still have work to do in our downtown. We need to define a “real” sense of place. How do we do that?



◇ Build a roundabout on Sooke Road addressing the congestion problems plaguing all drivers who enter and exit Evergreen Mall. Signalization is costly and stifles vehicular traffic. The DOS has budgeted monies under the Gas Tax fund to pay for this important improvement in 2011.

◇ Complete Waterview and Goodmere Road extensions. Land dedication is being negotiated with affected land owners who agree with this important downtown road alignment program. Basically, by securing these road dedications, the public will be afforded full public access to the water and beyond. Most importantly, the market will be able to develop in this area knowing that the basic infrastructure is in place. All of this started in 2010 is continuing in 2011.

## CORPORATE ROADMAP

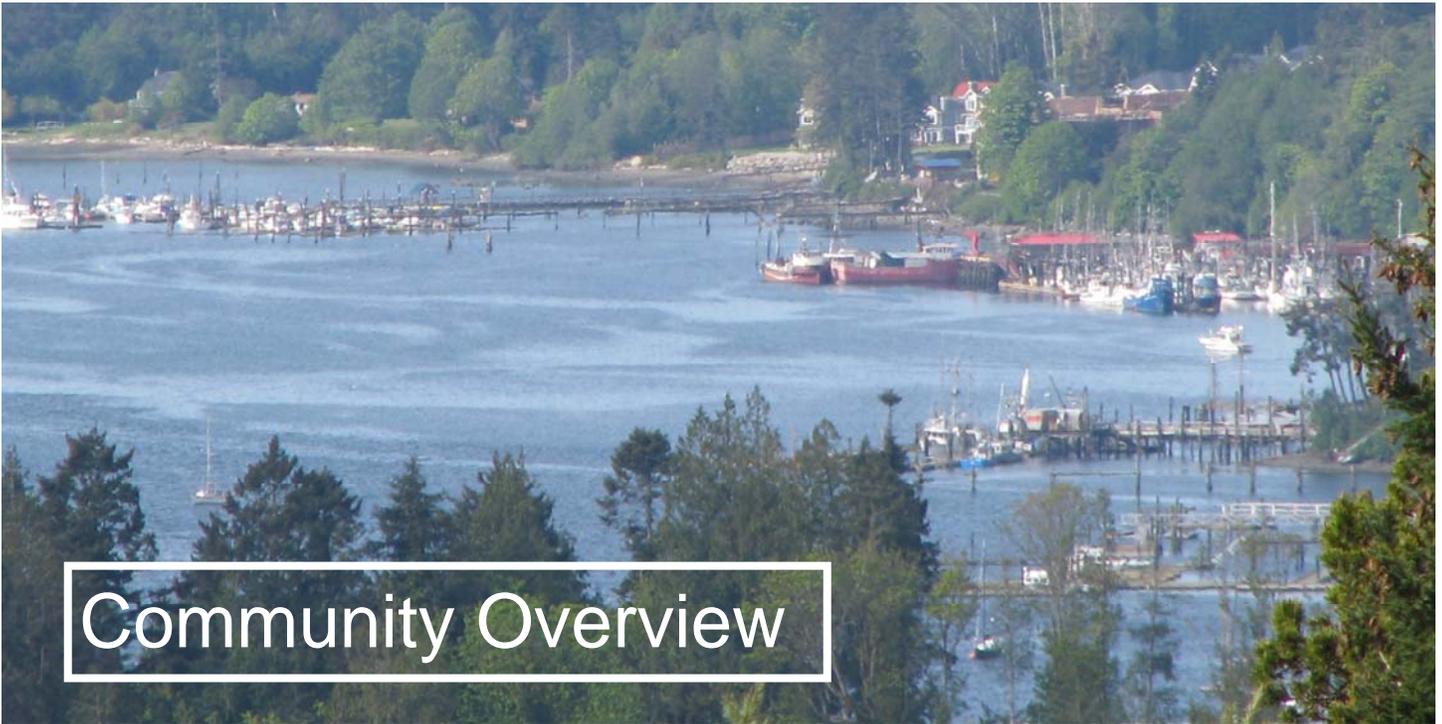
- Official Community Plan
- 2010-2012 Strategic Plan
- 2011 Five Year Financial Plan
- Transportation Master Plan
- Parks & Trails Master Plan
- Town Centre Plan
- Liquid Waste Management Plans (Sanitary and Rainwater)
- Sustainable Development Strategy

◇ Sidewalk improvements. The public has been demanding this for a long, long time. Improvements were made in 2010 in the downtown area and Council is committed to further sidewalk improvements in 2011.

As you can see, change is happening for the better. Sooke is ripe with opportunity and blessed with unprecedented geography. I am honored to be part of this unique opportunity.

I would like to take this opportunity to personally thank all of the volunteers who unselfishly donated their time on all municipal committees in 2010. You accomplished so much and provided great ‘roadmaps’ on how to continue on with our vision. All we now need is to continue the course as we redefine our beautiful community where the “Rainforest meets the Sea”.

*Evan Parliament, Chief Administrative*



## Community Overview

Located on Vancouver Island, the District of Sooke is a short 40-minute drive from downtown Victoria, the capital city of British Columbia. The community's approximately 10,000 residents enjoy a relaxed, casual lifestyle in a rural setting that also affords many of the amenities of city life.

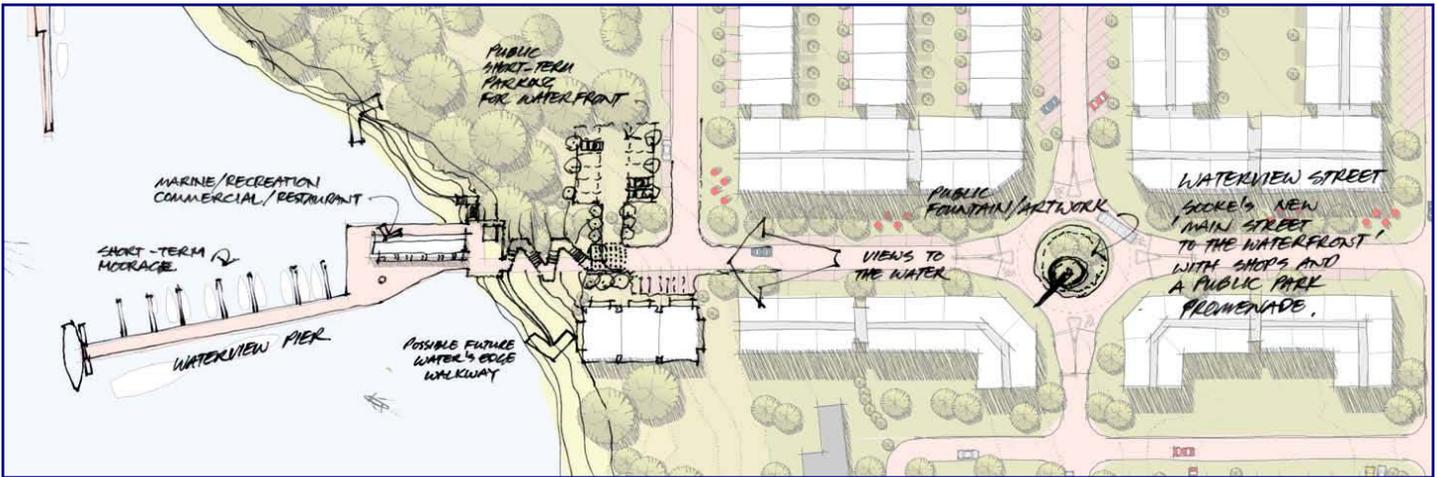
Sooke's once resource-dependent economy has shifted focus to include many home-based businesses, a commercial core, and a bustling tourism sector which annually entertains thousands of visitors from throughout the world. Sooke is the gateway to numerous ecotourism adventures as well as the West Coast Trail, Juan de Fuca Marine Trail, and Galloping Goose Trail.

Sooke enjoys some of the mildest climate in western Canada, with warm and dry summer months, and wet, mild winter months, allowing residents and visitors alike to enjoy many amenities such as a Par 3 golf course, Whiffin Spit Park, Sooke Potholes Provincial Park, skateboard park, arena and aquatic centre, museum and visitor information centre, community gardens and much, much more.

Sooke supports a vibrant and varied arts community. Many talented artists and craftspeople create beautiful works from both home-based studios and galleries in the commercial core. Musicians of every genre, from symphonic to choral to bluegrass, perform at a variety of events throughout the year. They share the stage with an enthusiastic theatre community at many venues — EMCS Community Theatre, Ed Macgregor outdoor "CÁÑEN" theater and local churches and parks.

The volunteer spirit pulls residents together for numerous special events like the Rotary Spring Fair, Sooke Canada Day celebration, Sooke Fine Arts Show, Sooke Philharmonic Orchestra "Fling", Blue Grass Festival, Subaru Triathlon and Sooke Fall Fair. But that volunteer spirit doesn't end with special events. Hundreds of residents share their time and talents with dozens of community groups offering something special to their fellow residents.

Visitors to our community have the opportunity to enjoy the beauty the Sooke region has to offer, one main reason so many are proud to call Sooke home.



## A view to the future (from the 2010 Official Community Plan)

Looking forward twenty-five years from now....

*The people of Sooke are proud of their community and its natural setting. Sooke's historic ties with the T'Sou-ke Nation are creating strong economic partnerships, social bonds, and development opportunities, which have strengthened the cultural integrity of both communities. Sooke's friendly people, diversity of culture, history, character, working class roots and small town atmosphere make it very attractive for people to visit and call home. Sooke is a great place for families, children, seniors, and others who appreciate a quiet, less complicated life-style with the amenities of a complete yet sustainable community.*

*Sooke has a vibrant, sustainable, well defined commercial core with pedestrian linkages, mixed land uses, higher densities and an appealing Town Centre character and design. The Town Centre has been linked to surrounding neighbourhoods through an integrated trail and pedestrian network. Sooke has also developed a number of sustainable, mixed use areas to complement the Town Centre and existing residential areas. The Town Centre is now the hub of vibrant pedestrian activity with many people living, working and shopping in the area. There are many small shops and galleries clustered in quaint buildings within this urban environment, which attract both visitors and new residents.*

*There is a strong sense of character within the Town Centre, with narrow streets, public gathering places and attractive landscaping. A sea-walk extends along the harbour waterfront of the community, linking the mouth of the Sooke River to the Town Centre and Whiffin Spit Park, and which has become a main attraction for residents and visitors. Sooke is a small town surrounded by rural agricultural lands, natural forests and water. The community is a safe, inviting place to live, linked to surrounding communities by a variety of transportation modes.*

*The community creates shared sustainable economic development through a thriving economy. The existence of a variety of housing types in conjunction with affordable housing has attracted a wide variety of demographics and income levels. Tourism is an important economic driver combined with a well established visual and performing arts scene. Marine and waterfront businesses support tourism as well as a mix of commercial and appropriate industrial activities. Innovations and flexibility in zoning has made Sooke a food security hub, created a friendly development environment, and which respects the rural cultural character and sense of place of the community.*

*Visitors to our community have the opportunity to enjoy the beauty the Sooke region has to offer, one main reason so many are proud to call Sooke home.*



# 2011-2012 Strategic Plan

## About the Strategic Plan

A strategic plan acts as a guide to decision-making for Council, Staff and various committees.

The newly elected District of Sooke Council completed its first corporate planning sessions in December 2008. Out of the planning sessions, a comprehensive Strategic Plan was developed.

In the fall of 2010, Council reviewed and updated the Strategic Plan for the years 2011–2012.



(L to R) Councillor Sheila Beech, Councillor Ron Dumont, Councillor Herb Haldane, Mayor Janet Evans, Councillor Dave Bennett, Councillor Bev Berger and Councillor Maja Tait

## Corporate Objectives and Measures

All initiatives identified in the Strategic Plan are based on the following District of Sooke “Vision” and the objectives are focused on the seven strategic directions.

Each of the objectives are broadly worded to allow for a range of complementary initiatives which contribute to achieving the stated objective. While the 2011-2012 strategic directions do not provide a full listing of municipal activities, they have been carefully chosen as indicators of progress towards an objective. Individual departments perform many important municipal activities essential to managing the District of Sooke’s day to day operations.

The Strategic Plan and Official Community Plan are reviewed annually using a comprehensive process that involves the municipal staff representing all departments, Mayor and Council and the public. Through this collaborative process, the priority initiatives for the next and following three years are chosen to move us closer to achieving the District of Sooke Vision.

### *Council Values*

**Successful organizations and groups take the time to identify what sort of values they would like to exhibit as they move forward with their work. The District of Sooke Council identified the following list of values they wish to see evident in their actions over the course of their term of office.**

### **Our Core Values**

- |                |                 |
|----------------|-----------------|
| Communication  | Attentiveness   |
| Politeness     | Continuity      |
| Dedication     | Humour          |
| Respect        | Honesty         |
| Accountability | Open-mindedness |
| Responsibility | Patience        |
| Courtesy       | Trust           |
| Fairness       | Ethics          |

## *Our Vision for the District of Sooke*

- ◇ Council sees the District of Sooke as the hub of South Vancouver Island's West Coast and a vibrant arts and eco-tourism waterfront community built on its tourism and green business resource base.
- ◇ Council maintains a fair tax and service delivery policy to municipal taxpayers while encouraging sustainable, SMART growth.
- ◇ Council encourages volunteers and community participation.
- ◇ The District of Sooke community takes pride in its social, environmental and entrepreneurial achievements.
- ◇ Council considers the interest and concerns of all District of Sooke residents in local decision making and strives to inform the public on all issues.
- ◇ Sooke's diverse arts and culture, sports, eco-tourism and hospitality add to the interest and enjoyment of visitors and area residents.
- ◇ Amenities and facilities complement Sooke's waterfront location and lifestyle.

## *Strategic Directions*

In order to achieve the "Vision", seven Strategic Directions have been identified:

- A. Well Planned, Sustainable Community
- B. Responsible Stewardship of the Environment
- C. Proactive Improved Infrastructure
- D. Diverse and Vibrant Local Economy
- E. Sustainable Financial Management
- F. Support Social/Community Initiatives
- G. Safe and Caring Community

## A. WELL PLANNED, SUSTAINABLE COMMUNITY

**Goal:** Through a strong commitment to the Official Community Plan, promote a well planned, sustainable community that provides a high quality of life for the citizens and responsible, quality development with a focus on limiting the size of the urban footprint.

<b>Actions:</b>	1. Complete, adopt and implement policies of the 2010 Official Community Plan (including Regional Growth Statement) as a long term planning tool that will guide development in the District of Sooke;	Plan completed May 2010; Ongoing - Policies to be implemented as directed by Council
	2. Complete and incorporate the Sooke Sustainable Development Plan, 2008 Town Centre Plan, 2008 Parks and Trails Master Plan and 2008 Transportation Master Plan into the 2010 Official Community Plan;	Plans completed and incorporated into OCP 2010; 2012 Draft Policy for "Green "Development for entire municipality
	3. Consider additional plans for the District of Sooke: <ul style="list-style-type: none"> <li>a. Agricultural Plan;</li> <li>b. Wildlife Awareness and Management Plan;</li> <li>c. Attainable Housing Plan (Policy);</li> <li>d. Fire Department Master Plan;</li> <li>e. Community Wildfire Protection Master Plan;</li>   <li>f. Community GHG Emission Plan</li> <li>g. Waste Management Plan</li> <li>h. Transportation Master Plan update</li>   <li>i. Parking Plan</li> </ul>	<ul style="list-style-type: none"> <li>a. 2011 (Grant Application)</li> <li>b. 2013</li> <li>c. 2011</li> <li>d. 2011</li> <li>e. RFP August, 2010 – To be completed in 2011</li> <li>f. 2011 (Grant application)</li> <li>g. 2011 (Grant Application)</li> <li>h. 2012</li>   <li>i. 2012</li> </ul>
	4. Consider the locations for the proposed Sun River School site to enhance the safety of students and develop regulation size sports fields as a community asset;	Sun River accepted offer; Submitted to ALC – to be completed 2011

WELL PLANNED, SUSTAINABLE COMMUNITY (CONTINUED)

<b>Actions:</b>	5. Consider the location of an additional Fire Hall;	Ongoing
	6. Identify priority areas for expansion of the sewer system: a. develop implementation and finance plan for each priority catchment area; b. monitor existing sewer capacity and develop long term plans to expand capacity of the wastewater treatment plan and related pump stations.	Working with contractor a. Conceptual plan completed (modeling) b. Ongoing
	7. Upon adoption of the 2010 Official Community Plan, undertake a review of the Sooke Zoning Bylaw to update and revise the Bylaw as necessary, including: a. Create Town Centre zone; b. Update industrial and commercial zones; c. Create business park zone; d. Consider pre-zoning certain areas.	RFP October 2010 – to be completed in 2011; staff working with consultant
	8. Develop or revise land development policies and bylaws to streamline municipal application processes and better regulate development, including: a. Amenities Policy; b. Attainable Housing & Social Housing Policy; c. Subdivision and Development Standards Bylaw; (including Frontage and Use of Right of Way bylaws) d. Manufactured Home Park Development Bylaw; e. Development Procedures Bylaw f. Development Application Procedures Policy; g. Development Permit Delegation Bylaw.	a. Completed b. Completed, amendment 2011 c. February 2011 d. To be incorporated in Zoning Bylaw e. Completed, amendment 2010 f. Completed, amendment 2010 g. Completed
	9. Consider other bylaws as recommended by 2010 <i>Official Community Plan</i> : a. Development Cost Charges Bylaw b. Sign Regulation Bylaw c. Significant Slopes and Riparian Area Protection Bylaw	a. 2011 consultant b. 2010 c. 2012

## B. RESPONSIBLE STEWARDSHIP OF THE ENVIRONMENT

**Goal: Promote conservation, reuse and protection of our resources.**

<b>Actions:</b>	1. Identify and implement green house gas reduction initiatives to meet commitment to the BC Climate Action Charter, including: <ul style="list-style-type: none"> <li>a. Bio-waste composting facility;</li> <li>b. Wood-waste processing facility;</li> <li>c. Food security (Agricultural Plan);</li> <li>d. Alternative energy strategies</li> <li>e. Alternative transportation system (eg. multi-use trails)</li> </ul>	Climate Change Action Committee established November 2009  Working with contractor as to Bio-waste composting facility
	1.(a) Invite the T'Sou-ke Nation to be a member of the Climate Change Action Committee	Completed
	2. Implement policies of the Sooke Sustainable Development Plan;	Incorporated in the OCP
	3. Complete and implement the Liquid Waste Management Plans for onsite septic system management, stormwater management, and community sewer system management issues;	Awaiting approval 2010; ongoing implementation
	4. Continue monitoring Sooke Harbour and Basin water quality and investigate methods to revitalize and protect the Sooke Harbour and Basin;	Ongoing monitoring by CRD and expansion of sewer system
	5. Continue to consult with senior governments as to removal of derelict vessels in the Sooke Harbour and Basin.	Ongoing
	6. Explore partnerships with the T'Sou-Ke Nation (ie. solar power, protection of the Sooke Harbour & Basin, etc.)	Ongoing

## C. PROACTIVE IMPROVED INFRASTRUCTURE

**Goal:** Facilitate a legacy of durable, functional, effective and sustainable physical infrastructure of all kinds.

<b>Actions:</b>	<p>1. Develop and enact implementation strategies for infrastructure upgrades and new construction identified in the following plans:</p> <ul style="list-style-type: none"> <li>a. 2008 Transportation Master Plan (including Highway 14 Upgrade and Phillips/Throup Road Upgrade);</li> <li>b. 2008 Town Centre Plan;</li> <li>c. 2008 Parks and Trails Master Plan (including Galloping Goose Connector);</li> <li>d. Liquid Waste Management Plans (Sanitary and Rainwater).</li> </ul>	<p>Ongoing</p> <ul style="list-style-type: none"> <li>a. Phillips/Throup Connector underway</li> <li>b. Stimulus program in place</li> <li>c. Galloping Goose – Sooke River crossing</li> <li>d. LWMP completed by November 2010</li> </ul>
	<p>2. Develop an implementation strategy for a multi-use trail connecting Whiffin Spit to the Town Centre to the Galloping Goose Regional Trail network (2008 Parks and Trails Master Plan);</p>	<p>Ongoing – High priority project – working with CRD and a consultant on Sooke River Crossing 2011</p>
	<p>3. Enter into a long-term contract (up to 21 year partnering/franchise agreement) for operation, maintenance and capital expansion of sewer system;</p>	<p>Fall 2010</p>
	<p>4. Develop a strategy to identify phasing of sidewalk improvements and beautification in the Town Centre;</p>	<p>Started with <i>Towns for Tomorrow</i> Grant – identified in financial plan – Townsend Road 2010, Maple Avenue 2011, Grant Road West 2012</p>
	<p>5. Commence a process for design and construction of the Spirit Square project – Murray Road to Ed Macgregor Park;</p>	<p>Completed March 2010</p>
	<p>6. Work cooperatively with other levels of government for upgrades and improvements to Highway 14 and to identify a second route in and out of Sooke (eg. West Sooke to Malahat);</p>	<p>2010 -- Memorandum of Understanding with Ministry of Transportation</p>
	<p>7. Continue to advocate for water services to North Sooke;</p>	<p>Ongoing – 2010 OCP Regional Growth Strategy</p>

PROACTIVE IMPROVED INFRASTRUCTURE (CONTINUED)

	8. Continue to work with BC Transit for improvements to the transit system; internal and night/weekend services.	Ongoing
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**D. DIVERSE AND VIBRANT LOCAL ECONOMY**

**Goal:** **Attract, keep and nurture business and industry appropriate to our community through proactive economic and tourism development.**  
 The Sooke Economic Development Commission will be responsible for some of the following actions.

<b>Actions:</b>	1. Develop and implement appropriate economic development strategies in the 2008 Town Centre Plan and the 2008 Tourism Implementation Action Plan;	Town Centre Stimulus Program, Sooke Region Tourism Association member of Sooke EDC
	2. Enhance partnerships with the Sooke Region Historical Society, Sooke Harbour Chamber of Commerce, Sooke Community Association, Sooke Builder’s Association and Sooke Region Tourism Association for both economic development, tourism and recreation services;	High Priority initiative;
	3. Participate in regional economic development discussions;	Juan de Fuca EDC liaison with Sooke EDC and member of UDI
	4. Promote the vitality of the Town Centre (2008 Town Centre Plan) and encourage commercial growth on the waterfront and in the Town Centre;	High Priority; Investigating Float Plane infrastructure
	5. Proactively promote the development and/or establishment of enterprises such as: a. hotels/motels in or in close proximity to the Town Centre; b. light industrial and/or manufacturing business park; c. businesses supporting eco-tourism, arts, medical.	a. Sooke Prestige Hotel underway b. Ongoing; OCP 2010 c. Ongoing; OCP 2010

## DIVERSE AND VIBRANT LOCAL ECONOMY (CONTINUED)

	6. Investigate expansion for Industrial Sites	Ongoing; OCP 2010
	7. Investigate opportunities for a public boat launch facility;	Boat Launch at West Coast Road underway
	8. Work cooperatively with other governments and agencies to: <ul style="list-style-type: none"> <li>a. Build a joint-use medical centre facility in the Town Centre;</li> <li>b. Recruit and retain health care professionals;</li> <li>c. Expand housing options for Seniors (including Ayre Manor).</li> </ul>	Ongoing; meeting with proponents
	9. Enhance the District of Sooke and “Advantage Sooke” websites to promote opportunities within the District of Sooke for tourism and economic development including: <ul style="list-style-type: none"> <li>a. Eco-tourism;</li> <li>b. Agriculture/aquaculture tourism;</li> <li>c. Green-based light industry (ie. bio-solids and organics recycling);</li> <li>d. Seniors initiatives;</li> <li>e. Public market.</li> </ul>	Ongoing
	10. Establish Community Radio	Sooke Community Radio Society established
	11. Explore participation in 2011 or 2012 Ironman Triathlon	Awaiting September 2010 announcement
	12. Promote and host conventions	Ongoing

## E. SUSTAINABLE FINANCIAL MANAGEMENT

**Goal:** Manage fiscal resources in a wise and thoughtful manner, both to maintain financial stability and to ensure long term financial sustainability.

<b>Actions:</b>	1. Align and integrate the Five Year Financial Plan with the Strategic Plan;	Ongoing
	2. Continue to monitor and renew as required all external contracts;	Ongoing

## SUSTAINABLE FINANCIAL MANAGEMENT (CONTINUED)

	<p>3. Pursue new sources of revenue and alternative ways of finances:</p> <ul style="list-style-type: none"> <li>a. decommission and sale of undeveloped park (Sooke Park Study and Parks &amp; Trails Master Plan) and highway properties;</li> <li>b. develop an amenity listing and policy;</li> <li>c. review and revision of Development Cost Charge Bylaw for roads/rainwater, wastewater;</li> <li>d. develop project funding partnerships with community based partners such as private sector, non-profit organization, governments and First Nations;</li> <li>e. proactively pursue strategic grant opportunities;</li> <li>f. create funding options to acquire strategic parcels of land (eg. Town Centre waterfront park, agricultural lands for food security, public market lands, light industrial lands);</li> <li>g. review municipal fees</li> <li>h. Special Events Policy and Fees</li> </ul>	<ul style="list-style-type: none"> <li>a. Underway</li> <li>b. Policy completed; listing to be done</li> <li>c. Underway</li> <li>d. Ongoing</li> <li>e. Ongoing</li> <li>f. Ongoing</li> <li>g. 2010</li> <li>h. 2010</li> </ul>
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## F. SUPPORT SOCIAL/COMMUNITY INITIATIVES

**Goal: Preserve our community identity and volunteer spirit through partnerships with local organizations and the T'Sou-Ke Nation.**

<b>Actions:</b>	1. Be receptive and responsive to community groups that come forward with offers of, or request for, funding and assistance; youth, sports, arts, etc.	Ongoing; Community Grant Review Committee
	2. Implement policies and recommendations of the 2010 <i>Official Community Plan</i> regarding community services, including parks, recreation and culture;	OCP 2010 adopted
	3. Review current practices and expenditures on communications with the public to look for methods of improvement;	Communication Plan under development
	4. Continue to foster the co-operative working relationship with the T'Sou-ke Nation (Memorandum of Understanding);	Ongoing

## SUPPORT SOCIAL/COMMUNITY INITIATIVES (CONTINUED)

	5. Prepare for District of Sooke 10th Anniversary celebration;	Event held on December 7 <sup>th</sup> , 2009
	6. Continue to work with Spirit of BC Committee in the promotion of the District of Sooke; Spirit Square project, 2010 Olympic Torch relay, etc.;	Completed
	7. Through consultation and discussion with the appropriate jurisdictions, local community groups and sports organizations, develop a strategy to address the need for functional, high quality playfields for community use;	Ongoing; Explore grant opportunities 2010
	8. Complete Age-Friendly Community Plan and implement policies of the Age-Friendly Community Plan and the Measuring Up Accessibility Plan.	Incorporated into OCP
	9. Explore options for youth/mature citizens centre	Underway

## G. SAFE AND CARING COMMUNITY

**Goal:** Provide appropriate protective services and other initiatives to support community wellness and improve the quality of life in the District of Sooke.

<b>Actions:</b>	1. Establish a Protective Services Committee to achieve a stronger working relationship with the local RCMP, Ambulance, emergency and fire services, and community stakeholders (safety and social issues);	Committee established
	2. Update the District of Sooke Emergency Plan in consultation with the Juan de Fuca Electoral Area Emergency Committee, and maintain and practice on a regular basis the Emergency Plan.	Ongoing; partnering with Juan de Fuca Emergency Committee; establishing Emergency Social Services
	3. Continue to coordinate Bylaw Enforcement services in cooperation with the RCMP, Sooke Fire Department, VIHA and associated health agencies and property owners to develop plans, strategies and initiatives.	Ongoing

SAFE AND CARING COMMUNITY (CONTINUED)

	4. Update and adopt the Fire Master Plan.	To be completed 2011
	5. Create an environment in the municipal office that promotes a professional, well-equipped and innovative work force that takes pride in public service and delivers high quality and efficient municipal programs and services.	Ongoing; Software in place for development application process; OHS; working with CUPE.



**2011 “Top Priority Projects”**

<b>Priority</b>	<b>Action</b>	<b>Priority</b>	<b>Action</b>
<b>1.</b>	Sidewalks	<b>7.</b>	Galloping Goose Crossing
<b>2.</b>	Downtown Beautification	<b>8.</b>	Downtown Parking Plan
<b>3.</b>	Improved Public Transit	<b>9.</b>	Zoning Bylaw Review
<b>4.</b>	Seniors/Youth Centre	<b>10.</b>	Land Development Procedure Review
<b>5.</b>	Agricultural Plan	<b>11.</b>	Solid Waste Management Plan
<b>6.</b>	Attainable Housing/ Homelessness Policy	<b>12.</b>	Development Cost Charges Bylaw Review



## 2010 Municipal Services and Operations

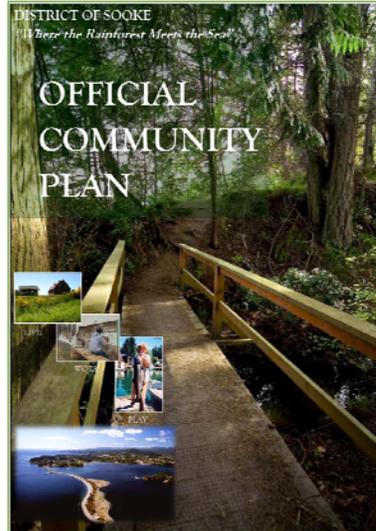
The following statements of departmental operations for 2010 are presented in accordance with the *Community Charter* section 98 requirements.

- Corporate Services
- Financial Services
  - ◊ 2010 Permissive Tax Exemptions
  - ◊ Audited Financial Statements 2010
- Development Services
  - ◊ Planning
  - ◊ Engineering (Building, Approving Officer, Geographic)
- Fire Rescue Services

## PROGRESS TOWARDS 2010 STRATEGIC DIRECTION GOALS

### A. Well Planned, Sustainable Community

- ◇ Official Community Plan adopted May 17, 2010



### B. Responsible Stewardship of the Environment

- ◇ Removal of several derelict vessels from the Sooke Harbour & Basin



### C. Proactive Improved Infrastructure

- ◇ New side-walks—Townsend Road



### D. Diverse and Vibrant Local Economy

- ◇ Sooke Prestige Hotel under construction



### E. Sustainable Financial Management

- ◇ Grant Opportunity—Wildfire Protection Plan



### F. Support Social/Community Initiatives

- ◇ 2010 Rotary Fair — BC Streets Exhibit



### G. Safe and Caring Community

- ◇ Creation of Sooke's "Response Team"- Fire, Building, Bylaw, Electrical Inspector, VIHA, RCMP, Ministry of Social Development.



# Corporate Services 2010 Year End Report

## Bylaws and Policies

The Corporate Services department is responsible for ensuring legislative process in accordance with the *Community Charter* and the *Local Government Act* of bylaws and policies (including drafting and maintaining) for the District of Sooke. In 2010, **Council adopted 43 bylaws**, including 18 zoning bylaw amendments and 5 phased development agreement authorization bylaws. Most notably, the ***Official Community Plan, 2010*** was adopted on May 17, 2010 as a result of the hard work and dedication of the Official Community Bylaw Review Committee, Council and staff.

The *2010-2014 Financial Plan Bylaw*, *Land Reserve Fund Bylaw*, and *Delegation Bylaw* were also presented to and adopted by Council. Through the public notice and electoral approval process, road closure and sale bylaws were adopted for Crane Road and Gatewood Road and park closure and sale bylaws for Cinnabar Park, Pineridge Park, and Opal Place Park.

Amendments were made to the:

- *Community Amenities Reserve Funds Bylaw*
- *Building Regulation Bylaw*
- *Sooke Core Sewer Cost Recovery and Specified Area Bylaws*
- *Sooke Town Centre Revitalization Bylaw*
- *Freedom of Information and Protection of Privacy Bylaw.*

Drafting began on the:

- *Subdivision and Development Standards Bylaw*
- *Traffic and Highways Bylaw*
- *Sign Regulation Bylaw*
- *Development Procedures Amendment Bylaw*

Policies adopted in 2010 included the:

- *Strata Title Conversion Policy*
- *Highway Naming Policy*
- *Community Amenity Contribution Policy.*

## Council Committees

The District of Sooke encourages the public to volunteer on committees and values highly their input. Council Committees are overseen by the Corporate Services department; there are currently six active committees. In December 2010, the Sign Bylaw Review Committee completed its task of reviewing Bylaw No. 109, *Sign Regulation Bylaw, 2003* and will present to Council a new sign regulation bylaw in early 2011. The Liquid Waste Management Plan Technical committees have also completed their tasks and the Plan has been forwarded to the Province for approval. The Zoning Bylaw Technical Review Committee will begin its work in the New Year.

## New Developments for Sooke

The District received many development applications in 2010 and Corporate Services was responsible for bringing the bylaws and agreements to Council for approval and adoption in accordance with the *Community Charter*.

Following on the successful *Walks and Trails Tour* in 2009, Corporate Service organized another “**SOOKE BUS TOUR**” for members of the public and the media. More than 80 people participated and enjoyed the scenic bus tour showcasing new developments and infrastructure improvements.

## Volunteer Recognition Ceremony

On March 21st, 2010, the District of Sooke and the Sooke Region Historical Society joined in congratulating local volunteers at the 2010 Volunteer Recognition Ceremony. The ceremony is held every other year and 2010 was the fifth ceremony to be held.

## BC STREETS EXHIBIT

Starting with the torch relay event in October, 2009, the District of Sooke was a strong participant in the 2010 Olympic Games. It was an exciting time for the District of Sooke. The District was selected to participate in the Richmond Ozone—BC Streets exhibit during the 2010 Olympic Games. Many volunteers worked tirelessly to construct an amazing 20' x 40' exhibit that included a killer whale, beach, lighthouse, boardwalk and much more! Then in February, a large contingent of Sooke volunteers travelled to Richmond to work at the exhibit for the during the games. Thank you again to all who made this exhibit a wonderful representation Sooke and its residents.



Since the time of the Richmond Ozone, the exhibit has been used for many other events, including the 2010 Sooke Rotary Fair and the 2010 Vancouver Outdoor Show. Again, volunteers came forward to transport, set up and take down the exhibit — a considerable task. The Sooke Firefighters have come forward each time and contributed the majority of volunteer time.

## COMMUNITY SERVICES

The District of Sooke works closely with local non-profit organizations who provide community services for the Sooke area. Some groups receive financial assistance from the District through municipal grants, sponsorship for grants, or ongoing funding. These community groups include:

- Sooke Community Association
- Sooke Region Tourism Association
- Sooke Chamber of Commerce
- Sooke Food CHI
- Community Health Initiative
- Sooke Cultural Mapping
- Sooke Youth Council
- Sooke Canada Day Society
- CIPI Society (Need Crisis and Information Line)
- Sooke Residents in Need—Crisis Centre
- Sooke Safe Halloween
- Sooke Region Historical Society (Charters Creek Interpretative Centre)

The District of Sooke is proud of its relationship with the community groups and strives to build and expand on the volunteer network and community spirit of Sooke.

## Grants

The Corporate Services Department coordinated the applications for several infrastructure grants in 2009/2010. Grants are an integral part of municipal financial planning and provide funds for many capital projects. The District received confirmation of award for the grants:

- BC Spirit Square Program

The BC Spirit Square project was completed in the Spring of 2010 with the grand opening by Minister Ida Chong held on May 16th. The program included the blessing and naming of the new outdoor performance shell “ÇĀNEN” (means shell phonetically- "cwang -un") by the T’Sou-ke First Nation. Several local musical groups — Sooke Community Choir, Sooke Philharmonic Orchestra, EKOOS and “Group Therapy” — performed in the new performance shell and spoke highly of the facility.



- Building Canada Fund—Boat Launch

The Public Boat Launch project is scheduled to be completed by summer 2011 and will provide the boating public with a boat launch, septic vacuum head, temporary docking facility and parking.

## Public Information and Communications

The Corporate Services department is responsible for public communication and media relations.

The District of Sooke holds at least two Community Open Houses each year, usually one in the Fall and one in the Spring. In 2010, the Corporate Services department coordinated a Spring Community Open House in May and Town Hall Meeting in November.

The Corporate Officer coordinates articles and prepares a quarterly newsletter for distribution. In an attempt to improve distribution and to reduce the use of paper, the **District Quarterly** newsletter is no longer mailed out to residents. The newsletter is now available on the District of Sooke website, with some paper copies available at the municipal hall and other Sooke locations (SEAPARC, library, etc.). If you wish to receive a copy of the newsletter by email, please let us know at [info@sooke.ca](mailto:info@sooke.ca).

Several news releases were provided to the media in 2010, including emergency notifications and major planning processes. Weekly, the District publishes a Council Column in the Sooke News Mirror providing current updates and notices, along with the public meeting schedule for the upcoming week.

## Communities In Bloom 2010

The District of Sooke, Communities in Bloom Committee and local volunteers participated in the 2010 Communities in Bloom. The program inspires communities to enhance the visual appeal of their neighborhoods and public spaces. The judging took place in July and the judges participated in the presentation of the Communities in Bloom awards to local businesses and the winners of the Neighbourhood Contest. Congratulations to all who received the 2010 Communities in Bloom decal and to the Kaltasin Road residents who won the Neighbourhood Contest winners enjoyed a block party to celebrate their achievement. The District of Sooke improved its “bloom” status by one bloom for a total of 4 out of 5 blooms — and received an award for the Sun River Community Gardens project!



## Bylaw Enforcement

The *Complaint and Bylaw Enforcement Policy* was adopted in 2009 and states that the purpose of bylaw enforcement is to achieve compliance with District of Sooke municipal bylaws. Complaints normally arise where persons do not comply with municipal bylaws and non-compliance adversely affects another party. The Bylaw Enforcement Department strives for “compliance through education” and works with the parties for a mutually beneficial resolution.

The Bylaw Enforcement Officer is responsible for processing Business Licence applications. The District of Sooke issued over 540 Business Licences in 2010.

### SOOKE’S RESPONSE TEAM

A new and exciting project that started in 2010 is Sooke’s *Response Team*. The *Response Team* is comprised of Bylaw Enforcement (Project coordinator), Building and Plumbing Inspectors, Fire Department, Electrical Inspector, VIHA, RCMP and staff from the Ministry of Social Development. Not all departments are required each time the *Team* is involved; however, they are available resources. The *Team* responds to situations where living accommodations, the health of the tenants and numerous other issues, require attention. The *Response Team* meets to discuss potential concerns and has follow-up meetings as required. The objective is NOT to have tenants evicted but rather, to ensure they can live safely and healthily either on their own or with others. Where the residence requires building, electrical or other measures to make it safe, the *Team* works with the property owner to ensure the repairs/upgrades are made. Where required, the Ministry of Social Development is able to locate alternate housing, provide monthly financial assistance, etc. The RCMP attends only with the objective of keeping the *Team* members safe while they are inside the residence. They are not there to conduct investigations and the *Team* does not act as agents for the RCMP. The *Team* is currently working with one group of tenants but has identified other residences of concern and will focus on those early in 2011.

### GRAFFITI TASK FORCE

Sooke Bylaw Enforcement remains part of a Graffiti Task Force comprised of other municipalities Bylaw Enforcement Officers, Parliament Building security, police departments of the GVRD and military. The goal of the Task Force is to identify those responsible for “tagging” property with a goal of having them charged and damages recovered. Meetings are held in various locations approximately every two months. Pictures of graffiti (tags) are emailed to the Task Force to ascertain if anyone else is familiar with the tag and/or the person responsible.

## Staffing Changes 2010

Council and staff welcomed Brad Metzger, Building Inspector to the District of Sooke, while Dave Devana and Gerald Christie left for other local governments positions.

Lisa Urlacher joined the District of Metchosin for a one year position as Deputy Clerk and Tina Hansen became Council Clerk in Lisa’s absence.

### Other Accomplishments for 2010

- OCP Review Committee finalizes Official Community Plan to Council
- 2010 Annual Report presented at Annual Meeting in July, 2010
- Participation in the 2010 Rotary Fair and Auction
- Safe Halloween Event
- District of Sooke participated with the entry of a float in the parade for the 2010 Spirit Festival
- Public Boat Launch BC Canada grant finalized
- Purchase of property on Sooke River Road



# Finance Department 2010 Year End Report

## **Community Grant Funding**

The Community Grant Program is designed to assist non-profit organizations with projects or activities that serve to promote community well being. 2010 was another successful year for the program and \$75,000.00 was awarded to 13 non-profit groups, representing a wide variety of community activities. To apply for funding, community groups are required to complete an application form and submit it to the Finance Department by April 30th.

## **Pre-Authorized Withdrawal Plan**

2010 was the second year of the PAWS plan. There are now 150 homeowners using this service and we hope to increase the success of this program over the coming years. The steps to register in the program are simple, homeowners fill out an application form and provide a VOID cheque. The program will automatically debit the account holder's bank account on the first business day of each month from August until May.

## **Electronic Home Owner Grant**

Like the PAWS program, 2010 was the second year for the EHO program. Out of the 30 participating municipalities in the Province of BC, the District of Sooke ranked 18th in only our second year. In 2010, 34.0% of grants claimed online were for the basic homeowner grant, and the additional grant was claimed by 9.4% of those completing the online application. The total number of EHOs claimed was 883 or 27.6% of all homeowner grants. 2010 saw an increase of 8.90% of grants claimed online over 2009.

Our challenge each year is to improve usage of both the PAWS and EHO programs. Program utilisation is increased by educating the public through newsletters, placing advertisements in the local paper, inserting a detailed handout in each tax notice, updating the District of Sooke's web site and ensuring staff at the District of Sooke are well-informed.

Financial Statements of

# **DISTRICT OF SOOKE**

Year ended December 31, 2010

# DISTRICT OF SOOKE

## Financial Statements

Year ended December 31, 2010

### Financial Statements

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## MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

The accompanying financial statements of District of Sooke (the "District") are the responsibility of management and have been prepared in compliance with legislation, and in accordance with public sector accounting standards for governments as recommended by the Public Sector Accounting Board of The Canadian Institute of Chartered Accountants. A summary of the significant accounting policies are described in note 1 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The District's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

Mayor and Council meet with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by KPMG LLP, independent external auditors appointed by the District. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the District's financial statements.



\_\_\_\_\_  
Chief Administrative Officer



\_\_\_\_\_  
Director of Finance



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Victoria BC V8W 3Y7  
Canada

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Internet www.kpmg.ca

## INDEPENDENT AUDITORS' REPORT

To the Mayor and Councillors of District of Sooke

We have audited the accompanying financial statements of The District of Sooke, which comprise the statement of financial position as at December 31, 2010, the statements of operations, change in net debt and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditors' Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### *Opinion*

In our opinion, the financial statements present fairly, in all material respects, the financial position of The District of Sooke as at December 31, 2010, and its results of operations, and its changes in net debt and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Chartered Accountants

May 9, 2011  
Victoria, Canada

KPMG LLP is a Canadian limited liability partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International Cooperative ("KPMG International"), a Swiss entity. KPMG Canada provides services to KPMG LLP.

# DISTRICT OF SOOKE

## Statement of Financial Position

December 31, 2010, with comparative figures for 2009

	2010	2009
<b>Financial assets:</b>		
Cash and cash equivalents (note 2)	\$ 9,890,559	\$ 7,121,517
Property taxes receivable	838,451	831,435
Accounts receivable	681,419	276,516
Other assets	109,525	106,079
	<u>11,519,954</u>	<u>8,335,547</u>
<b>Financial liabilities:</b>		
Accounts payable and accrued liabilities (note 3)	2,844,076	1,778,250
Deposits	1,857,636	337,821
Deferred revenue (note 4)	4,318,881	3,192,738
Employee benefit obligations (note 5)	131,211	94,861
Long-term liabilities (note 6)	8,553,650	8,962,846
Obligations under capital lease (note 7)	304,753	389,688
	<u>18,010,207</u>	<u>14,756,204</u>
Net debt	(6,490,253)	(6,420,657)
<b>Non-financial assets:</b>		
Tangible capital assets (note 8)	86,708,325	85,480,625
Prepaid expenses	35,030	35,125
	<u>86,743,355</u>	<u>85,515,750</u>
<b>Accumulated surplus (note 9)</b>	<b>\$ 80,253,102</b>	<b>\$ 79,095,093</b>

Commitments and contingent liabilities (note 11)

The accompanying notes are an integral part of these financial statements.



Director of Finance

# DISTRICT OF SOOKE

## Statement of Operations

Year ended December 31, 2010, with comparative figures for 2009

	Budget (unaudited - note 12)	2010	2009
<b>Revenue:</b>			
Net taxes available for municipal purposes (note 10)	\$ 5,849,773	\$ 5,818,100	\$ 5,374,901
Sales and user fees	18,999	381,176	67,941
Government transfers and grants	2,054,725	516,786	1,590,093
Investment income	67,112	80,743	51,241
Penalties and fines	128,000	136,691	133,457
Licenses and permits	729,031	826,478	628,055
Lease and rental	39,128	37,726	21,636
Donations and contributions	-	1,842,481	4,706,675
Developer cost charges	185,000	9,683	293,435
Sewer operating revenue	1,569,800	1,459,698	1,325,175
Casino revenue sharing	300,000	246,828	252,439
<b>Total revenue</b>	<b>10,941,568</b>	<b>11,356,390</b>	<b>14,445,048</b>
<b>Expenses:</b>			
General government	1,674,241	1,874,199	1,767,314
Protective services	2,147,378	2,681,012	2,364,754
Engineering	1,267,613	2,339,079	2,627,566
Recreation and culture	686,789	811,725	838,098
Planning and development	675,065	781,771	602,023
Sewer	1,460,565	1,710,595	1,667,948
<b>Total expenses</b>	<b>7,911,651</b>	<b>10,198,381</b>	<b>9,867,703</b>
Annual surplus	3,029,917	1,158,009	4,577,345
Accumulated surplus, beginning of year	79,095,093	79,095,093	74,517,748
<b>Accumulated surplus, end of year</b>	<b>\$ 82,125,010</b>	<b>\$ 80,253,102</b>	<b>\$ 79,095,093</b>

The accompanying notes are an integral part of these financial statements.

# DISTRICT OF SOOKE

## Statement of Change in Net Debt

Year ended December 31, 2010, with comparative figures for 2009

	Budget (unaudited - note 12)	2010	2009
Annual surplus	\$ 3,029,917	\$ 1,158,009	\$ 4,577,345
Acquisition of tangible capital assets	(2,516,517)	(1,820,291)	(2,394,185)
Developer contributions of tangible capital assets	-	(1,827,011)	(4,655,025)
Amortization of tangible capital assets	-	2,338,080	2,431,321
Loss (gain) on disposal of tangible capital assets	-	(78,534)	26,433
Proceeds on disposal of tangible capital assets	-	160,056	-
	(2,516,517)	(1,227,700)	(4,591,456)
Use of prepaid expenses	-	95	16,449
Change in net financial assets (debt)	513,400	(69,596)	2,338
Net debt, beginning of year	(6,420,657)	(6,420,657)	(6,422,995)
Net debt, end of year	\$ (5,907,257)	\$ (6,490,253)	\$ (6,420,657)

The accompanying notes are an integral part of these financial statements.

# DISTRICT OF SOOKE

## Statement of Cash Flows

Year ended December 31, 2010, with comparative figures for 2009

	2010	2009
Cash provided by (used in):		
<b>Operating activities:</b>		
Annual surplus	\$ 1,158,009	\$ 4,577,345
Items not involving cash:		
Amortization of tangible capital assets	2,338,080	2,431,321
Loss (gain) on disposal of tangible capital assets	(78,534)	26,433
Developer contributions of tangible capital assets	(1,827,011)	(4,655,025)
Actuarial adjustment on debt	(41,899)	(28,124)
Changes in non-cash operating assets and liabilities:		
Taxes receivable	(7,016)	175,183
Accounts receivable	(404,903)	296,629
Other assets	(3,446)	(2,939)
Accounts payable and accrued liabilities	1,065,826	33,828
Deposits	1,519,815	(271,543)
Employee benefit obligations	36,350	18,670
Deferred revenue	1,126,143	800,934
Prepaid expenses	95	16,449
	4,881,509	3,419,161
<b>Capital activities:</b>		
Acquisition of tangible capital assets	(1,820,291)	(2,394,185)
Proceeds on disposal of tangible capital assets	160,056	-
	(1,660,235)	(2,394,185)
<b>Financing activities:</b>		
Decrease in obligations under capital lease	(84,935)	(108,130)
Debt repaid	(367,297)	(362,557)
	(452,232)	(470,687)
Increase in cash and cash equivalents	2,769,042	554,289
Cash and cash equivalents, beginning of year	7,121,517	6,567,228
Cash and cash equivalents, end of year	\$ 9,890,559	\$ 7,121,517
<b>Supplemental cash flow information:</b>		
Cash paid for interest	\$ 459,071	\$ 469,214
Cash received from interest	91,339	67,815

The accompanying notes are an integral part of these financial statements.

# DISTRICT OF SOOKE

## Notes to Financial Statements

Year ended December 31, 2010

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District of Sooke (the "District") is a municipality in the Province of British Columbia and operates under the provisions of the Local Government Act and the Community Charter of British Columbia.

### 1. Significant accounting policies:

The financial statements of the District are prepared by management in accordance with Canadian public sector accounting standards for governments as recommended by the Public Sector Accounting Board ("PSAB") of the Canadian Institute of Chartered Accountants. Significant accounting policies adopted by the District are as follows:

(a) Reporting entity:

The financial statements include a combination of all the assets, liabilities, accumulated surplus, revenues and expenses of all of the District's activities and funds. Inter-departmental balances and organizational transactions have been eliminated.

The District does not control any significant external entities and accordingly no entities have been consolidated with the financial statements.

(b) Basis of accounting:

The District follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

(c) Government transfers:

Government transfers are recognized in the financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made. Transfers received for which expenses are not yet incurred are included in deferred revenue.

(d) Deferred revenue:

Deferred revenue includes grants, contributions and other amounts received from third parties pursuant to legislation, regulation and agreement which may only be used in certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed, or the tangible capital assets are acquired.

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2010

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## 1. Significant accounting policies (continued):

### (d) Deferred revenue (continued):

Development cost charges are amounts which are restricted by government legislation or agreement with external parties. When qualifying expenditures are incurred development cost charges are recognized as revenue in amounts which equal the associated expenses.

### (e) Investment income:

Investment income is reported as revenue in the period earned. When required by the funding government or related Act, investment income earned on deferred revenue is added to the investment and forms part of the deferred revenue balance.

### (f) Cash and cash equivalents:

Cash and cash equivalents include investments in the Municipal Finance Authority of British Columbia ("MFA") Bond, Intermediate and Money Market Funds and are recorded at cost plus earnings reinvested in the funds.

### (g) Long-term debt:

Long-term debt is recorded net of related sinking fund balances.

### (h) Employee future benefits:

The District and its employees make contributions to the Municipal Pension Plan. These contributions are expensed as incurred.

Sick leave and other retirement benefits are also available to the District's employees. The costs of these benefits are actuarially determined based on service and best estimates of retirement ages and expected future salary and wage increases. The obligations under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits.

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2010

---

## 1. Significant accounting policies (continued):

### (i) Non-financial assets:

Non financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

### (i) Tangible capital assets

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land, are amortized on a straight line basis over their estimated useful lives as follows:

Asset	Useful life - years
Land improvements	10 - 50
Buildings	25 - 40
Equipment, furniture and vehicles	4 - 25
Roads and sidewalks	25 - 75
Storm sewer	60
Sanitary sewer	25 - 60

Amortization is charged annually, including in the year of acquisition and disposal. Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets are written down when conditions indicate that they no longer contribute to the District's ability to provide goods and services, or when the value of the future economic benefits associated with the asset are less than the book value of the asset.

### (ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

### (iii) Works of art and cultural and historic assets

Works of art and cultural and historic assets are not recorded as assets in these financial statements.

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2010

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## 1. Significant accounting policies (continued):

(i) Non-financial assets (continued):

(iv) Interest capitalization

The District does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

(v) Leased tangible capital assets

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

(j) Use of estimates:

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Significant estimates include assumptions used in estimating historical cost and useful lives of tangible capital assets and estimating provisions for accrued liabilities including employee future benefits. Actual results could differ from these estimates.

## 2. Cash and cash equivalents:

	2010	2009
Bank deposits	\$ 277,538	\$ 303,489
Municipal Finance Authority Money Market Funds	9,613,021	6,818,028
	<u>\$ 9,890,559</u>	<u>\$ 7,121,517</u>

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2010

### 3. Accounts payable and accrued liabilities:

	2010	2009
General operations	\$ 2,761,943	\$ 1,681,605
Sewer project operations	82,133	96,645
	<u>\$ 2,844,076</u>	<u>\$ 1,778,250</u>

### 4. Deferred revenue:

	2010	2009
Development cost charges	\$ 3,136,818	\$ 2,375,277
Federal Gas Tax funds	801,135	501,019
Other deferred revenue	380,928	316,442
Total deferred revenue	<u>\$ 4,318,881</u>	<u>\$ 3,192,738</u>

Gas Tax Agreement funding is provided by the Government of Canada. The use of the funding is established by a funding agreement between the local government and the Union of British Columbia Municipalities. Gas Tax Agreement funding may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreements.

Included in other deferred revenue are contributions received by the District for the development of the Ed Macgregor Memorial Park Sponsorship Program. Other deferred revenue also includes grants received for emergency planning, West Nile assistance, and Olympic grants.

### Gas Tax Agreement Funds

	2010	2009
Opening balance of unspent funds	\$ 501,019	\$ 220,472
Add:		
Amounts received during the year	312,917	317,010
Interest income restricted for projects	2,030	1,984
	<u>314,947</u>	<u>318,994</u>
Less amount spent on projects and recorded as revenue	(14,831)	(38,447)
Closing balance of unspent funds	<u>\$ 801,135</u>	<u>\$ 501,019</u>

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2010

## 4. Deferred revenue (continued):

### Development Cost Charges

	2010	2009
Opening balance of unspent funds	\$ 2,375,277	\$ 2,061,174
Add:		
Development cost charges received during the year	766,216	592,948
Interest earned	8,566	14,590
	774,782	607,538
Less amount spent on projects and recorded as revenue	(13,241)	(293,435)
	\$ 3,136,818	\$ 2,375,277

## 5. Employee benefit obligations:

	2010	2009
Accrued vacation	\$ 55,979	\$ 51,011
Other contract obligations	75,232	43,850
	\$ 131,211	\$ 94,861

Employee benefit obligations represent accrued benefits as at December 31, 2010. Accrued vacation is the amount of vacation entitlement carried forward into the next year. Other contract obligations include banked overtime payable to the District's employees and accumulated sick leave banks for possible drawdown at future dates. These sick leave entitlements may only be used while employed by the District and are not paid out upon retirement or termination of employment.

The significant assumptions used in estimating employee future benefit obligations include expectations of 3% salary increases.

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2010

## 5. Employee benefit obligations (continued):

### Municipal Pension Plan

The Town and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trustee pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The pension plan is a multi-employer contributory pension plan. Basic pension benefits provided are defined. The plan has about 163,000 active members and approximately 60,000 retired members. Active members include approximately 35,000 contributors from local government.

Every three years an actuarial valuation is performed to assess the financial position of the Plan and the adequacy of Plan funding. The most recent valuation as at December 31, 2009 indicated an unfunded liability of \$1,024 million for basic pension benefits. The next valuation will be as at December 31, 2012, with results available in 2013. The actuary does not attribute portions of the surplus to individual employers. The District paid \$150,863 (2009 - \$148,858) for employer contributions and District employees paid \$145,491 (2009 - \$143,770) for employee contributions to the plan in fiscal 2010.

## 6. Long-term liabilities:

	2010	2009
Tax supported debt bearing interest at 6.75% and matures in 2017 (fire hall)	\$ 468,063	\$ 519,117
Tax supported debt bearing interest at 4.52% and matures in 2027 (ladder truck)	550,539	573,602
Debenture debt for sewer capital project bearing interest at 4.43% and matures in 2026	7,535,048	7,870,127
<b>Long-term liabilities</b>	<b>\$ 8,553,650</b>	<b>\$ 8,962,846</b>

### (a) Debenture debt:

The loan agreements with the Capital Regional District ("CRD") and the MFA provide that if, at any time, the scheduled payments provided for in the agreements are not sufficient to meet the MFA's obligations in respect of such borrowings, the resulting deficiency becomes a liability of the District.

The District issues its debentures through the MFA. Debentures are issued on a sinking fund basis, where the MFA invests the District's sinking fund payments so that the payments, plus investment income, will equal the original outstanding debt amount at the end of the repayment period. The gross value of debenture debt at December 31, 2010 is \$9,417,101. The value of the sinking fund as of December 31, 2010 is \$1,331,513.

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2010

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## 6. Long-term liabilities (continued):

- (b) The aggregate amount of payments required on the District's long-term debt during each of the next five years is as follows:

	Total
2011	\$ 367,297
2012	370,744
2013	374,422
2014	378,349
2015	382,542

- (c) Total interest expense on long-term debt for the year ending December 31, 2010 amounted to \$445,990 (2009 - \$426,495).

## 7. Obligations under capital lease:

The District has financed certain fire fighting equipment by entering into capital leasing arrangements with the Municipal Finance Authority and which are recorded as capital leases. The District may acquire ownership of the equipment at the end of the lease term upon payment of the residual values of \$183,344. Repayments are due as shown:

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Year ending December 31:	
2011	\$ 90,392
2012	119,414
2013	63,761
2014	40,642
2015 and thereafter	-
	314,209
Less amount representing interest (at rates ranging from 2.75% to 3.75%)	9,456
Present value of net minimum capital lease payments	\$ 304,753

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2010

## 8. Tangible capital assets:

Cost:	Equipment,							Total 2010	Total 2009	
	Land improvements	Land	Buildings	Equipment, furniture and vehicles	Roads and sidewalks	Storm sewer	Sanitary sewer			Work in progress
Balance, beginning of year	\$20,908,200	2,936,647	3,851,076	3,476,999	41,532,235	7,202,921	22,978,912	259,658	\$103,146,648	\$96,273,189
Additions	1,536,510	475,921	45,470	186,321	719,848	311,263	109,284	522,343	3,906,960	7,171,984
Disposals (696)	-	-	-	(76,797)	(50,700)	(31,293)	(10,587)	(259,658)	(429,731)	(298,525)
Balance, end of year	22,444,014	3,412,568	3,896,546	3,586,523	42,201,383	7,482,891	23,077,609	522,343	106,623,877	103,146,648

## Accumulated amortization:

Balance, beginning of year	-	1,164,828	1,348,562	1,275,149	11,894,854	466,240	1,516,390	-	17,666,023	15,384,020
Disposals	-	-	-	(53,476)	(33,762)	(784)	(529)	-	(88,551)	(149,318)
Amortization	-	105,543	132,992	237,673	1,324,665	95,842	441,365	-	2,338,080	2,431,321
Balance, end of year	-	1,270,371	1,481,554	1,459,346	13,165,757	561,298	1,957,226	-	19,915,552	17,666,023
Net book value, end of year	\$22,444,014	2,142,197	2,414,992	2,127,177	29,015,626	6,921,593	21,120,383	522,343	\$86,708,325	\$85,480,625

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2010

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## 8. Tangible capital assets (continued):

(a) Assets under construction:

Assets under construction having a value of \$522,343 (2009 - \$259,658) have not been amortized. Amortization of these assets will commence when the asset is put into service.

(b) Contributed tangible capital assets:

Contributed tangible capital assets have been recognized at fair market value at the date of contribution. The value of contributed capital assets received during the year is \$1,827,011 (2009 - \$4,655,025) comprised of land (\$766,649), roads and sidewalks (\$697,234), Storm sewer (\$253,844) and sanitary sewer (\$109,284).

(c) Tangible capital assets disclosed at nominal values:

Where an estimate of fair value could not be made, the tangible capital asset has been recognized at a nominal value.

(d) Works of art and historical treasures:

The District manages and controls various works of art and non-operational historical cultural assets including buildings, artifacts, paintings and sculptures located at District sites and public display areas. These assets are not recorded as tangible capital assets and are not amortized.

(e) Write-down of tangible capital assets:

No write-down of tangible capital assets occurred during the year.

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2010

## 9. Accumulated surplus:

Accumulated surplus consists of individual fund surplus and reserves and reserve funds as follows:

	2010	2009
<b>Surplus:</b>		
Equity in tangible capital assets	\$ 77,849,922	\$ 76,128,091
Operating Fund	1,222,755	2,160,231
<b>Total surplus</b>	<b>79,072,677</b>	<b>78,288,322</b>
<b>Reserve Funds:</b>		
Fire Equipment Reserve	66,152	72,644
Parkland Reserve	378,888	381,230
Land (Non-park)	120,000	-
Casino Revenue Reserve	216,920	-
Capital Improvement Financing Reserve	7,339	-
SOAP Revenue Reserve	27,609	24,064
Capital Works Reserve	130,996	138,833
Emergency Road Repair / Snow Removal Reserve	132,521	190,000
<b>Total reserve funds</b>	<b>1,180,425</b>	<b>806,771</b>
	<b>\$ 80,253,102</b>	<b>\$ 79,095,093</b>

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2010

## 10. Taxation:

As well as taxes for its own purposes, the District is required to collect taxes on behalf of, and transfer these amounts to, the government agencies noted below. Taxes levied over or under the amounts requisitioned are recorded as accounts payable or receivable.

	2010	2009
<b>Taxes</b>		
Property tax	\$ 13,363,401	\$ 12,408,383
Payments in lieu of taxes	34,862	31,200
1% Utility tax	108,887	101,078
	<u>13,507,150</u>	<u>12,540,661</u>
<b>Less taxes levied on behalf of:</b>		
Provincial government - school taxes	4,360,354	4,134,607
Capital Regional District	2,182,392	2,095,912
Capital Regional Hospital District	603,626	451,654
Municipal Finance Authority	412	390
BC Assessment Authority	141,656	134,080
BC Transit Authority	400,610	349,117
	<u>7,689,050</u>	<u>7,165,760</u>
<b>Net taxes available for municipal purposes</b>	<u>\$ 5,818,100</u>	<u>\$ 5,374,901</u>

## 11. Commitments and contingent liabilities:

In the normal course of business, the District enters into commitments for both capital and operational expenses. These commitments have been budgeted for within the appropriate annual budget and have been approved by Council.

### (a) Municipal Finance Authority debt reserve fund deposits:

Under borrowing arrangements with the MFA, the District is required to lodge security by means of demand notes and interest-bearing cash deposits based on the amount of the borrowing. As a condition of these borrowings, a portion of the debenture proceeds is withheld by the MFA as a debt reserve fund. These deposits are included in the District's financial assets as cash and are held by the MFA as security against the possibility of debt repayment default. If the debt is repaid without default, the deposits are refunded to the District. At December 31, 2010 there were contingent demand notes of \$272,296 (2009 - \$272,296) which are not included in the financial statements of the District.

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2010

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## 11. Commitments and contingent liabilities (continued):

- (b) The CRD debt, under the provision of the Local Government Act, is a direct, joint and several liability of the CRD and each member municipality within the CRD, including the District.
- (c) The District is a shareholder and member of the Capital Regional Emergency Service Telecommunications (CREST) Incorporated whose services provide centralized emergency communications, and related public safety information services to municipalities, regional districts, the provincial and federal governments and their agencies, and emergency service organizations throughout the Greater Victoria region and the Gulf Islands. Members' obligations to share in funding ongoing operations and any additional costs relating to capital assets are to be contributed pursuant to a Members' Agreement.
- (d) As part of the normal course of business, the District has entered into various agreements and contracts for services with periods ranging up to six years. These amounts will be recorded in the accounts in the period that the goods and services are received.
- (e) The District is currently negotiating a new agreement with its sewer utility operator. The agreement is expected to be signed by December 31, 2011 once elector approval is obtained.
- (f) The District is a defendant in various lawsuits. The District records an accrual in respect of legal claims that are likely to be successful and for which a liability amount is reasonably determinable. The remaining claims, should they be successful as a result of litigation, will be recorded when a liability is likely and determinable. The District is covered through an independent insurance program against such claims.

A lawsuit has been initiated against the District alleging financial losses by the claimant as a result of alleged misrepresentation by a former representative of the District. The outcome is not determinable at this time. Settlement amounts, if any, that become payable in excess of insurance recovery will be recorded when determinable.

## 12. Budget data:

The unaudited budget data presented in these financial statements is based upon the 2010 operating and capital budgets approved by Council on May 11, 2010. Amortization was not contemplated on development of the budget and, as such, has not been included. The following reconciles the approved budget to the budget figures reported in these financial statements.

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2010

## 12. Budget data (continued):

	Budget amount
Revenues:	
Operating budget	\$ 12,205,800
Less:	
Transfers from other funds	(1,264,232)
Total revenue	10,941,568
Expenses:	
Operating budget	12,205,800
Less:	
Capital expenses	(2,516,517)
Transfer to other funds	(1,434,778)
Debt principal payments	(233,616)
Deficiency of operations	(109,238)
Total expenses	7,911,651
Annual surplus	\$ 3,029,917

## 13. Segmented information:

The District is a diversified municipal organization that provides a wide range of services to its citizens. For management reporting purposes, the District's operations and activities are organized and reported by service areas. Municipal services are provided by departments and their activities are reported in these service areas. Service areas that have been separately disclosed in the segmented information, along with the services they provide, are as follows:

(a) General Government:

The general government operations provide the functions of corporate administration and legislative services and any other functions categorized as non-departmental.

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2010

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## 13. Segmented information (continued):

(b) Protective Services:

Protective services is comprised of three different functions, including the District's emergency management, fire, and regulatory services. The emergency management agency prepares the District to be more prepared and able to respond to, recover from, and be aware of, the devastating effects of a disaster or major catastrophic event that will impact the community. The fire department is responsible for providing critical, life-saving services in preventing or minimizing the loss of life and property from fire and natural or man-made emergencies. The mandate of the regulatory services is to promote, facilitate and enforce general compliance with the provisions of bylaws that pertain to the health, safety and welfare of the community and provide a full range of planning services related to zoning, development permits, variance permits, and current regulatory issues.

(c) Engineering:

The Engineering Department is responsible for the planning, design and construction of the District's infrastructure. This infrastructure includes roads and water. This department, working closely with the Planning Department, ensures that the District is developed in a fashion consistent with the Official Community Plan while at the same time making sure that good engineering practices are maintained.

(d) Recreation and culture:

Recreation and culture is responsible for the construction and maintenance of the District's parks and greenspaces. This includes formal parks such as Ed Macgregor Park and the Marine Boardwalk, local play parks and numerous natural areas such as Whiffin Spit Park.

(e) Development services:

Development work to achieve the District's community planning goals and economic development through the official community plan, and other policy initiatives.

(f) Sewer:

The sewer protects the environment and human health from the impacts of liquid wastes generated as a result of human occupation and development in the District.

Certain allocation methodologies have been employed in the preparation of the segmented financial information. The General Fund reports on municipal services that are funded primarily by taxation such as property taxes and other tax revenues. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in note 1.

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2010

## 13. Segmented information (continued):

2010	General Government	Protective Services	Engineering and development	Recreation and culture	Development services	Sewer	Total
<b>Revenue:</b>							
Taxation	\$ 5,818,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,818,100
User charges	376,527	568,866	9,683	-	292,374	1,459,698	2,707,148
Government transfers	276,086	-	-	-	240,700	-	516,786
Investment income	80,743	-	-	-	-	-	80,743
Other	262,298	-	1,463,883	-	-	363,128	2,089,309
Gain on disposal of assets	-	-	-	144,304	-	-	144,304
<b>Total revenue</b>	<b>6,813,754</b>	<b>568,866</b>	<b>1,473,566</b>	<b>144,304</b>	<b>533,074</b>	<b>1,822,826</b>	<b>11,356,390</b>
<b>Expenses:</b>							
Salaries and wages	915,548	699,569	521,449	-	518,255	-	2,654,821
Contracted and general services	81,440	1,402,239	405,461	706,087	209,918	669,349	3,474,494
Supplies and materials	725,324	268,416	77,878	-	53,598	49,156	1,174,372
Interest and bank charges	4,292	64,850	-	95	-	389,840	459,077
Amortization	132,992	237,673	1,317,353	105,543	-	544,519	2,338,080
Bad debt expense	14,603	-	-	-	-	17,164	31,767
Loss on disposal of assets	-	8,265	16,938	-	-	40,567	65,770
<b>Total expenses</b>	<b>1,874,199</b>	<b>2,681,012</b>	<b>2,339,079</b>	<b>811,725</b>	<b>781,771</b>	<b>1,710,595</b>	<b>10,198,381</b>
<b>Annual surplus (deficit)</b>	<b>\$ 4,939,555</b>	<b>\$ (2,112,146)</b>	<b>\$ (865,513)</b>	<b>\$ (667,421)</b>	<b>\$ (248,697)</b>	<b>\$ 112,231</b>	<b>\$ 1,158,009</b>

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2010

## 13. Segmented information (continued):

2009	General Government	Protective Services	Engineering and development	Recreation and culture	Development services	Sewer	Total
<b>Revenue:</b>							
Taxation	\$ 5,668,336	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,668,336
User charges	67,314	569,171	9,168	-	205,436	1,325,175	2,176,264
Government transfers	1,349,552	-	-	-	240,700	-	1,590,093
Investment income	51,241	-	-	-	-	-	51,241
Other	4,959,114	-	-	-	-	-	4,959,114
<b>Total revenue</b>	<b>12,095,398</b>	<b>569,171</b>	<b>9,168</b>	<b>-</b>	<b>446,136</b>	<b>1,325,175</b>	<b>14,445,048</b>
<b>Expenses:</b>							
Salaries and wages	948,995	604,090	441,355	-	456,813	-	2,451,253
Contracted and general services	83,568	1,221,160	715,713	677,256	121,363	656,010	3,475,070
Supplies and materials	586,653	244,086	72,570	-	23,847	22,073	949,229
Interest and bank charges	8,410	64,548	-	-	-	389,840	462,798
Amortization	139,688	230,870	1,371,495	160,842	-	528,426	2,431,321
Bad debt expense	-	-	-	-	-	71,599	71,599
Loss on disposal of assets	-	-	26,433	-	-	-	26,433
<b>Total expenses</b>	<b>1,767,314</b>	<b>2,364,754</b>	<b>2,627,566</b>	<b>838,098</b>	<b>602,023</b>	<b>1,667,948</b>	<b>9,867,703</b>
<b>Annual surplus (deficit)</b>	<b>\$ 10,328,084</b>	<b>\$ (1,795,583)</b>	<b>\$ (2,618,398)</b>	<b>\$ (838,098)</b>	<b>\$ (155,887)</b>	<b>\$ (342,773)</b>	<b>\$ 4,577,345</b>

## 14. Comparative figures:

Certain 2009 comparative figures have been reclassified to conform with the financial statement presentation adopted for the current year.

## 2010 Permissive Tax Exemptions

In accordance with section 98(2)(b) of the Community Charter, the following properties in the District of Sooke were provided permissive property tax exemptions by Council in 2010. (District of Sooke Bylaw Nos. 337 and 338)

CIVIC ADDRESS	LEGAL DESCRIPTION	Term of Exemption	Exemption Value
<b>Public Worship</b>			
Sooke Baptist Church, 7110 West Coast Road	Lot A, Plan VIP61481, Section 2&3, PID 023-142-391	Note 1	\$16,541.72
Sooke Pentecostal Church, 6851 West Coast	Lot B, Plan 18924, Section 3, PID 003-818-985	Note 1	\$2,655.62
Holy Trinity Anglican Church, 1962 Murray	Lot 3, Plan 1169, Section 3, PID 007-838-166	Note 1	\$9,767.37
Knox Presbyterian Church, 2096 Church Road	Plan 1057, Sooke Land District, PT Sec 10 containing .48	Note 1	\$3,237.42
Juan de Fuca Seventh Day Adventist Church,	Lot 1, Plan 9917, Section 15, PID 000-349-909	Note 1	\$ 837.68
Juan de Fuca Seventh Day Adventist Church,	Lot 1, Plan 9247, Section 15, PID 000-042-951	Note 1	\$1,136.79
Sooke Congregation of Jehovah's Witnesses,	Lot A, Plan VIP74513, Section 26, PID 025-527-045	Note 1	\$3,432.28
<b>Public Parks and Recreation Purposes</b>			
Sooke Community Hall, 2039 Shields Road	Plan 1540, Sooke Land District, Firstly: Lot W8 Sec 3	2008 - 2017	\$8,619.96
Sooke Community Association Ballpark,	Lot 2, Plan VIP59555, Section 14, Sooke Land District,	2008 - 2017	\$7,033.10
Sooke Community Association Parking Area &	Lot 1, Plan 5996, Section 14, PID 005-936-497	2008 - 2017	\$4,702.07
Sooke Community Association Parking Area &	Parcel A, Lot 2, Plan 5996, Section 14, PID 005-936-802	2008 - 2017	\$1,387.09
Sooke Community Association Parking Area &	Parcel A, Block 7, Plan 5855, Section 14, PID 005-941-	2008 - 2017	\$1,402.59
Sooke Community Association, Fred Milne	Lot 2, Plan 17066, Section 15, PID 004-132-289	2008 - 2017	\$7,260.30
Sooke Community Association Park "Sooke	Sooke Land District, Parcel F of Section 27, Except Plan	2008 - 2017	\$15,991.98
Sooke Community Association Parking Area and Ballpark, Phillips Road	Plan 7017, Sooke Land District, Lot 4, Section 73, PID 005-801-818	2008 - 2017	\$6,484.56
Sooke Lions Club Park, Murray Road	Plan 2451, Sooke Land District, Lot B, Section 3, PID 006	2008 - 2017	\$1,615.08
Summer Camp of Brownies and Girl Guides,	Sooke Land District, Parcel B of Section 45, PID 009-387	2008 - 2017	\$8,106.34
Camp Thunderbird, Glinz Lake Road	Sooke Land District, Secs 56 & 57 Sooke and Parcel A of	2008 - 2017	\$10,670.52
Camp Thunderbird, Glinz Lake Road	Block A, Section 59, PID 009-388-702	2008 - 2017	\$5,029.07
Camp Thunderbird, Glinz Lake Road	Block A, Section 60, PID 009-388-729	2008 - 2017	\$4,533.23

## 2010 Permissive Tax Exemptions (continued)

CIVIC ADDRESS	LEGAL DESCRIPTION	Term of Exemption	Exemption Value
<b>Non-Profit Charitable Organizations</b>			
St. Vincent de Paul Society, 6750 West Coast Road	Lot 2, Plan 15068, Section 3, PID 004-171-306	2008 - 2017	\$9,178.29
Queen Alexandra Foundation for Children, 2145 Townsend Road South	Lot A, Plan VIP74590, Section 10, PID 025-545-582	2008 - 2017	\$43,707.10
Maple Avenue Government Wharf	Sooke Land District, Sooke Harbour Authority on Government Wharf (water lot 193)	2008 - 2017	\$52.90
Maple Avenue Government Wharf	Lot 193, Sooke Land District, Government Wharf on Water Lot 193	2008 - 2017	\$9,569.81
Sooke Pacific #54 Branch, Royal Canadian Legion	Lot A, Plan 1540, Section 3, Portion D79952, PID 007-239-122	2008 - 2017	\$11,885.26
Sooke Elderly Citizens Society (Ayre Manor)	Lot 11, Plan 16754, Section 3, PID 004-051-050	2008 - 2017	\$49,810.88
Sooke Mount Shepherd Masonic Association	Lot 5, Plan 6365, Section 26, PID 001-646-931	2008 - 2017	\$11,707.47
<b>Museum</b>			
Sooke Regional Historical Society Museum, Phillips Road	Lot B, Plan VIP69170, Section 73, PID 024-548-031	2008 - 2017	\$25,154.80
<b>TOTAL</b>			<b>\$281,511.77</b>
<b>Note 1:</b> The term of the exemption is indefinite as long as the property is used for public worship purposes as per the Community Charter.			



# Planning Department 2010 Year End Report

## Planning Department Activities for 2010

### **Sooke OCP Adopted**

On May 17, 2010, District of Sooke Council approved the community's Official Community Plan (OCP). For over two years the OCP Review Committee, residents, staff, Council, consultants, and both government and non-governmental agencies all contributed to developing a long term vision for Sooke. The result is an OCP that is visionary and strategic and that will help provide guidance to staff and Council when making decisions regarding land use, and when making decisions that may have social, economic or environmental implications.

The OCP also addresses how Sooke will grow and develop within the context of the Capital Region. Through the OCP review process the Capital Regional District (CRD) approved a Regional Context Statement that is consistent with the CRD's Regional Growth Strategy. This was an important milestone for Sooke, as it was Sooke's first context statement approved by the CRD. To view the Official Community Plan, please go to [www.sooke.ca](http://www.sooke.ca)

### **Zoning Bylaw Review**

With the completion of the Official Community Plan in May 2010, a review and rewrite of the District's Zoning Bylaw will be necessary to incorporate the recommendations contained within the OCP, and provide a regulatory mechanism to implement the community's vision.

In October 2010, a Request for Proposals was distributed to consultants in order to complete the District's new Zoning Bylaw. The initial stages of the project began in November 2010 with an anticipated completion in summer 2011.

Throughout the year staff brought forward text amendments to the Sooke Zoning Bylaw for Council's consideration. Some of these text amendments include amended definitions, change to general regulations to suites, and lot sizes for duplexes and suites.

## **Sign Bylaw Review**

The Sign Bylaw review is coming to a close. The Sign Bylaw Committee has suggested several changes in consultation with Staff. Some main issues for discussion included way finding signs, sandwich board signs, open house signs, regulations regarding banners and sign illumination in the Town Centre. The final draft of the new Sign Bylaw was presented to the Sign Bylaw Committee on December 14<sup>th</sup>, 2010 who recommended to the Committee of the Whole that that the Bylaw be forwarded to Council for first and second reading and scheduling of public input after the Bylaw is reviewed by the District's legal solicitor.

## **Sunriver Community Allotment Garden**

In February 2010 the District entered into a lease arrangement with the Food Community Health Initiative (Food CHI) on the vacant, District owned allotment garden land on Phillips Road. In order for the garden to be successful, a lot of initial infrastructure was necessary. Between February and April, Food CHI installed a tool shed, a circular service road, over 1000 feet of deer fencing, a gravel parking lot, water lines and standpipes. The field was turned, and plots were surveyed and assigned.

Between May and August 2010 all 65 garden plots were assigned and planted, and Food CHI began a waiting list for the following year. In early summer, a gazebo was constructed for shelter and orchard berms were installed. Many community events were held throughout the summer at the garden including Communities in Bloom, the Sooke Farm Tour, and several potluck dinners.

In autumn of 2010 the harvest began, and excess food was delivered to local social and health agencies. The final piece of critical infrastructure installed on the site was a permanent accessible outdoor washroom.

Food CHI has secured grant funding for numerous community projects including raised beds for seniors, and a farmers mentorship program, which will be initiated in 2011. An incredible amount of community spirit and volunteer hours has made this community garden successful in less than one year!

## **Community Amenity Contribution Policy 13.3, 2010**

On April 26, 2010 Council amended the Community Amenity Contribution Policy to include a base density threshold for each Land Use Designation presented in the Official Community Plan, 2010 as shown below:

- Town Centre – 30 dwelling units per hectare
- Comprehensive Development – 20 dwelling units per hectare
- Community Residential – 12 dwelling units per hectare
- Community Gateway Residential – 1 dwelling unit per hectare
- Rural Community Residential – 1 dwelling unit per four (4) hectares

The base density of a property is determined at time of rezoning and the amenity contribution (\$5,000 per dwelling unit outside the Town Centre and \$2,500 within the Town Centre) applies when the maximum density of the property under the proposed zone is greater than the base

density, unless the rezoning proposal fits under one of the exemptions detailed in the Policy.

If the rezoning is for a single family residential zone, the amenity contribution is required at time of subdivision and if the rezoning is for a multiple family residential, the amenity contribution is required at time of building permit. The intent of the policy is to obtain funds that contribute towards the development of amenities throughout the community, while providing incentives to developing properties within the Town Centre.

To view the Community Amenity Contribution Policy, please go to [www.sooke.ca](http://www.sooke.ca).

### Development Activity

DEVELOPMENT APPLICATION FEES	2009	2010
Rezoning & Public Hearing Fees	\$57,616	\$55,100
Development Permit Fees	\$48,069	\$94,623
Development Variance Permit Fees	\$7,700	\$8,500
Board of Variance Fees	\$2,000	\$1,750
Sign Permit Fees	\$550	\$990
ALR Application Fees	\$300	\$300
<b>Total</b>	<b>\$116,235</b>	<b>\$161,264</b>

**Development Application fees** in 2010 came to a total of **\$161,264.01**, with an increase in revenues over last year.

APPLICATIONS SUBMITTED	2009	2010
Rezoning & Public Hearing Fees	8	18
Development Permit Fees	9	22
Development Variance Permit Fees	6	8
Board of Variance Fees	8	8
Sign Permit Fees	18	22
ALR Application Fees	1	2
<b>Total</b>	<b>50</b>	<b>80</b>



## Engineering Department 2010 Year End Report

The Engineering Department is responsible for the planning, design, construction and maintenance of the Municipality's infrastructure, including parks, green spaces and trail network. This department, working closely with the Planning and Building Departments, ensures that all development follows the Municipality's Master Plans and Subdivision and Development Standards Bylaw and all amendments, while at the same time making sure that good engineering practices are followed.

The Engineering Department also works closely with our partner Epcor who operates and maintains the District of Sooke owned wastewater collection and treatment system.

### Infrastructure

- A consultant was chosen for the Grant Road Connector design and construction coordination work which commenced late in 2010. The construction is anticipated for 2011, to be completed by the end of December.
- The design work for the Waterview Round-about also commenced late in 2010, construction is anticipated to commence mid 2011.
- Awarded 2010 Line Painting and Traffic Marking contract to Scho's Line Painting. Work was completed in September 2010.
- Four new davit arm street lights were installed, two on Otter Point Rd, one on Deerlepe Rd and one on Kennedy St S.

### Roads

- Touch-up paving on Phillips Road (3055 Phillips Road)
- Approximately 1.64km of new roads (Sun River, Ayum Road, Knott Creek, Gatewood, Church Hill Meadows and Woodland Creek) were added to the roads maintenance contract.
- Completed regular road inspections and forwarded to road maintenance contractor for action

- Processed 192 Highway Use Permits (112 HUP's associated with Building Permits, 57 Utility permits and 23 permits taken out by residents or contractors)
- New Accessible bus stop at Nordin Road & Highway 14
- Cross walks and signage installed at new Park and Ride on Sooke River Rd.

### **Sewer and Drain**

- Repaired sanitary/storm water cross connections (Worthington Way)
- New odour control measures were put in place at the Belvista Pump station (new carbon scrubber and process changes)
- 2010 culvert replacement program replaced failing culverts at Otter Point Rd, Ludlow Rd, Church Rd, Gatewood Rd North and Pascoe Rd. Also completed culvert extension and remediation work on Brule Dr.

### **Sewer Connections**

- To date, there are three properties left to connect that are not under development or with current applications (in which case they are anticipated to connect as part of the development). Every measure is being taken to ensure these properties connect promptly.
- Staff is working together with SD62 to facilitate the sewer connection of two remaining schools. Sooke Elementary School has connected and the other two schools (Poirier Elementary and Journey Middle) are expected to connect next year.

### **Parks**

- Completion of the Spirit Square Construction.
- Awarded Sooke River Pedestrian Crossing Design Contract to HB Lanark.
- Worked with Sign Bylaw Review Committee and contractor to develop wayfinding signage.
- Initiated the revitalization of Pineridge Park.
- Completed the washroom and Broomhill Play Park renovations.
- Modified Downtown Revitalization Bylaw to allow the inclusion of a wider range of qualifying LEED projects.
- Hosted the 2010 Subaru Sooke Triathlon and facilitated the 2011 Rogers Sportsnet Triathlon coverage.
- Work is ongoing with the field testing of solar lighting on accessible walkway and boardwalk.
- Facilitated the construction of the Allotment Gardens in Sun River.
- Facilitated Pitch-in Canada event for community clean-up.
- Facilitated the Spirit Fest holiday celebration.
- Facilitated the Communities in Bloom program and "Movies in the Park" event at the newly constructed Spirit Square.
- Responded to 19 hazardous tree enquiries.



- Administered the Memorial Bench Donation Program installing one new bench and refurbishing 2 existing benches.
- Issued 11 Highway Use Permits for special events.

### Trails

- Constructed 650 meters of urban walking trail at John Phillips Park.
- Wright Road trail (125m) linkage with staircase to the ocean was completed.
- Ponds Park corridor – 155 meters of trail constructed at Knott's Creek development.
- Stoneridge Park bridge construction on trail system.
- Renovated 400 meters of the Sunriver Trail system.
- Installed 2 bollards on trails and implemented a master lock system on all park infrastructure.

### Landscape

- Planted 12 trees at the BC Transit Park and Ride.
- Upgraded “Welcome to Sooke” landscape.
- Added “Flowline” display planting at Phillips Road and Sooke Road.
- Upgraded landscape and signage at Firehall #2.
- Renovated 50% of the ornamental landscape at Ed MacGregor Park and parking lot.

### Environment

- Developed environment section on website.
- Working with Kerr Wood Leidal Associates to complete the Rainwater Management Plans for Throup Stream, Nott Brook, Wright Road Creek and Ella Stream.
- Replanted dune grass in the construction corridor for the sewer outfall as part of the agreement with DFO in order to submit for return of security.
- Working with Ministry of Environment to develop strategies to improve conservation of species-at-risk on local government and private lands (via UBCM).
- Vetted ten Riparian Areas Regulation Assessments.
- Completed Liquid Waste Management Plan (Rainwater and Sanitary) and submitted to Ministry of Environment for approval.
- Completed Environmental Assessment with SNC Lavalin for the Public Boat Launch Project.
- Drafted the Corporate Climate Action Plan.
- Installed 8 transit stop garbage receptacles.
- Completed building light retrofit to reduce greenhouse gas emissions and save in energy costs.
- Worked with the Sooke Fire Rescue Service to clean-up the Stoneridge Estates Rainwater Park tar spill and Gatewood sewage spill.





# Building Department 2010 Year End Report

In February, Bill Hadikin retired, only to return part time in May to assist with the building inspections for the construction of the Prestige Hotel development. In July, Tony Bastone was joined by Brad Metzger, who came on board as Building Official I. As a certified Plumbing Official, Brad brings a strong background to enhance the department.

Thanks to the addition of the new Building Official, the building department has stabilized with complete building permit submissions being issued in less than 4 weeks from the 6 to 8 weeks previously.

The following summary outlines permit activity in the Building Department for 2010. Overall, the number of permits issued continues to increase as reflected in comparison to statistics for 2009.

	<b>2009</b>	<b>2010</b>
# of Residential permits issued <i>(Single &amp; Multi Family)</i>	103	170
# of Other permits combined <i>(ie: Commercial, Industrial, Demolition Oil Tank, Plumbing, Sewer, Additional Suite, Renovation, Woodstove, Additions, Decks)</i>	128	118
Total Number of Permits Issued	231	288
Total New Units created	126	228
Total Revenue Received	<b>\$372,164.12</b>	<b>\$577,388.18</b>



# Approving Officer 2010 Year End Report

The Engineering Department is responsible for the planning, design, construction and The Approving Officer is responsible for the processing, review and approval of a variety of subdivision plans. Similar to previous years, the District of Sooke has continued to see steady numbers in both new subdivision applications received and projects completed and approved. Each type of subdivision will be discussed individually below:

## **1. Conventional Subdivision Plan**

Conventional subdivision activity within the District of Sooke continued to hold strong in 2010, with 18 new subdivision applications received between January 1 and December 31 for a potential of 243 new lots once these applications are completed.

A further 14 subdivision plans were approved by the Approving Officer, creating 82 new residential conventional lots in 2010. Of those applications approved, nine projects were single lots being split into two for infill purposes.

## **2. Bare Land Strata Plan**

A bare land strata plan is similar to a conventional subdivision in that the boundaries of the bare land strata lots are defined on land, instead of by the floors, walls and ceilings of a building as in a building strata. The bare land strata plan will, however, allow for the creation of Common Property to be shared by all owners. This often includes amenity space, servicing or access routes.

In 2010, the Approving Officer granted approval to three bare land strata plans:

- a. 2260 Maple Ave. N. – 26 lots
- b. 6962 West Coast Road – 2 lots
- c. Larkspur/French – 3 lots

### **3. Boundary Adjustment Plan**

In some cases, in order for a development to proceed, some adjustment between property lines needs to be made. This is a boundary adjustment subdivision, and requires the approval of the Approving Officer. In 2010, two such adjustments were made. Through this process no new lots are created.

### **4. Phased Strata Plan**

The Approving Officer is also involved in the approval of phased strata plans for buildings. These applications allow buildings on a site to be constructed in sequenced phases, with strata lots in earlier phases sold in order to raise funds to complete subsequent phases. A strata plan is registered after the first phase is completed, and as the development progresses, each subsequent phase is merged with the original strata plan. When the development is complete, there will be one strata plan for the entire development. Most owners of townhouse developments in Sooke seek this approval.

In 2010 the Approving Officer granted phased strata approval to four townhouse developments:

- a. 2234 Stone Creek Place – Phase 1 and 2 – 11 units
- b. 7091 Grant Road – Phase 2 – 1 unit
- c. 6995 Nordin Road – Phase 1 – 22 units

### **5. Strata Title Conversion of Previously Occupied Dwellings**

District of Sooke Council is the Approving Authority for the conversion of previously occupied dwellings and the Approving Officer manages the process and all requirements.

In 2010, three previously occupied dwellings were converted to strata title ownership:

- a. 2057 Kennedy St. N. – 3 units
- b. 6917 Charval Place – 2 units
- c. 6827 Rhodonite Drive – 2 units

### **6. Park and Road Closures**

The Approving Officer is actively involved in the process for closing un-utilized park land and road rights of way. In 2010, three park land closures were completed, and two road closure and exchanges. Council is always the Approving Authority for these bylaw-driven processes.

In addition to the processing and approval of the various forms of subdivision projects that occur within the District of Sooke, the Approving Officer has been involved with a number of other projects to streamline the development process. In 2010 a number of initiatives were undertaken in this regard:

#### **1. Website Improvements**

- a. Creation of a **Land Development** webpage which provides explanations and links to a wealth of resources to assist potential and existing developers.

- b. Creation of a **Development Services** webpage which provides links to all departments, including an explanation of what each department is responsible for.
- c. Creation of a **Subdivision** webpage which provides important subdivision information, including application forms, brochures and links to the *Subdivision and Development Servicing Bylaw*.

## **2. Brown Bag Lunch**

The Approving Officer, in conjunction with members of the Development Services Team, participated in a developers' "brown bag lunch" meeting to touch base with developers, contractors and tradespeople and discuss their ideas and concerns. Future meetings will be scheduled to discuss individual topics.

## **3. Strata Title Conversion Policy**

In order to ensure that developers, considering making an application for the strata title conversion of a previously occupied building, receive consistent information on the requirements of this process, the Approving Officer presented a policy to Council for its consideration. After much deliberation in regard to the preservation of rental housing in the area and many other important factors, Council adopted Policy 8.6 *Strata Title Conversion Policy* in October.

## **4. Pre-Application Meetings**

Every Thursday the Approving Officer and members of the Development Services Team clear their schedules to allow time for meetings with residents and developers interested in obtaining development information. These "pre-application" meetings are open to anyone and may be booked with the reception desk. Each week staff meet with an average of 3-4 potential or current applicants, and on occasion, Thursdays are booked solid due to development interest in the District of Sooke.

## **5. Bylaw/Policy Reviews and Updates**

The Approving Officer continues to work on many Bylaw/Policy reviews and updates.

## **6. Latecomer's Policy**

With the increase of major projects and the extension or upsizing of infrastructure to accommodate future developments, a Latecomer's Policy is being worked on for Council's review. It is anticipated a draft will be ready for Council's consideration in summer 2011.

# Approving Officer's Statistics 2010

## Subdivision Applications Received

2010	2009	2008	2007	2006
18	18	19	24	29

## Subdivisions Completed in 2010

#	PLAN #	ADDRESS	PLAN TYPE	REGISTERED	NEW LOTS
1	VIP87632	1861 Tominny	Subdivision	05/02/2010	1
2	VIP87645	Belivista	Subdivision	10/02/2010	1
3	VIP87650	Caldwell Road	Subdivision	15/02/2010	13
4	VIP87834	6962 West Coast Road	Subdivision	16/04/2010	1
5	VIP87872	6660 Sooke Road	Subdivision	24/04/2010	1
6	VIP87938	NicksonWay	Subdivision	12/05/2010	23
7	VIP87959	3070 Phillips Road	Subdivision	17/05/2010	1
8	VIP87967	1659 Whiffin Spit Road	Subdivision	20/05/2010	1
9	VIP88166	2171 French Road	Subdivision	20/07/2010	1
10	VIP88314	6431 Sooke Road	Subdivision	30/08/2010	1
11	VIP88281	2350 Christan Drive	Subdivision	03/09/2010	1
12	VIP88339	Callumwood Drive	Subdivision	23/09/2010	29
13	VIP88484	Basinview Heights	Subdivision	22/11/2010	6
14	VIP88500	Larkspur/French	Subdivision	29/11/2010	2
15	VIS6921	2260 Maple Ave. N.	Bare Land Strata	03/02/2010	26
16	VIS6943	6962 West Coast Road	Bare Land Strata	16/04/2010	2
17	VIS7031	Larkspur/French	Bare Land Strata	29/11/2010	3
18	VIP87914	6937 West Coast Road	Boundary Adjustment	07/05/2010	0
19	VIP88164	Caldwell Road	Boundary Adjustment	20/07/2010	0
<b>Total Lots Created 2010</b>					<b>113</b>
Total Lots Created 2009					187
Total Lots Created 2008					123

## Phased Strata Approvals

#	PLAN #	ADDRESS	PLAN TYPE	REGISTERED	# of UNITS
1	VIS6919	2234 Stone Creek Place (Phase 1)	Phased Building Strata	01/02/2010	5
2	VIS6919	2234 Stone Creek Place (Phase2)	Phased Building Strata	24/06/2010	6
3	VIS6457	7091 Grant Road (Phase 2)	Phased Building Strata	10/06/2010	1
4	VIS6983	6995 Nordin Road (Phase 1)	Phased Building Strata	28/06/2010	22
<b>Total Units Created 2010</b>					<b>34</b>
Total Units Created 2009					30
Total Units Created 2008					31

## Strata Conversion of Previously Occupied Dwelling Approvals

#	PLAN #	ADDRESS	PLAN TYPE	REGISTERED	# of UNITS
1	VIS6997	2057 Kennedy St. N.	Strata Conversion	11/08/2010	3
2	VIS7006	6917 Charval Place	Strata Conversion	14/09/2010	2
3	EPS255	6827 Rhodonite Drive	Strata Conversion	04/11/2010	2
<b>Total Units Created 2010</b>					<b>7</b>



# GEOGRAPHIC SERVICES

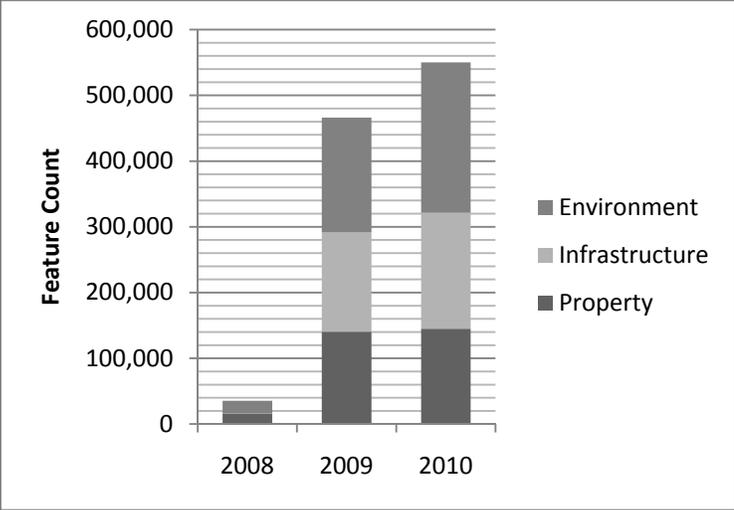
## 2010 Year End Report

The District of Sooke municipal Geographic Information System (GIS) is the framework for providing mapping and property information to District of Sooke staff. In combination with the Tempest Land Records database the ESRI ArcGIS software stores the spatial data required to support District projects in the Engineering, Planning, Building, Bylaw, Finance, and Administration departments.

### GIS DATA

Since the creation of the in-house GIS in 2008, work has continued towards compiling spatial data describing the location of properties, infrastructure, environmental features, and administrative boundaries. The GIS also describes the location of the Official Community Plan boundaries, Zoning Bylaw boundaries, road infrastructure, sewer infrastructure, ground elevations, watercourses, and aerial photography.

By the end of 2010, the District of Sooke GIS database contained a total of 550,000 features. These features include the locations of approximately 5900 parcels, 5500 addresses, and 1600 survey plans.



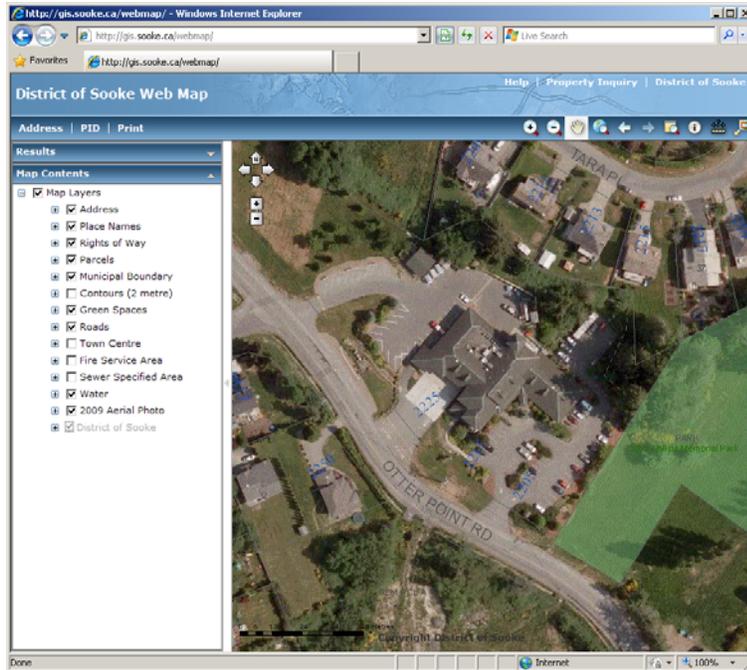
## WEB MAPPING

In addition to data compilation, work continued on increasing the availability of mapping software to District staff. An internal web mapping system was created using ESRI ArcGIS Server that

allows standard web browser software to display properties in the GIS along with data linked to the Tempest Land Records database. This mapping system provides staff access to all mapping data within the District of Sooke, including aerial photography.

The GIS mapping software also provides the ability to create a public interactive web map.

The public map, available at the web address <http://gis.sooke.ca>, includes properties, addresses, roads, elevation contours, watercourses, and aerial photography.





# SOOKE FIRE RESCUE SERVICE

ANNUAL REPORT

2010



**Huge volumes of fire erupt from barn as firefighters battle the flames at Cherry Lane Equine on October 26, 2010**



## GOALS & ACCOMPLISHMENTS

### Report from the Fire Chief.

This year proved to be a year of challenges, triumphs and accomplishments. Not only did Sooke Fire Rescue Service excel in its duties, but we managed to accomplish tasks over and above expectations. The men and women of the Sooke Fire Rescue Service should be extremely proud of their successes in 2010.

As Fire Chief and Emergency Operations Coordinator I am extremely pleased in the initiatives and direction this essential service has taken. Each and every member, be they career or volunteer, firefighter, public educator, emergency social service volunteer or other support staff have all contributed in one way or another to continue to make this organization a successful and contributing part of this community. New developments and larger buildings are challenging us to find new and innovative ways to deal with emergency situations in these complex situations. With the assistance of Deputy Chief McLeod as the ESS Coordinator, an effort was undertaken to rebuild the emergency program in Sooke. Relationships with neighboring emergency services were rebuilt to the point that we have strengthened our mutual aid agreements and worked cooperatively to set up a joint emergency program with the Juan de Fuca Region. A major decline in volunteers was met head on with an aggressive recruiting campaign, which I am pleased to say produced more volunteers than we expected. With this current group, the fire department currently sits at 53 members. There are approximately 15 active volunteers in the Emergency Social Services Division as well.

A major upgrade to the fire department occurred this year with the hiring of additional career firefighters. Beginning on July 5<sup>th</sup> the department switched to 7 day a week full time coverage during the day. A minimum of two firefighters are now on duty from 7:00 am to 6:00 pm daily. This has certainly been noticed with improvements to vehicle and equipment maintenance, additional training opportunities for the volunteers, more involvement in community events and of course, better response to emergency calls.

Sooke Firefighters faced a number of extremely challenging emergency incidents this past year. From several major structure fires, to automobile extrications to complicated rope rescues, the members of this fire service completed their tasks with procession and professionalism.

It is also very comforting to know that when disaster or tragedy strikes other parts of the world or within the emergency services community, our firefighters are quick to respond to the call for help. Over \$15,000.00 was raised through a number of initiatives to support sending Shelter Boxes to Haiti. Another \$3,000.00 was raised to assist the Metchosin Fire Chiefs terminally ill 19 year old daughter. When the Province needed firefighters to staff Olympic Venues, Sooke members were quick to answer.. Firefighters and District Staff were also out in the community raising funds and collecting non-perishables for the Sooke Food Bank to assist those in need over the Christmas season. A total of \$4400.00 in cash and the equivalent of 85 shopping carts of food were collected.

This year also proved to be the end of an era as Deputy Chief Bill Stephenson retired after 62 years of volunteer service to this community. Bill was the longest serving volunteer firefighter in Western Canada and was a great asset to this department. Fortunately he still stops by now and then to assist with filling of fire extinguishers.

And finally, the department took on new and unexpected opportunities this year. From constructing and assembling a magnificent display for the Winter Olympics to participating in the Vancouver Outdoor Adventure Show, to assisting in removing loggers from the Town Pole, to stringing up new Christmas Lights, to working on the Subaru Triathlon or the many other community events and activities, members of the department have risen to all challenges.



## FIRE AND RESCUE CALLS

2010 proved to be another busy years for calls. While the overall call volume is down from 2009, this can be attributed to a drop in burning complaints and some lower risk first responder calls. There were a total of 12 structure fires causing an estimated one million dollars in losses although thanks to great work by firefighters, another one million dollars in additional property losses were prevented from burning. Several complicated rescue calls also challenged firefighters this year. In addition crews responded as mutual aid to two more major fires outside the District – one in Shirley and the other in East Sooke.

### Major Incidents in 2010



Eustace Road Kitchen Fire



House Fire – Cains Road in E. Sooke

- Barn Fire – 5400 Block Sooke Road
- Bedroom fire in Triplex – Tomminy Road
- Large brush fire on Whiffin Spit
- Forest Fire behind Sun River Estates
- Kitchen Fire in home on French Road
- Freezer fire in Grocery Store
- Bathroom fire in home on Charlene Place
- Kitchen fire in home on Eustace Road
- Carport fire on Blanchard Road
- Mobile home fire on Reserve #2
- Unattended fire at property on Sooke Road spread to and destroyed workshop
- Mutual Aid to fully involved home in East Sooke which also caused a brush fire
- Mutual Aid to fully involved workshop in Shirley
- A ceiling collapse and flooding from a frozen pipe caused significant damage to Poirier School
- Serious car crash at 5200 block Sooke Rd in which a pinned driver was extricated.
- Motor Vehicle Incident in front of Dumont Tire in which a worker was seriously injured.
- A complicated rope rescue with two victims at Sooke Potholes Park required assistance from Search and Rescue

## ARSON / SET FIRES



### Medberry Road property destroyed in March 13, 2010 arson fire

Arson fires continue to be a problem in this area. This trend seems to have taken on a new concern, as this year an occupied dwelling was targeted. Only by luck was nobody home when this occurred. Fires in this category included:

- Medberry Close - \$300,000.00 + fire in an occupied home
- Goodridge Road - \$10,000.00 van fire (set at same time as above)
- Gatewood Road - \$5,000.00 fire in 6 unit townhouse under construction
- Portable outhouse destroyed in fire at Sooke Arena site
- Six set fires causing minor damage in various parks and roadsides



## FIRE DEPARTMENT EMERGENCY & NON EMERGENCY CALLS

### SOOKE FIRE RESCUE – ANNUAL INCIDENT RESPONSE COMPARRISON

1999 - 2010

Type of Call	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	12 yr TOTAL
Fires - All types	63	65	60	53	60	58	44	33	38	47	57	43	621
MVI & Rescue*	35	58	54	52	58	75	79	80	74	71	65	78	779
Hazardous Condition	17	25	23	23	36	33	34	60	23	23	47	32	376
Medical Aid	89	191	184	150	183	238	266	306	310	313	315	232	2777
False Alarm	37	41	21	38	68	76	58	78	79	56	43	63	658
Other **	0	3	11	7	9	13	28	24	32	21	32	33	213
Complaints all types	53	75	79	99	108	105	99	133	225	221	292	213	1702
<b>Total</b>	<b>294</b>	<b>458</b>	<b>432</b>	<b>422</b>	<b>522</b>	<b>598</b>	<b>608</b>	<b>714</b>	<b>781</b>	<b>752</b>	<b>851</b>	<b>695</b>	<b>7127</b>

\*MVI - Motor Vehicle Incident

\*\* Other – Police assistance, investigations (nothing found)

While there has been an overall 18% decrease in the number of responses this past year as compared with last year, this can be attributed to two main factors. The first is that the number of burning complaints has decreased 27%. As people have become more aware of the regulations, the number of complaints has dropped. Also as a result of only burning on good venting days, the number of complaints regarding smoke disrupting persons outdoor enjoyment has dropped to only a handful a year. In spite of a few complaints regarding the complexity of the burning bylaw, this current version seems to have provided the best solution for the majority of residents.

The other area seeing a drop in calls has been the First Responder or medical category. As we now only respond to the most serious calls or when an ambulance is not available, there has been a 26% drop in this area. The first responder night duty crew has also proven very successful as only those on duty are paged out for these types of calls.

Due to some substantial fires, the actual dollar loss fires have risen this year. Arson fires account for some of these, but the majority are still caused by human carelessness. Particularly distressing is the number of homes without working smoke alarms. Approximately 75% of all homes having a fire incident have either removed the smoke alarm or disabled it in some way. It would appear it is just a matter of time before we see a fatality from a fire. There were several close calls already this past year. While the option of installing sprinklers in all new homes and businesses is always a contentious issue, I would still like to see this option explored in more detail. As a means of emphasizing the benefits of a sprinkler system, one was installed in one of the rooms in the Manuel Quimper Motel as a test. Two rooms were set up and furnished as similarly as possible. The first contained two sprinkler heads, the other room had none. The rooms were set on fire at exactly the same time. The unsprinklered room was allowed to burn for 20 minutes and then extinguished. It was completely gutted. In the other room, one sprinkler head activated after just a few seconds and the fire was extinguished in less than 20 seconds from the time of ignition with only minimal damage. This was quite an eye opener for many in attendance and just goes to prove how quick and effective these systems can be.



## FIRE DEPARTMENT PROJECTS IN 2010

Sooke Firefighters participated in many events over and above fire and rescue calls this year. Here is a list of most of the activities that one or more members of the Sooke Fire Rescue Service was involved with:

- Over 100 fire investigators descended on the Manuel Quimper motel for a 4 day training conference
- Secured the right to host the 2012 Fire Prevention Officers Association of BC Conference at the Prestige Hotel
- Career staff of the fire department switched from 5 day a week to 7 day a week coverage.
- Received a joint \$100,000.00 grant for Community Wildfire Protection Plan for Sooke and Juan de Fuca
- Representing the DOS by sitting on the Steering Committee for the Federal (CRA) Consolidated Risk Assessment. This is an evaluation of a regions ability to respond to potential major hazards within their area.
- Developed a 25 year apparatus replacement plan.
- Continued work on the FD master plan with completion scheduled for spring of 2011.
- Assisted in the development, construction, set up and take down of the Ozone display at the Winter Olympics.
- Set up and staffed the DOS display at the Vancouver Outdoor Adventure Show.
- Acquired a snow plow and salt spreader and mounted them on DOS vehicles.
- Assisted in the set up and running of the annual Subaru Triathlon. Working with committee to secure television rights to broadcast event in 2011.
- Acquired a new (slightly used) FD command vehicle. This hybrid vehicle was used at the Winter Olympics.
- Acquired two new (used) vehicles for the Engineering Division of the DOS.
- Worked with Engineering to construct the roof and interior finish of new public washroom at Broom Hill Park.
- Set up "Ozone" display at Rotary Auction.
- Participated in the Heroes in the Sky program at the annual Lions Chili Challenge.
- Had overwhelming public response in support of the annual FD Christmas Food Bank Campaign.
- Secured over \$24,000.00 in various fundraising campaigns for charitable organizations.
- Developed, constructed and erected new display sign at entrance to Fire Station 2
- Worked with Sooke Seniors to provide a temporary home for them within the Firefighters Lounge.
- Assisted in the removal of the Sooke Loggers Pole.
- Decorated various Christmas Trees and municipal structures with lights during Christmas holidays.
- Continue to unlock and lock Macgregor Park Washroom on a daily basis
- Provided First aid services for Beaveree and the Sooke River 10k
- Purchased trailer for storage of Ozone display.
- Purchased two more bounce houses.
- Set up annual Safe Halloween and Haunted House.
- Organized and set off Canada Day Fireworks.
- Assisted in the Ride for Prostrate Cancer Poker Run.
- Provided a fire truck for the Western Speedway "Touch a Truck Event".
- Attended the Sea Cadet Citizen Awards Ceremony.
- Set up displays at District of Sooke Open House.
- A team of Sooke Firefighters in full turnout gear and SCBA raced in the Times Colonist 10km.
- A group Sooke Firefighters were chosen to staff a fire truck at one of the Winter Olympic Venues in Whistler.
- Assisted in setting up the Kaltasin Road Block Party.
- Worked with the Communities in Bloom Committee.
- Constructed new office for finance department.
- And MORE!



New display sign at entrance to Fire Station 2 with interpretational signs explaining local history.



## FIRE PREVENTION DIVISION BUSINESS AND SAFETY INSPECTIONS

Activity	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Fire Investigations	14	22	38	19	26	18	16	15	16	26	34	30		
Daycare/School	23	12	6	15	9	13	9	20	8	19	13	19		
Multi-Family	14	11	15	10	6	10	12	16	8	8	6	6		
Business	68	87	59	67	42	36	83	106	87	50	103	126		
Public Assembly	36	18	25	19	7	11	17	35	34	35	19	39		
Small Home Based Business											34	49		
Miscellaneous	18	62	8	21	15	2	1	6	0	0	8	7		
Re-Inspection	19	11	11	35	20	5	6	10	2	7	10	31		
Oil Furnace or Oil Tank			19	22	33	40	45	32	39	31	10	26		
Class A Burning Permit Inspection					17	12	7	12	12	N/A	1	18		
Construction Site Inspection					24	16	9	9	43	27	15	27		
<b>Total Inspections</b>	<b>178</b>	<b>233</b>	<b>144</b>	<b>189</b>	<b>173</b>	<b>161</b>	<b>189</b>	<b>246</b>	<b>233</b>	<b>177</b>	<b>219</b>	<b>348</b>		
Plan Reviews	17	32	11	21	15	3	3	22	27	13	8	15		
Subdivision / Rezoning						30	39	29	62	31	33	51		
Fire Safety Plan Reviews												3		
<b>TOTAL ALL</b>	<b>195</b>	<b>265</b>	<b>155</b>	<b>210</b>	<b>192</b>	<b>194</b>	<b>231</b>	<b>297</b>	<b>322</b>	<b>221</b>	<b>260</b>	<b>417</b>		

In addition to the above, the fire department also attended over 100 pre-application meetings where developers were able to meet with staff to present and receive feed back on their proposals.

Fred Parker, a member of Protective Services Committee and a retired fire inspector from Alberta volunteered his assistance in completing some of the inspections this year and has agreed to continue this in 2011.

This year, all daycare centers were targeted for inspection or re-inspection. Several businesses had closed and were removed from the roster. Those remaining were reviewed and upgrades to fire protection where implemented where required.

Thanks to a great effort by DC McLeod, the number of inspections completed this year has increased by over 50%; however this is still only half of the annual amount of inspections that need to be completed. With only limited time and staff available to complete inspections we are not able to meet the current schedule.



## TRAINING DIVISION

This year, members of the fire department attended over 5200 hours of training. Assistant Chief Barney is the coordinator of the various training programs of which the following highlights occurred in 2010:

1. A joint Hazardous Materials course was held with Langford Fire Department. Sooke has 9 members at Awareness Level, 20 at Operations Level and 7 certified as Technicians and assigned to the CRD Haz Mat Team.
2. Seven members attended a Residential Fire Command Course with emphasis on incident command and advanced firefighting tactics.
3. The Otter Point Fire Departments live fire training centre was heavily utilized again this year. This provides the Department the continued opportunity to conduct training in basic and advanced firefighting skills, teach firefighter self rescue techniques and also some rapid intervention team procedures. The live fire training scenarios continue to be the most popular form of training for the members.
4. The process of certifying members in the British Columbia Firefighter Level One and Level Two Firefighter Program continues. NFPA 1001 is the industry standard across North America and is the basic requirement in almost all fire departments. Currently the department has members with the following qualifications:
  - i. NFPA 1021 Level 1 - Certified Fire officer 1
  - ii. NFPA 1001 Level 2 - Certified Firefighter 14
  - iii. NFPA 1001 Level 2 - Non certified Firefighter 7
  - iv. NFPA 1001 Level 1 - Non certified Firefighter 17
  - v. New recruit members are being trained to the NFPA 1001 level 1&2 certified standard.
5. The Sooke Fire Rescue Service continues to train in Auto Extrication techniques. A new group has formed a team that hopes to compete in local extrication events this coming year.
6. First Responder training continues with all existing members currently certified to the FR 3 level including their spinal and AED endorsements. Licenses issued by the Ministry of Health are good for three years at which time firefighters are enrolled in refresher training. All new members receive first responder training in the spring of each year. One of the volunteer firefighters is also certified as a CPR instructor providing this training to all members. Sooke Fire Rescue First Responder instructors have also been providing training to members of the Shirley Fire Department.
7. Six members of Sooke and two members of Shirley Fire are currently enrolled in the Fire Officer 1 program.
8. The driver training and pump operator course will begin early in 2011. There is a need for additional pump operators in the department. Some surrounding fire departments have also expressed a desire to attend.
9. The major event of the year was the burning of the Manuel Quimper Motel as a controlled burn. Not only did we host 100 fire investigators from Western Canada, but three members of the department learned fire investigation techniques while many of the firefighters participated in the live fires by attending as suppression crews.
10. Initial testing by Sooke, East Sooke, Otter Point and Shirley Fire Departments was completed working towards receiving "Tanker Shuttle Accreditation" If successful; this would provide all residents in these areas with equivalent to hydrant protection insurance rates even in areas without fire hydrants. With further practice, we hope to have this in place in 2011.
11. Three members completed a 45 hour training course in Critical Incident Stress Management.



## PUBLIC EDUCATION

The Public Education Division had an extremely busy year with many tours, educational programs, fire extinguisher training sessions, construction site fire safety plan reviews as well as many community events. The three fire department bounce houses saw lots of activity this year and continue to be a great hit in the community. Several reflective address signs were also sold to residents wishing to have their properties highly visible at night. The Annual Western Communities Fire Expo was also well received as over 800 children and their teachers participated in the activities held each year in the Metchosin Fire Station for all Grade 4 students in School District 62. Another initiative this year was to provide more information to the public. A variety of formats were set up to facilitate this including a FD Blog called [sookefirerescueservice@blogspot.com](mailto:sookefirerescueservice@blogspot.com), a weekly column in the Sooke Mirror called "Smoke Signals" and an on line method of providing news and information to Mapleline Magazine. We are now in the process of setting up Facebook and Twitter accounts.



Members of Sooke Fire Rescue Service paddle ashore in the annual Canada Day Raft Race



Firefighters get geared up just before they are suspended 100 feet in the air for the Heroes in the Sky event.

## 2010 Year End Statistics.

Activity	Number of Participants
Fire Extinguisher Training	174
Fire Station Tours	288
Fire Safety Training	88
Car Seat Installations	12
Senior Fire Safety	50
Fire Chief for a Day Contest	260 entries

Members participated in over 1000 hours of training and public education events and activities this past year. Working with such groups as Ayre Manor, CASA, Sandpiper Apartment, School District 62, local restaurants and other places of business, fire safety educators continue to present their message of "Prevention through Education" as a means of helping ensure that everyone is safe at home and on the job. While it is difficult to measure, we are confident that these dedicated volunteers do indeed help prevent fires in this community by the work that they do.

*"Prevention through Education."*



## TECHNOLOGY

Many advances in technology are seen in everyday life and the emergency services are no different. This year, Sooke Fire Rescue Service made tremendous strides in improving our level of service to the community by investing in modern technology. Working with the GIS department and Systems Analyst with the District of Sooke, we continue to investigate and look forward to future advances that will benefit not only members of the fire department, but all of the community at large. Some of the highlights for 2010 include:

- A new computer based firefighter readiness program has been installed. Called "I Am Responding", this simple telephone activated system allows 1 number dialing of any phone and then automatically informs the fire station of which volunteer firefighters are responding and to which station they are responding to. This allows the career staff to determine exactly who is available before a truck even leaves the station.
- A new computer lab was purchased. Seven units were obtained and will be used in the EOC for emergency use and as a training lab for staff and volunteer emergency personnel to take computer based training courses.
- On Line Computer Learning was obtained. Firefighters can now take courses at their own speed and leisure at any time within the fire station. Two programs have been obtained so far, these being: Pump Operator/Driver and Fire Officer 1. Eventually it is hoped that we can set this up so that students can work from home.
- New Mapping Technology was introduced to improve response times.
- New Touch Screen Computer for the Command Vehicle has been ordered and will soon be installed.
- FDM Software has been upgraded. This computer program tracks incidents, training, staffing and personnel. Future modules will include inspections and inventory control.
- Auto Cad Dispatch was installed in Langford Dispatch Centre. Now First Responder calls are automatically dispatched to ambulance and fire departments at the same time.
- Access to computer based rain gauge on Municipal Hall was provided to the Emergency Program. This helps determine and forecast possible flooding events.
- We assisted with set up and will be provided data from a variety of computer modeling scenarios incorporated into the Manuel Quimper Live Burn and Fire Investigation Exercise. These will become great tools for fire investigation purposes.
- A new computer based fleet management program to track all repairs and upgrades to apparatus was acquired. This program is managed by the contract mechanic and the career firefighters doing maintenance.
- Invested in green technology by switching large apparatus to bio diesel, purchasing a hybrid command vehicle, retrofitting all building lighting with the latest in energy efficient designs.

### The Future

- Improved access to on-line mapping programs.
- Establishing a computer based preplanning program for all commercial and high density buildings in Sooke, complete with floor plans, GPS coordinates as well as data on any hazards on site
- Install a computer system within the Duty Officer Vehicle. If proven effective, consider installing additional units in front line fire apparatus.
- Install a computer based inspection program that can be effectively utilized in the field. This will allow inspections to be printed in the field. Data will be entered immediately and downloaded to the server. This will greatly improve the speed and efficiency of the inspection program.
- Continued upgrades to the emergency program data base.
- Acquire additional computer based firefighter training programs to allow volunteers to complete courses as their timetables permit.
- Investigate new technological advances in fire apparatus and fire station design and incorporate those applicable into new purchases of equipment and infrastructure.



## SOOKE EMERGENCY PROGRAM

With some new members and new ideas, the Sooke Emergency Program undertook an all out effort to renew its commitment to emergency preparedness in the community. Realizing that the best way to complete this was to work with other organizations, relationships with the Juan de Fuca Emergency Program were reestablished to the point that we are now considering running as a joint EOC where personnel and resources can be shared. The ESS program is working with Juan de Fuca as well and has recently been in touch with the First Nations ESS group in the hopes of establishing joint committees when the need for these programs arises.

The ESS group, under the leadership of DC McLeod has been working diligently with the stakeholders as we prepare to host the Vancouver Island Emergency Preparedness Conference in April 2011 at the Prestige Hotel.

### 2010 ESS/EOC Highlights



- Have 14 active ESS volunteers involved in programs.
- Provided Level 1 and 2 EOC Training to all municipal staff and included a simulated exercise based on a major windstorm.
- Acquired 4 large diameter hose reels for use as containment boom deployment devices for protection of Sooke Harbour and Basin.
- Rebuilt relations with Juan de Fuca Emergency Services. Working towards setting up a joint EOC.
- Nearing completion of the Community Hall emergency power system for use as a Reception Centre and Emergency Lodging in times of disaster
- Set up service and vendor agreements with many local companies for use in times of disaster
- Established an emergency food station for the General Public using the facilities of Ayre Manor
- Assisting the Vancouver Island Emergency Preparedness Committee to set up the first conference to be held in the new Prestige Hotel in April 2011
- Set up a display at the Western Communities Emergency Preparedness Fair.
- Chief Sorensen is on the steering committee for the establishment of a Consolidated Risk Assessment program for Greater Victoria sponsored and funded by the Federal Government.
- Acquired two new vehicles for municipal services that can also be used for disaster and emergency preparedness use. One is equipped with a snow plow blade, traffic control barricades and signs.
- Upgraded the computers and radio equipment for the amateur radio group partially funded through a JEPP Grant.
- Purchased a new Reception Centre kit for use by volunteer ESS members.



## GOALS FOR 2011

- Continue to provide and upgrade EOC Training for municipal and volunteer staff
- Educational and advancement program for career staff
- Adoption of 25 year apparatus replacement plan
- Preliminary design work for Fire Station in Sunriver
- Work with Grouse Nest Developers for possibility of a fire station in this area
- Work with the Silver Spray property owners to determine the best course of action for fire protection for this area.
- Investigate using Affordable Housing funding to include low rent suites in new fire stations in return for membership as a volunteer firefighter.
- Adopt new wage agreement for fire department career staff
- Continue training and working with the CRD Hazardous Materials Response Team
- Complete Fire Department Master Plan
- Develop and implement training for firefighters in dealing with emergencies in large multi storey buildings
- Continue to work with Coast Guard Auxiliary to set up fire protection in Sooke waters.
- Set up oil containment booms in Sooke Harbour and Basin. Clean up and organize existing oil booms located throughout community.
- Encourage more volunteer firefighters into driver training and pump operator courses
- Continue to research new trends and developments in emergency services
- Recruiting drive to bring up membership in Station 2 area
- Recruiting drive to enhance ESS and EOC Volunteers
- Improve and update fire department and emergency management website
- Upgrade wireless communication and computer system for inspection, emergency incidents, mapping and other essential services
- Continue to build and enhance relationships with other local emergency organizations
- Complete steps to constructing a designated Emergency Operations Centre
- Obtain Tanker Shuttle Accreditation for Sooke and surrounding areas
- Send out RFPs for new pumper truck to replace 26 year old Mack pumper
- Upgrades to Station 2 including addition of Emergency Power
- Work to increase numbers of public building and business inspections annually
- Complete Community Wildfire Assessment Plan



## **SOOKE FIRE RESCUE SERVICE** (SERVING SINCE 1910)

2225 Otter Point Road, Sooke BC, V9Z 1J2 Phone: 250.642-5422 • Fax: 250.642-3840  
email@ssorensen@sooke.ca • [www.sooke.ca](http://www.sooke.ca)

Check out the FD Blog at [Sookefirerescueservice@blogspot.com](http://Sookefirerescueservice.blogspot.com)

**Sooke Fire Rescue is now on Facebook**

## Declaration and Identification of Disqualified Council Members

Nothing to report.



### Community Participation in Your Local Government

Local government provides many opportunities for its citizens to participate in the planning and management of their own community. A citizen may:

- ◇ Run for Mayor or Councillor
- ◇ Vote at general elections or public approval opportunities
- ◇ Participate in public consultations or hearings
- ◇ Attend Council or Committee/Commission meetings
- ◇ Volunteer for a Committee or Commission

As a citizen of the District of Sooke, you may at any time make your views known. It is usually best to begin with contacting the appropriate municipal department or staff person, but citizens may also present their views to Council in writing or in person at a Council meeting.

In order to appear before Council as a delegation at a Council Meeting, you need to submit a written request to the Corporate Officer by 4:30 pm on the Tuesday before the scheduled Council Meeting. The request can either be by way of a form (available on the District website) or a separate letter that you have written which contains the information requested on this form. You can submit your request in person, by mail or by fax at 250-642-0541.

If you wish to make a presentation to Council or let Council know how you feel about an issue, please contact the Corporate Officer.