

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held January 7, 2002 at 5:30 pm

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**COUNCIL PRESENT:**

Mayor Ed Macgregor  
Councillor Lorna Barry  
Councillor Ron Dumont  
Councillor Janet Evans  
Councillor John Farmer  
Councillor Marcus Farmer

**STAFF PRESENT:**

Tom Day, Chief Administrative Officer  
Laurie Wells, Director of Finance  
Frank Limshue, Municipal Planner  
Gary Smirfitt, Municipal Engineer  
Bob Kelsey, Fire Chief  
Bev Comeau, Deputy Treasurer  
Rachel Parker, Deputy Clerk (Recorder)

**Absent:** Councillor Jeff Stewart

The meeting was called to order at 5:35 pm.

**1. Budget 2002**

Mr. Day introduced the budget session and stated that the budget process began with Council input to the Strategic Plan 2002 to identify Council's goals for this year. The Budget 2002 is based on this plan and shows a surplus of \$537,000. Senior staff developed the 12 year budget based on the assumption that Council is satisfied with current service delivery. Therefore, staff has made recommendations to allocate surplus funds to achieve some of the goals identified in the Strategic Plan 2002. This 12 year plan is based on a tax increase of 5% over and above inflation and it may be possible to reduce this increase to 4%. It is also based on funding ten RCMP members.

Mr. Day reviewed the 2002 Strategic Plan. Ms. Wells then reviewed the assumptions used in preparing the 2002 detailed budget and investment options. She advised that the Municipal Finance Authority provides the best interest rates for surplus investments.

Council Marcus Farmer arrived at the meeting at 5:55 pm.

Ms. Wells compared Schedule A and Schedule B of the 12 year budget. Schedule A shows that Expenditures exceed Revenues by \$180,011 more than originally budgeted due to additional expenditures less than budget, which allows an excess \$537,000 to be transferred to the discretionary surplus budget.

Mr. Day identified information used in preparing the 12 year budget, including the offsetting grants for policing until April 2004, the transfer to operating fund surplus decreases surplus, a 5% tax increase, 10 RCMP members, and casino revenue to a reserve fund. The 12 year budget does not take inflation into account as it has been assumed that new growth will exceed inflation.

Mr. Day reviewed the *Detailed Budget 2002 Discretionary* with the Committee. He then reviewed *Detailed Budget 2002 Non Discretionary* up to Engineering Services. The Committee

approved the Staff Recommendations up to this point. The Committee entered into discussions on the three priority projects for 2002: development of the new Community Park, sidewalks in the core area, and installation of the traffic light at Church Road and Highway 14. Councillor John Farmer left the meeting at 8:35 pm as he is the owner of an adjacent property to the intersection. The Committee then discussed reducing the funds for the park work plan to \$50,000, reducing the sidewalk project to the essential and less costly portions, and to install the traffic light by the end of this year.

The meeting was adjourned at 8:55 pm.

**Certified Correct:**

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**Ed Macgregor**  
**Mayor**

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**Tom Day**  
**Chief Administrative Officer**

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held January 8, 2002 at 5:30 pm

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**COUNCIL PRESENT:**

Mayor Ed Macgregor  
Councillor Lorna Barry  
Councillor Ron Dumont  
Councillor Janet Evans  
Councillor John Farmer  
Councillor Marcus Farmer

**STAFF PRESENT:**

Tom Day, Chief Administrative Officer  
Laurie Wells, Director of Finance  
Frank Limshue, Municipal Planner  
Gary Smirfitt, Municipal Engineer  
Bob Kelsey, Fire Chief  
Bev Comeau, Deputy Treasurer  
Rachel Parker, Deputy Clerk (Recorder)

**Absent:** Councillor Jeff Stewart

The meeting was called to order at 5:35 pm.

**1. Budget 2002**

Continuing the discussion from the previous evening, Mr. Day advised that he had adjusted the 2002 Discretionary Budget to fund the three priority goals to install sidewalk in the core area, to install the traffic signal at Church Road and Highway 14, and to begin the work plan for the Community Park. He expected that the surplus from 2001 would be approximately \$80,000 more than what is shown in the budget as building permit revenues and lease revenues were more than expected. If the portion of the sidewalk work from Otter Point Road to Townsend Road on the north side was eliminated, the sidewalk budget could be reduced to \$70,000, which would leave \$100,000 surplus, plus the \$100,000 from the park improvement, resulting in \$200,000 to allocate to these three goals.

Mr. Day then reviewed the revised recommended budget. \$198,000 was added for the Traffic Signal on Highway 14, the Sidewalk - Sooke Road & West Coast Road was reduced to \$70,000, the Visitor Information Centre was increased to \$5,500 (a total \$10,000 contribution the VIC), and the Park budget reduced from \$150,000 to \$50,000.

The Committee discussed the proposed junior planner, whose duties would include public inquiries, permit and subdivision review, and economic development at a salary of approximately \$50,000 per year. Mr. Day and Councillor Barry discussed with the Committee that, rather than commit funding to the Juan de Fuca Economic Development Commission, Council and the junior planner would work with the EDC on specific projects. In this way, Council could retain control over economic development in Sooke, and may participate in regional objectives.

The Committee then discussed Parks works and concluded that although projects would not be included in the 2002 budget, community groups may apply for Grants In Aid and work with staff to complete these projects.

This resulted in a Total Staff Recommendation of \$604,632 drawn from an Operational Surplus of \$617,810. Mr. Day advised that if the 2002 tax rate is reduced from 5% to 4%, it would result in \$16,219 be reduced from Surplus, leaving a Surplus of \$601,591.

The meeting was adjourned at 6:35 pm.

**Certified Correct:**

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**Ed Macgregor**  
Mayor

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**Tom Day**  
Chief Administrative Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held January 21<sup>st</sup>, 2002 at 7:00 pm

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**COUNCIL PRESENT:**

Mayor Ed Macgregor  
Councillor Jeff Stewart  
Councillor Ron Dumont  
Councillor Janet Evans  
Councillor John Farmer  
Councillor Marcus Farmer  
Councillor Lorna Barry

**STAFF PRESENT:**

Frank Limshue, Municipal Planner  
Bonnie Sprinkling, Development Services Clerk

Mayor Macgregor called the meeting to order at 7:00 p.m.

**1. Proposed Agricultural Land Reserve Exclusion Applications: 1977 Caldwell Road, 1995 Caldwell Road and 6849 Grant Road**

Mayor Macgregor proposed that the three applications for proposal for removal from the Agricultural Land Reserve (ALR) be considered together and that Mr. Limshue would present the applications, Council would then hear from the applicants and receive public comments. Council agreed.

Mr. Limshue advised that the applications were received to exclude the three adjoining properties from the ALR. He advised that the properties to the north and south of the applicant's properties are zoned residential and the properties to the west and east are still in the ALR. The three properties are all close to the same size being approximately 5 acres each. The applicants stated four main reasons for exclusion. These are, past failed attempts at agricultural practices, proximity to core area, inclusion in the proposed sewer system area giving the feeling that development is inevitable, and the desire to subdivide (possibly for family members).

Councillor Dumont asked what was the designation of the adjoining Lot 2 was and Mr. Limshue said it was in the ALR.

Councillor Evans asked if we had just recommended for exclusion from the ALR a property on Maple Avenue and Mr. Limshue said that Mr. Hubert Rhodes property on Maple had been excluded from the ALR, and that it was still zoned Agricultural.

Councillor Marcus Farmer stated that the exclusion of a property from the ALR does not change the zoning.

Mr. Limshue indicated that the policy in the Local Area Plan states if a parcel is excluded from the ALR, then the policy of rural takes effect but if a person wishes to rezone, there must be an application to amend the OCP and the zoning.

Councillor Evans asked if there was still a Land Commission?

Mayor Macgregor answered that the members of the commission had been released and in the interim, there has been appointed five senior officials.

Mr. Limshue stated that the processing of applications is continuing as previously by the interim staff.

Mr. Dumont asked what is the designation of the three properties in the proposed Official Community Plan?

Mr. Limshue answered that they are designated as Agricultural.

Mayor Macgregor asked for further presentations from the applicants and any comments from Council, and then asked for any public presentations.

Troy Lovbakke asked if the property across from the Caldwell properties was in the ALR.

Mr. Limshue answered yes.

Councillor Barry asked which creek goes through the properties.

Mr. Limshue answered that it was Knott Brook.

Councillor Barry stated that the brook is a protected water way and asked how they would be affected by removal of the property from the ALR.

Mr. Limshue answered that the Local Area Plan addresses Knott Brook and that he has spoken to the applicants regarding the establishing of a greenway.

Councillor Barry asked of the applicant for 6849 Grant Road whether he was using the property for agriculture.

Dave Scott answered that he currently has two horses and that since he bought the property, his family has had other livestock, but that there was not enough room for pasture to sustain them.

Hubert Rhodes of 1999 Maple Avenue said that his application last August had no opposition from the public at the public hearing, but that afterwards there were letters in the paper against his application and therefore he felt he would make some kind of presentation in support of the current applications. Mr. Rhodes commented on the soil quality and need for water for growing crops and said that the properties are not suitable for agriculture. Mr. Rhodes wanted it noted that the property owned by Mr. Scott was the site of Grant's first home and the creek running through two of the properties and that both should be protected.

Andre Fedorov of 2374 French Road said that he couldn't speak against the applications but couldn't support them either. He expressed his concern that the properties should

be used for small-scale agriculture and that the reasons for exclusion given by the applicants were insufficient.

Mayor Macgregor advised that Council is required to consider each application and that it has several options for forwarding an application to the Land Reserve Commission. The Land Reserve Commission must make the decision on the application based on the information provided by the applicants. If Council believes the application has merit, they forward it with the recommendation and if Council does not, it can refuse to forward it.

Mr. Fedorov asked what is done to plan for Agricultural lands.

Mayor Macgregor answered that we have been conducting a land review with the Official Community Plan review.

Mr. Fedorov asked if there is an Agriculture Land Reserve committee?

Mayor Macgregor answered that we do not have an ALR committee and that he recognized that there had been a suggestion that a committee be formed.

Harry Hammer of 6603 Felton Lane (Sooke Road) recommended that Council forward all three applications to the LRC for exclusion. He stated that he did not believe the properties were capable of supporting a person by farming and that in the bigger picture, the lands are in the Urban Containment Area.

Mr. Scott added that even though his property is in total five acres, one-half is unusable as farmland.

Mr. Lovbakke added that the three properties were placed in the ALR when they were once part of a 20-acre farm.

Stephanie Bengtson of Grant Road, asked why the applicants all applied at the same time and what plans do they have to develop the properties.

John Jenkins answered that as they are neighbours and when they saw that the properties were to be in the urban containment area, they felt it was time to make the applications. He said that he had made an application in 1985 that was refused.

Mr. Lovbakke said he had no plans to develop the property at this time.

Mayor Macgregor stated that the LRC and the landowners would decide the use of the property. If the LRC believes that the properties should be used for agriculture, they will remain in the ALR. If the property owner now or in the future decides to develop he will have to deal with rezoning and subdivision procedures, including creek protection, setbacks and linear greenway. The Committee is now considering whether or not the property merits remaining in the ALR.

Gail Hall of 2517 Sooke River Road stated that on principle, she opposed having these properties taken out of the ALR. Ms. Hall questioned the staff report as she felt that until

we have a new community plan, we are subject to the Sooke Local Area Plan and that the intent of the Local Area Plan was that there would be a green corridor from water to river and that there would be no residential properties between them.

Mayor Macgregor stated that very early on council recognized calls for a greenway corridor, but that does not mean that the area is protected. It is not appropriate for private landowners to be responsible for preserving the greenspace. There are other mechanisms to protect the greenspace.

Ms. Hall asked on what basis is Council going to make a decision on the applications if no soil samples have been provided?

Bruce MacMillan of 7044 Deerlepe stated that the properties are 3 or 4 blocks from the core area of Sooke and if we are planning for the core area, ultimately this community needs to deal with the infrastructure available. It is unfair not to allow the property owners, who pay property taxes, to take advantage of the future infrastructure available for residential development. He stated he was in favour of the applications.

Mayor Macgregor asked for any further comments from the public.

Mayor Macgregor asked Council for comments.

Councillor Janet Evans expressed her concern that there are no soil analyses for the applications. Councillor Evans stated that she did not feel informed enough to make a decision.

**MOVED** by Councillor Janet Evans, seconded that it be recommended to Council that applications to remove from the Agricultural Land Reserve the three properties, 1977 Caldwell Road, 1995 Caldwell Road and 6849 Grant Road be forwarded to the Land Commission without recommendation.

Councillor Marcus Farmer commented that he did not see the purpose for property to remain in the ALR when it was too small for agriculture and the viability for sustainable farming is not there. He said he would vote against the motion and vote that we support the applications.

Mr. Limshue advised that he had a discussion with the applicants concerning soil samples and suggested they contact the Land Commission to see how detailed the analyses needed to be. The decision whether or not to supply a soil analysis is the applicants.

Councillor Ron Dumont asked if the Land Commission would ask for a soil analysis?

Mr. Limshue answered that he could not speak for the Land Commission, but traditionally there is background material provided by the applicant. He said he understood that the applicants had spoken to Mr. Gord Bednard of the Land Commission.



Mr. Lovbakke advised that Mr. Bednard had told him not to waste the money doing the analyses.

Councillor Lorna Barry advised that she had no idea of the capabilities of that land and that she did not feel comfortable making a decision on these applications.

Councillor John Farmer stated that he would not vote with the motion and that he would make a motion that the Committee endorse a recommendation to the LRC to support the application. The Land Commission should be left to make the final decision based on their criteria.

Councillor Jeff Stewart stated that as the property is located right in the Urban Containment Area, he would vote against the motion and support a motion to endorse a recommendation to the LRC to support the application.

Councillor Evans recognized that the properties are in the Urban Containment Area.

Mayor Macgregor commented that the Land Reserve Commission has the expertise to make the determination with or without soil samples and that Council is not expert enough to review soil analysis reports. He felt he was prepared to rely on the Land Reserve Commission to make the technical decision and that if the Committee votes to forward the applications with endorsement, it does not mean it is based on technical information.

#### **MOTION DEFEATED**

**MOVED** by Councillor John Farmer, seconded that based on the reasons set out in items 1 and 2 of the staff report it be recommended to Council to endorse a recommendation to the Land Commission to support the application to remove from the Agricultural Land Reserve the property known as 1977 Caldwell Road and legally described as Lot P, Section 3, Sooke District, Plan 2095, Except Part in Plan 25773.  
**CARRIED** Councillor Janet Evans and Councillor Lorna Barry opposed the motion.

**MOVED** by Councillor John Farmer, seconded that based on the reasons set out in items 1 and 2 of the staff report, it be recommended to Council to endorse a recommendation to the Land Commission to support the application to remove from the Agricultural Land Reserve the property known as 1995 Caldwell Road and legally described ad Lot 4, Section 3, Sooke District, Plan 1516.  
**CARRIED** Councillor Janet Evans and Councillor Lorna Barry opposed the motion.

**MOVED** by Councillor John Farmer, seconded that based on the reasons set out in items 1 and 2 of the staff report it be recommended to Council to endorse a recommendation to the Land Commission to support the application to remove from the Agricultural Land Reserve the property known as 6849 Grant Road and legally described as Lot 3, Section 3, Sooke District, Plan 1516.  
**CARRIED** Councillor Janet Evans and Councillor Lorna Barry opposed the motion.

The meeting was adjourned at 8:10 p.m

**Certified Correct:**

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**Ed Macgregor**  
**Mayor**

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**Tom Day**  
**Chief Administrative Officer**

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held February 4, 2002 at 5:30 pm

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**COUNCIL PRESENT:**

Mayor Ed Macgregor  
Councillor Lorna Barry  
Councillor Ron Dumont  
Councillor Janet Evans  
Councillor John Farmer  
Councillor Marcus Farmer

**STAFF PRESENT:**

Tom Day, Chief Administrative Officer  
Frank Limshue, Municipal Planner  
Rachel Parker, Deputy Clerk (Recorder)

**GUEST:**

Christine Warne, Urban Aspects Consulting

**Absent:** Councillor Jeff Stewart

**1. Boundary Restructure Study**

Mayor Macgregor reviewed Boundary Restructure issue and that the District of Sooke had agreed to participate in the process on the condition that the Province fund the study. The Restructure Study grant has been approved by the Province in the amount of \$35,800, which does not include staff costs and the costs of a referendum. Mayor Macgregor advised that he has spoken to Chair Caustin of the CRD who advised that he will recommend to the CRD Board that the CRD fund the cost of any referendum in the District of Sooke.

**MOVED** by Councillor Marcus Farmer that it be recommended to Council that the District of Sooke participate in the Restructure Study provided that the Capital Regional District fund the cost of a referendum in the amount of \$12,600.

**CARRIED**

Mr. Arnie Campbell, a member of Otter Point and Shirley Residents and Ratepayers Association, questioned whether Port Renfrew was to be included in the study. Mayor Macgregor advised that Port Renfrew was included in the consultant's terms of reference for the District of Sooke study.

**2. Draft Official Community Plan 2001**

1. Introduction & Overview

Mr. Limshue distributed a Council Workshop agenda reviewed the OCP process and purpose of the workshop.

2. Comments Received

Ms. Warne reviewed the legislative authority for an OCP, what an OCP is, that it consists of goals, objectives and policies, and reviewed the process to produce the draft OCP as presented, including open houses and workshops. The feedback from these public meetings resulted in the Vision Statement of the draft

OCP which focuses on the importance of the Sooke environment, urban containment, economic development, social planning and infrastructure.

3. Areas of Discussion

i. Urban Containment Area & Urban Growth Area

Mr. Limshue advised that he and Ms. Warne have attempted to produce a document that balances conservation of the environment and economic growth, as it is recognized that Sooke's assets lie in its natural environment. He reviewed the proposed Urban Containment Area (UCA) and Urban Growth Area (UGA) boundaries and advised that by using a UGA boundary, Council will have control over the boundary through amendments to the OCP bylaw, whereas an amendment to the UCA will require approval from the Capital Regional District.

In determining the UGA boundary, Mr. Limshue requested direction on whether to include the Phillips Farm property (approximately sections 28, 29, 32 and a portion of section 27) and the property designated Agricultural (ALR) to the west (approximately section 34 and portions of sections 33 and 35). Mr. Limshue advised that the application to remove the Phillips Farm property was before the Land Commission and a decision is expected in 2 to 3 weeks. Mr. Limshue proposed that the UGA boundary follow the Agricultural Land Reserve designations.

ii. Golf Course Property

Mr. Limshue requested direction on whether the golf course property (2197 Otter Point Road) should remain designated as Park and Open Space or be designated Comprehensive Development Area. He advised that the property is removed from the Agricultural Land Reserve and the covenant restricting its use remains. The Committee discussed the possibility of purchasing the property as municipal parkland, and changing the designation to Comprehensive Development Area. Mr. Limshue advised that if the property is designated CDA, any proposal to develop the property must include a master plan. Ms. Warne advised that Council would have control to ensure a high quality development with provision for parkland. She also advised that if the property remains Park and Open Space, the community will have the expectation that it will remain open space. The Committee also discussed private landowners providing public greenspace and that the owner purchased the property with knowledge of the covenant.

iii. Land Use - Saseenos Rural/Rural Residential

Mr. Limshue advised that the owners of property on Saseenos Hill, which is currently designated Rural, have requested that the property be designated as Community Residential in order to reduce the minimum lot size to 2.5 acres. Mr. Limshue recommended that the properties be designated Rural Residential. This designation would require community water service and

limit building on slopes less than 30% grade. The Committee discussed the criteria for determining slope, which will be set out in the Subdivision Bylaw.

Gail Hall of 2519 Sooke River Road expressed her support of this designation as it will reduce strata 10 acre lots. Mr. Limshue advised that the designation will provide an incentive to rezone properties and subdivide fee simple lots.

iv. Other Areas

Mr. Limshue requested direction for the designation of the area of Murray Road, Lincroft Road, Goodmere Road, and Horne Road. Mr. Limshue recommended that this area be designated Town Centre Mixed Use.

Mr. Limshue also requested direction whether to designate the area along Sooke Road, west of Otter Point Road to the Government wharf, continuously as Town Centre Mixed Use.

Mr. Limshue clarified particular statements in the draft plan, including references to the Forest Practices Code, fishing fleet, neighbourhood commercial uses, on street parking on Sooke Road.

4. Wrap-Up and Next Steps

Mr. Limshue reviewed the projects identified in the 2002 Strategic Plan which would follow adoption of the OCP, including a new zoning bylaw, signage bylaw, parks and open space plan, liquid waste management plan, and neighbourhood plans for the town core and Kaltasin/Idlemore area.

Mr. Limshue will produce a summary report for the Committee. The OCP will receive referral comments from other agencies and will be subject to a public hearing. Councillor Barry, Chair of the Official Community Plan Consolidation Steering Committee, thanked Mr. Limshue, Ms. Warne, and the Committee for their work.

The meeting was adjourned at 7:55 pm.

**Certified Correct:**

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**Ed Macgregor**  
Mayor

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**Tom Day**  
Chief Administrative Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held February 6, 2002 at 8:00 am

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**COUNCIL PRESENT:**

Mayor Ed Macgregor  
Councillor Lorna Barry  
Councillor Ron Dumont  
Councillor Janet Evans  
Councillor John Farmer  
Councillor Marcus Farmer

**STAFF PRESENT:**

Tom Day, Chief Administrative Officer  
Gary Smirfitt, Municipal Engineer  
Frank Limshue, Municipal Planner

**Absent:** Councillor Jeff Stewart

**1. Community Sewer System**

The Committee discussed its strategy to lobby for support of the Infrastructure Program application for the Sooke community sewer system and the upcoming meeting of staff and Council members with the Minister of Community, Women's and Aboriginal Services.

**Certified Correct:**

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**Ed Macgregor**  
Mayor

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**Tom Day**  
Chief Administrative Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held February 11th, 2002 at 5:30 pm

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**COUNCIL PRESENT:**

Mayor Ed Macgregor  
Councillor Jeff Stewart  
Councillor Ron Dumont  
Councillor Janet Evans  
Councillor John Farmer  
Councillor Marcus Farmer  
Councillor Lorna Barry

**STAFF PRESENT:**

Laurie Wells, Director of Finance  
Frank Limshue, Municipal Planner  
Bonnie Sprinkling, Dev. Serv. Clerk (Recorder)

**Draft Official Community Plan 2001**

Frank Limshue, Municipal Planner requested direction for the designation of four areas of the municipality in the Official Community Plan 2001.

1. Agriculture Land Reserve Land

Mr. Limshue requested direction on whether properties located north of Helgesen Road and contained in the ALR (Area 1 of Map 2) be excluded from the Urban Growth Area (UGA). Mr. Limshue stated that the OCP contains policies committed to supporting and preserving viable agricultural land and can demonstrate this to the community by excluding these properties from the UGA.

**MOVED** by Councillor Dumont, that it be recommended to Council that the properties shown as Area 1 in the report dated February 6, 2002 [approximately section 34 and portions of sections 33 and 35] be excluded from the Urban Growth Area in the Official Community Plan 2001.

Councillor John Farmer stated that it was wise to leave the property in the ALR to protect Demamiel Creek and the farm land. The only reason the property has not been actively farmed today was the age of the property owner.

Mr. Limshue stated that members of the public have requested that the property be protected.

**CARRIED**

2. Marine Commercial Area

Mr. Limshue requested direction on whether properties located in the area between the Government Wharf and Murray Road should be designated Marine Commercial to provide a transition area from the downtown core to the Government Wharf.

Councillor Janet Evans suggested that the area extend to the Sooke Harbour Marina.

Councillor Barry was concerned that the transition area might become more commercial strip development than residential and she would like to see nodes for marine commercial and leave the rest residential.

The Committee discussed what possibilities there were for combinations of land use designations best suited for the area. Mr. Limshue advised the OCP has to be reviewed every 10 years, but we need to set down the basis for the next 25 years. Councillor John Farmer made the recommendation that the westerly nodal area for the Government Wharf be designated Marine Commercial and leave the rest residential and the town commercial core ending at the Gatewood Road extension.

Councillor Evans asked what was the designation for the proposed walkway. Mr. Limshue answered that it would be treated separately from the other land use designations.

**MOVED** by Councillor John Farmer that it be recommended to Council that the Official Community Plan 2001 emulate the existing Sooke Local Area Plan in the designation of the properties shown as Area 3 in the report dated February 6, 2002 [properties along Sooke road from the western end of Horne Road to the Government Wharf] with the inclusion of the existing Marine Commercial areas.

**CARRIED**

3. Saseenos (North Sooke) Area

**MOVED** by Councillor John Farmer that it be recommended to Council that the Saseenos area shown as Area 4 in the report dated February 6, 2002 and the easterly properties extending to the municipal boundary [approximately portions of sections 59, 60, 61, 62, 68 and 69] be designated Rural Residential in the Official Community Plan 2001.

Mr. Limshue advised that the designation would provide an incentive to rezone properties and create fee simple lots.

**CARRIED**

4. Golf Course Property

Mr. Limshue stated that there are two alternatives for the designation of the Golf Course Property; Parks and Open Space or Comprehensive Development Area.

Councillor Barry asked if the property owners affected by the discussions tonight were contacted. Mr. Limshue said that he has spoken to the property owners throughout the OCP review process. The Committee discussed what they felt the ultimate of the golf course should be. Councillor Marcus Farmer stated that the District should think hard about preserving the property for the open space for the community. Councillor John Farmer stated that we have learned about the quality of the golf course land and the current recreational use is the best use we can have. Mayor Macgregor advised that the Open Space designation does not preclude the construction or expansion of the proposed road. Councillor Evans added that it does not preclude the community from purchasing the property. Councillor Dumont suggested a referendum to purchase the property.



Councillor Barry expressed her concern that when we designate property as Open Greenspace it makes it more difficult for the property owner to rezone and possibly de-values the property. If we wish to have this as Open Greenspace we should be prepared to purchase all or part of the property.

**MOVED** by Councillor Dumont, seconded that it be recommended to Council that the golf course property shown as Area 2 in the report dated February 6, 2002 [2197 Otter Point Road] be designated Park and Open Space in the Official Community Plan 2001.

**CARRIED.**

**Councillor Lorna Barry opposed the motion.**

The meeting adjourned at 6:35 pm.

**Certified Correct:**

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**Ed Macgregor**  
Mayor

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**Tom Day**  
Chief Administrative Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held February 25, 2002 at 7:00 pm

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**COUNCIL PRESENT:**

Mayor Ed Macgregor  
Councillor Lorna Barry  
Councillor Ron Dumont  
Councillor Janet Evans  
Councillor Marcus Farmer

**STAFF PRESENT:**

Tom Day, Chief Administrative Officer  
Laurie Wells, Director of Finance  
Gary Smirfitt, Municipal Engineer  
Rachel Parker, Deputy Clerk (Recorder)

**ABSENT:** Councillor Jeff Stewart  
Councillor John Farmer

The meeting was called to order at 7:00 pm

**1. Application to Subdivide in Agricultural Land Reserve - 2816 Sooke River Road**

Mr. Smirfitt reviewed the application and advised that if subdivided, the property will remain in the Agricultural Land Reserve and the zoning designation will not change. This application is to subdivide for a family member under section 946 of the *Local Government Act*.

Councillor Dumont inquired about hydro service and aerial trespass over proposed Lot A to service Remainder Lot 2. Mr. Smirfitt advised that the issue of services would be considered at the subdivision stage.

**MOVED** by Councillor Barry that it be recommended to Council to forward to the Land Reserve Commission the application for subdivision affecting the parcel located at 2816 Sooke River Road and legally described as Lot 2, Section 3, Otter District, Plan 3943.

**CARRIED**

The meeting was adjourned at 7:08 pm.

**Certified Correct:**

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**Ed Macgregor**  
Mayor

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**Tom Day**  
Chief Administrative Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held March 4, 2002 at 5:30 pm

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**COUNCIL PRESENT:**

Mayor Ed Macgregor  
Councillor Lorna Barry  
Councillor Ron Dumont  
Councillor Janet Evans  
Councillor John Farmer  
Councillor Marcus Farmer

**STAFF PRESENT:**

Tom Day, Chief Administrative Officer  
Laurie Wells, Director of Finance  
Frank Limshue, Municipal Planner  
Rachel Parker, Deputy Clerk (Recorder)  
Bob Kelsey, Fire Chief  
Gary Smirfitt, Municipal Engineer

**ABSENT:** Councillor Jeff Stewart

The meeting was called to order at 5:37 pm.

1. **Draft Official Community Plan 2001 - Clarification of Marine Commercial Area**

Mr. Limshue presented a plan of the current designation of the Marine Commercial, Residential and Commercial properties in the West Coast Road and Murray Road area, as set out in the Sooke Local Area Plan Bylaw. He recommended maintaining the current designation in the proposed Official Community Plan 2001. Without the implementation of sewers, the poor soil conditions will limit any development in the area. The OCP will be reviewed in five years time and Council may change the designation at that time.

**MOVED** by Councillor Dumont that it be recommended to Council to retain the current land use designation as set out in the Sooke Local Area Plan Bylaw of the area along West Coast Road from the new Waterfront Community Park [6765 West Coast Road] to the Sooke Harbour Marina [6971 West Coast Road] in the Official Community Plan 2001.

**CARRIED**

2. **Operating Budget - 12 Year Projection**

Ms. Wells advised that the 12 Year Projection had been updated to reflect details of the five year financial plan. The 12 Year Projection showed surplus in the amount of \$479,858 in 2012 which reflects the 10% to 15% surplus recommended in the Incorporation Study. Investment income is at 4% return on investment and Transfer to Capital Fund has increased to \$250,000 for the next five years.

3. **Five Year Financial Plan 2002 - 2006**

Staff and Council reviewed the Operating and Capital portions of the Five Year Plan.

**MOVED** by Councillor Barry to hold a Five Year Financial Plan open house on April 15, 2002 from 4:00 pm to 7:00 pm in the Municipal Hall Council Chambers.

**CARRIED**

4. **Preliminary 2002 Tax Rate Calculations**

Ms. Wells distributed a handout and reviewed the relationship between tax rate multiples, assessment values, and tax rates. She advised that once the 2002 Authenticated Tax Roll is released in April 2002, a final tax rate may be established. An estimated tax increase of 4% on existing assessment and 1.4% in tax revenue from new construction would produce a 5.4% increase in tax revenue for 2002.

Ms. Wells confirmed with the Committee that it agreed with the Financial Plan and estimated tax rate in principle. This information would come forward to Council in bylaw form.

The meeting was adjourned at 7:20 pm.

**Certified Correct:**

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**Ed Macgregor**  
Mayor

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**Tom Day**  
Chief Administrative Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held March 12, 2002 at 5:00 pm

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**COUNCIL PRESENT:**

Mayor Ed Macgregor  
Councillor Jeff Stewart  
Councillor Ron Dumont  
Councillor Janet Evans  
Councillor John Farmer  
Councillor Marcus Farmer  
Councillor Lorna Barry

**STAFF PRESENT:**

Tom Day, Chief Administrative Officer  
Laurie Wells, Director of Finance  
Frank Limshue, Municipal Planner  
Gary Smirfitt, Municipal Engineer

The meeting was called to order at 5:05 pm.

**1. Community Sewer System**

The Committee reviewed options for proceeding with the community sewer system project. Mr. Day advised that he would provide a report at the next regular Council meeting with the recommended plan of action.

The meeting was adjourned at 6:45 pm.

**Certified Correct:**

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**Ed Macgregor**  
Mayor

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**Tom Day**  
Chief Administrative Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held March 18, 2002 at 5:30 pm

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**COUNCIL PRESENT:**

Acting Mayor Marcus Farmer  
Councillor Lorna Barry  
Councillor Ron Dumont  
Councillor Janet Evans  
Councillor Jeff Stewart

**STAFF PRESENT:**

Laurie Wells, Director of Finance  
Gary Smirfitt, Municipal Engineer  
Susan Kelly, Admin/Finance Clerk (recorder)

**Absent:** Mayor Ed Macgregor, Councillor John Farmer

The meeting was called to order at 5:35 pm.

**1. Grants-In-Aid**

- (a) Sooke Salmon Enhancement Society**
- (b) Sooke Region Historical Society**
- (c) Sooke Canada Day Society**
- (d) Sooke Restorative Justice Program**

**MOVED** by Councillor Evans, seconded that it be recommended to Council to approve the following amounts in grant-in-aid applications:

Sooke Salmon Enhancement Society	\$5,180.00
Sooke Region Historical Society	\$2,000.00
Sooke Canada Day Society	\$ 820.00
Sooke Restorative Justice Program	\$4,500.00

Councillor Barry and Acting Mayor Marcus Farmer questioned the possibility of the Canada Day Society charging a small admission fee for the event. Ms. Gatto advised the Committee that their society would not permit fees charged to the public as it was to be a free event. Councillor Barry expressed her opposition to the Canada Day Society grant-in-aid application.

**CARRIED** Councillor Barry opposed the motion.

The meeting adjourned at 6:30 p.m.

The meeting resumed and was called to order again at 7:30 p.m.

## **2. Bylaw No. 67, Traffic and Highways Regulations Bylaw, 2002**

The Committee heard concerns from a group of commercial vehicles operators regarding the proposed *Traffic and Highways Regulations Bylaw*.

David McClimmon brought forth the issue of maximum weight restrictions, parking, and the use of Otter Point Road. Mr. McClimmon also questioned the Committee on how the bylaw would be enforced.

Chris Rumsby spoke in support of extending the 24 hour parking maximum to 72 hours.

David Arden reiterated Mr. McClimmon's comments about maximum weight restriction and the inability to use certain roads unless designated.

Randy Wilson expressed to the Committee his concerns with the bylaw; in particular, parking trucks and trailers while on a job site.

Anders Madson addressed the Committee and spoke of the weight restrictions imposed as being impractical. Mr. Madson also reiterated previous concerns about the loss of use of Otter Point Road.

Nick Young questioned the need for the bylaw and stated he felt jay walking should not be illegal.

Brian Rumsby questioned the need for the bylaw and further expressed his concerns regarding the impacts this bylaw will have on local businesses.

Gary Smirfitt advised the Committee that any wording of the bylaw can be changed at Council's direction. He further commented on concerns of the delegation and comments of the Committee by offering the following clarification and recommendations:

- Enforcement would be complaint driven and ticketing and legal action would be used as a last resort.
- The amount of time that a vehicle could remain parked can be extended to 72 hours.
- The bylaw will clarify and define noise as it relates to air assisted "jake" brakes.
- Otter Point Rd., Glintz Lake Rd., and Gillespie Rd. will all be designated commercial truck routes without weight restrictions.
- Commercial vehicles will be permitted to drive to and from the operators' residence.

The Committee directed staff to prepare a revised bylaw and report back to the Committee of the Whole.

The meeting was adjourned at 8:40 pm.

**Certified Correct:**

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**Marcus Farmer**  
**Acting Mayor**

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**Laurie Wells**  
**Director of Finance**



**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held April 15, 2002 at 7:00 pm

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**COUNCIL PRESENT:**

Acting Mayor Marcus Farmer  
Councillor Lorna Barry  
Councillor Ron Dumont  
Councillor Janet Evans  
Councillor John Farmer

**STAFF PRESENT:**

Laurie Wells, Director of Finance  
Frank Limshue, Municipal Planner  
Gary Smirfitt, Municipal Engineer  
Rachel Parker, Deputy Clerk (Recorder)

**ABSENT:** Mayor Ed Macgregor, Councillor Jeff Stewart

**GUESTS:** Subdivision and Development Standards Committee members Linda MacMillan, Phillip Buchanan and Stan Eakin

**1. Five Year Financial Plan 2002-2006, Public Input**

There was no public input on the Five Year Financial Plan 2002-2006.

**2. Subdivision and Development Standards Committee, Final Report & Recommendations**

Mr. Smirfitt introduced the committee members in attendance, Linda MacMillan, Phillip Buchanan and Stan Eakin, and acknowledged members Ted Davies and Douglas Wittich who were unable to attend.

Mr. Smirfitt advised that the mandate of the committee was to recommend pavement widths, sidewalk widths, overhead or underground wiring, and other requirements for development.

Ms. MacMillan stated that the committee began with the existing example of roads in Sooke and developed new models to suit the community and the environment. The committee divided Sooke into three areas, urban, suburban and rural, as part of a new concept.

Mr. Buchanan stated that the focus was on how Sooke will look in twenty years time.

Mr. Smirfitt reviewed the *Road Classification Areas* map which identifies the urban, suburban and rural road designation areas.

- Urban roads are proposed to have traditional curb and gutter, underground services, sidewalks, and ornamental street lighting.
- Suburban roads are proposed to have narrower pavement, wider shoulders, underground services, flatter ditch grades for easy homeowner maintenance and walkways.

- Rural roads are proposed to have narrow pavement sections, overhead services, gravel trails and footpaths.

Bicycle lanes are planned for urban collectors, however separate pathways are expected to provide bicycle routes throughout the community as per the draft Official Community Plan.

Mr. Smirfitt reviewed road widths, underground/above ground services, fire hydrant location, curb design, street lighting, bicycle routes, parking, walkways, speed limits, ditch grades, and homeowner maintenance for each of the proposed road cross sections:

- urban collector, eg. Grant Road, Otter Point Road
- residential urban local roads, eg. Townsend Road
- commercial urban local roads, eg. Townsend Road off Sooke Road
- suburban collector, eg. Whiffin Spit Road
- suburban local, eg. Dufour Road
- rural collector, eg. Otter Point Road at Pascoe Road
- local rural, eg. Pascoe Road
- country lane (rural & suburban), eg. Wright Road east of Whiffin Spit Road

In conclusion, the Committee focused on avoiding wide strips of pavement that would be too wide for the needs of the community.

Acting Mayor Marcus Farmer thanked the members of the Subdivision and Development Standards Committee for their work.

**MOVED** by Councillor Barry that staff be directed to include the road cross sections plans and the *Road Classification Areas* map in the draft Subdivision and Development Standards Bylaw and to present the bylaw at a public information meeting.

**CARRIED**

**Certified Correct:**

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**Marcus Farmer**  
**Acting Mayor**

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**Tom Day**  
**Chief Administrative Officer**

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held May 6, 2002 at 7:30 pm

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**COUNCIL PRESENT:**

Mayor Ed Macgregor  
Councillor Jeff Stewart  
Councillor Ron Dumont  
Councillor Janet Evans  
Councillor John Farmer  
Councillor Marcus Farmer  
Councillor Lorna Barry

**STAFF PRESENT:**

Tom Day, Chief Administrative Officer  
Laurie Wells, Director of Finance  
Frank Limshue, Municipal Planner  
Rachel Parker, Deputy Clerk (Recorder)  
Sabina FooFat, Assistant Planner

The meeting was called to order at 7:20 pm.

1. **Dr. Veronica Doyle, Regional Director of Housing and Community Resource Development, Vancouver Island Health Authority**, Planning Process for Supportive Living and Residential Care Services in Sooke

Dr. Doyle reviewed the plan to close beds, and close older and out of date facilities in the Capital Region. She advised that the reduction of placement of people into facilities will be carefully replaced with supportive care living where people will be able to remain in their communities. An example is Abbeyfield House in Victoria. By closing beds, funds will be reallocated and become available for supportive living.

Dr. Doyle advised that it is recognised that there is a gap in services in Sooke for multi-level care beds, however she is unable to say when funds may become available to improve service in Sooke until the substitution plan is complete. Where previously the Capital Health Region and Capital Regional District shared the costs for capital projects, it is now up to public private partnerships to build facilities. Dr. Doyle will share information on an upcoming call for expressions of interests for another facility with the District of Sooke.

2. **Community Sewer System - Public Private Partnership**

Mr. Day reported that the call for expressions of interest for a public private partnership to design, build and operate a community sewer system was closed on May, 3, 2002 and the District of Sooke received four submissions. It is expected that a meeting of Council will be arranged to consider the recommendation of the selection team of Mr. Day, Mr. Smirfitt, Jonathan Huggett, and Dr. Dave Forgie will take place in the near future. The request for proposals will go out on May 24<sup>th</sup> and Mr. Day encouraged Council members to read the RFP document. The highest criteria in grading the RFPs will be the lowest per parcel charge.

Mr. Day also outlined work on the new Infrastructure Program grant application package, progress on registration on municipal sewage regulations, and sketch of sanitary sewer management in the whole municipality (LWMP). It is expected that staff and Council members will meet with the Minister again in late September 2002.

**3. Sooke Harbour & Basin Water Quality Commission**

The Committee discussed the purpose of the commission, jurisdiction, member qualification, funding options, and number of members.

**MOVED** by Councillor Dumont to direct staff to prepare bylaws to establish a Sooke Harbour and Basin Water Quality Commission.

**CARRIED**

**4. District of Sooke Strategic Plan Update**

Mr. Day reviewed the 2002 Strategic Plan with the Committee.

**5. Joint Council & Boundary Restructure Study Steering Committee Meeting to Discuss Governance Options**

The Committee agreed to hold a joint meeting with the Boundary Restructure Study Steering Committee on May 16, 2002 at 5:00 pm

**6. Municipal Police Unit Agreement**

**MOVED** by Councillor Dumont to recommend to Council to support the proposal for *Sooke Municipal RCMP Unit*, dated April 30, 2002 for the Municipal Police Unit Agreement for ten members and three support staff and to seriously consider increasing the police strength by April 2004.

**CARRIED**

**7. Official Community Plan Designation for John Phillips Memorial Golf Course, 2197 Otter Point Road**

The Committee discussed Mr. Swinburnson's request to reconsider the land use designation of the property located at 2197 Otter Point Road as Comprehensive Development area rather than Park and Open Space.

Councillor Barry advised that the Capital Regional District Health has indicated its renewed interest in the site for a long term care facility.

**MOVED** by Councillor Marcus Farmer that the land designation of the property at 2197 Otter Point Road remain as Park and Open Space in the Official Community Plan 2001.

**CARRIED**

**Councillor Barry opposed the motion.**

The meeting was adjourned at 9:40 pm.

**Certified Correct:**

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**Ed Macgregor**  
Mayor

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**Tom Day**  
Chief Administrative Officer

## DISTRICT OF SOOKE

### JOINT MEETING Committee of the Whole & Sooke Boundary Restructure Committee Minutes Meeting held May 16, 2002 at 5:00 pm

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#### **COUNCIL PRESENT:**

Councillor Marcus Farmer  
Councillor Janet Evans  
Councillor John Farmer  
Councillor Lorna Barry

#### **STAFF PRESENT:**

Tom Day, Chief Administrative Officer  
Susan Kelly, Administration/Finance Clerk

#### **SOOKE BOUNDARY RESTRUCTURE COMMITTEE MEMBERS PRESENT:**

Tom Reid, Sussex Consultants  
Sue Smee, Shirley  
Ron Burnett, Shirley  
Arnie Campbell, Otter Point  
Merell Harlow, East Sooke

Ute Schnarr, East Sooke  
Bruce Lemire-Elmore, Otter Point  
Steve Grundy, East Sooke  
Brian Henson, CRD Regional Director

#### **GUESTS:**

Holy Cairns, Local Government Structure  
Ministry of Community, Aboriginal and Women's Services  
Ken Cossey, Planner/Administrator  
Juan de Fuca Electoral Area

#### **ABSENT:**

Mayor Ed Macgregor  
Councillor Ron Dumont  
Councillor Jeff Stewart  
Mike Conlin, Port Renfrew

#### **1. Previous Minutes**

The meeting was called to order at 5:00 p.m.

#### **2. Review of Minutes of April 18, 2002**

**MOVED** by Councillor Evans, that the minutes of the Sooke Boundary Restructure Study Committee of April 18, 2002 be accepted.

**CARRIED**

### 3. Discussion on Governance Options

The Committee reviewed the following governance options presented by Tom Reid:

- Option A: 11 Council Members until 2008, then 9 (elected at large)
- Option B: 11 Council Members indefinitely (area representation by 7 councillors).
- Option C: 11 Council Members until 2005, then 9 (area representation by 5 councillors).

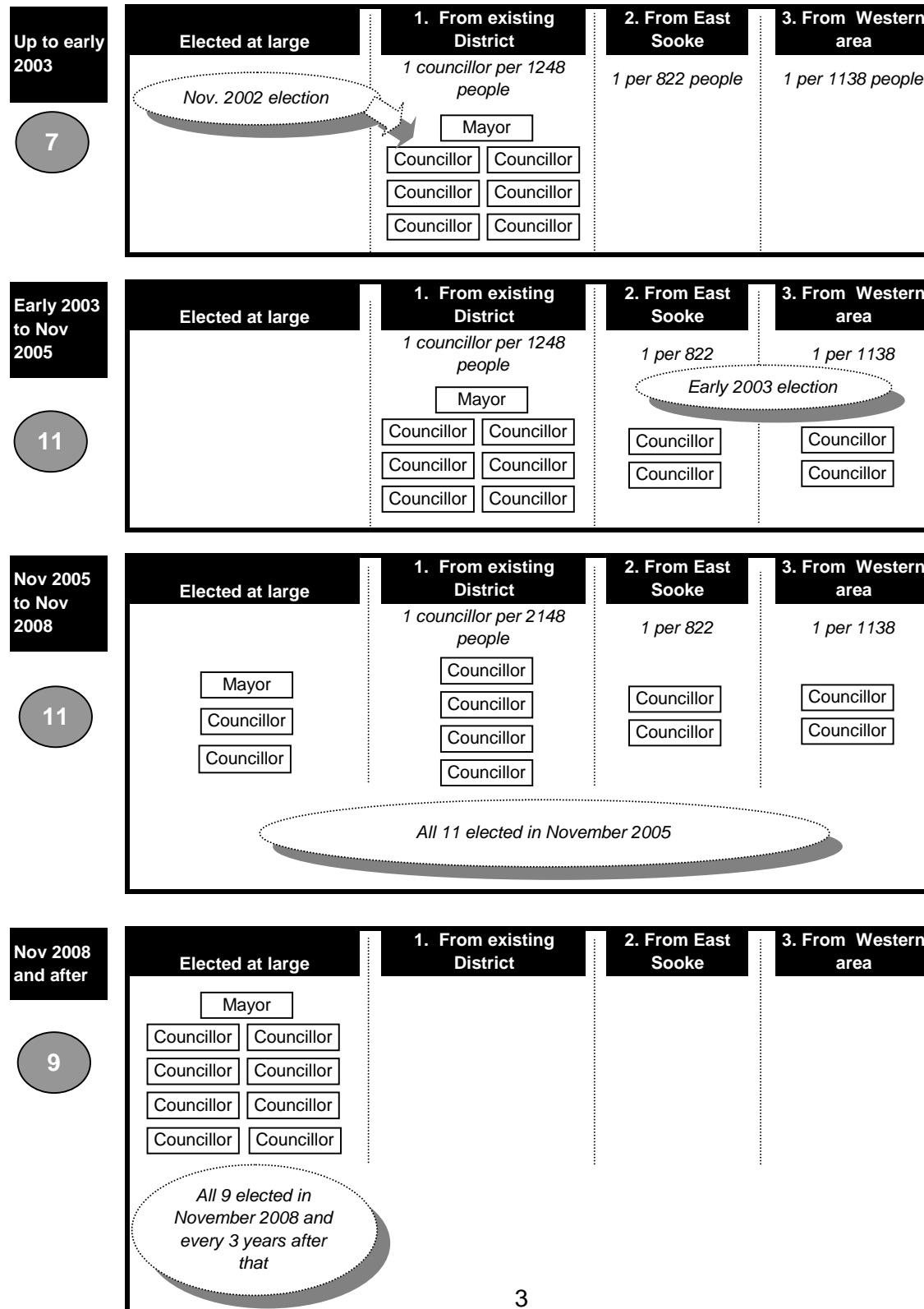
Sue Smee expressed concerns that Shirley was being lumped into Otter Point and requested that the Committee recognize Shirley separately from Otter Point.

The Committee discussed the purpose of area representation. Many of the rural committee members felt that having a representative on Council from their specific area would make an easier transition for residents, and that ultimately there should be no boundaries dividing the areas. There was some concern raised that providing area representation indefinitely would cause too much separation within the District, therefore losing the effectiveness of expanding the boundaries. The Committee did conclude that having area representation for the first expanded Council would be best. Bruce Lemire-Elmore questioned the need for more council members. Tom Day explained that the fire department and land use will be the two major issues for the newly formed council. The current council members are already committing 3-6 evenings a week and with a larger municipality, the increase in work will justify the increase in size of council.

**MOVED** by Sue Smee, that the Sooke Boundary Restructure Study Committee accept Governance Option A, modified as follows:

See Page 3

# Proposed Structure of Sooke Municipal Council



#### 4. Discussion on Timing of Public Consent

Councillor Marcus Farmer asked the Committee for input on the timing of the referendum. Concerns were raised that the rural areas would not be given enough time to complete the study if all residents were to vote on a referendum in November. Tom Day, speaking on behalf of Mayor Macgregor, stated that the referendum should not be driven by the timetable of the municipal election. He further added that the District of Sooke should vote on amalgamation first, as the outcome of the District's referendum will determine if the rural areas will need to proceed with their own referendum.

Tom Reid recommended that the District of Sooke vote on November 16, as the referendum should be done with the existing Council and before the next election.

The Committee agreed that there should be two votes; with the District of Sooke voting first.

The Committee discussed how Advisory Planning Commissions (APC's) would fit into an expanded District of Sooke. Tom Day expressed Mayor Macgregor's suggestion that APC's continue for the first term of the new council, and the new council would then decide if future APC's would be elected or appointed. Tom Reid confirmed that the issue of APC's; whether elected or appointed, and when they expire, can be addressed in the Letters Patent.

**MOVED** by Lloyd Boehmer that the elected Advisory Planning Commissions (APC's) continue for the first term, and the new council will decide if future APC's will be elected or appointed.

**CARRIED**

The next Sooke Boundary Restructure Study Steering Committee meeting is scheduled for July 11, at 5:00 p.m.

Meeting adjourned.

**Certified Correct:**

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**Councillor Marcus Farmer**  
**Chair- Boundary Restructure Study Committee**

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**Tom Day**  
**Chief Administrative Officer**



**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held May 27, 2002 at 6:30 pm

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**COUNCIL PRESENT:**

Mayor Ed Macgregor  
Councillor Lorna Barry  
Councillor Ron Dumont  
Councillor Marcus Farmer  
Councillor John Farmer

**STAFF PRESENT:**

Tom Day, Chief Administrative Officer  
Sabina FooFat, Assistant Planner  
Rachel Parker, Deputy Clerk (Recorder)

**ABSENT:** Councillor Jeff Stewart, Councillor Janet Evans

1. **Merv Brooks, Director, Sooke Harbour Authority Society**, Sooke Harbour Authority Tour

Mr. Brooks explained that the Government Wharf is a commercial wharf owned by the Federal Department of Fisheries and Oceans (Mike Doutaz, Area Chief) and managed and operated by the Sooke Harbour Authority. The Harbour Authority consists of seven members who are voted in by the Society's membership at its annual general meeting. The Harbour Authority sets and collects berthage fees and performs regular maintenance duties and small repairs.

The wharf is open to pleasure boats, commercial boats and has different rates for each type of user and for different lengths of stay. The Department of Fisheries and Oceans gives small grants for specific purposes and arranges and funds major maintenance and repairs. Property is leased from Brian Butler for foreshore parking and additional parking is planned on the wharf once it is repaired.

**Certified Correct:**

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**Ed Macgregor**  
Mayor

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**Tom Day**  
Chief Administrative Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held June 17, 2002 at 7:00 pm

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**Joint Council Meeting**  
**T'Sou-ke Nation Council & District of Sooke Council**

**COUNCIL PRESENT:**

Mayor Ed Macgregor  
Councillor Lorna Barry  
Councillor Ron Dumont  
Councillor Janet Evans  
Councillor John Farmer

**STAFF PRESENT:**

Tom Day, Chief Administrative Officer  
Sabina FooFat, Assistant Planner  
Rachel Parker, Deputy Clerk (Recorder)

**GUESTS:**

Chief Andy Planes  
Councillor David Planes  
Georgia Katz, Administrator

**ABSENT:** Councillor Marcus Farmer, Councillor Jeff Stewart

The meeting was called to order at 7: 05 pm.

Mayor Macgregor welcomed Chief Planes, Councillor Planes and Ms. Katz and thanked them for attending the first meeting between the new T'Sou-ke Nation Council and the District of Sooke Council.

**1. Infrastructure Projects**

Mayor Macgregor reviewed the Community Sewer System, Traffic Study and North Sooke Water infrastructure projects and federal-provincial infrastructure program applications. He advised that information regarding the District of Sooke providing service to the T'Sou-ke Nation Reserve No. 2 would be provided to Ms. Katz. Councillor John Farmer indicated that the T'Sou-ke Nation will be kept informed on the progress of the community sewer system infrastructure grant application and would be invited to any future meetings of the Sewer Study Steering Committee.

**2. Sooke Harbour and Basin Water Quality Advisory Commission**

Chief Planes gave his full support to the Commission and advised that the T'Sou-ke Nation is willing to participate in the Commission. Mayor Macgregor requested that the T'Sou-ke Nation provide formal consent of the bylaw and a recommendation of an appointee to the Commission.

**3. Official Community Plan 2001**

Mayor Macgregor reviewed the development of the Official Community Plan 2001 and advised that the bylaw has received 2<sup>nd</sup> reading and a public hearing. A new copy of the bylaw will be provided to Chief Planes.

**4. Harbour Park**

Mayor Macgregor reviewed the development of Harbour Park and the Sponsorship Program. Chief Planes expressed his support for the park.

**5. Casino Revenue Sharing**

Mayor Macgregor advised that the District of Sooke Council has given its support to sharing casino revenues with First Nations on a per capita basis. He advised that any future correspondence regarding casino revenues would be provided to the T'Sou-ke Nation.

It was suggested that the councils meet again in October 2002 for an update on the Community Sewer System.

The meeting was adjourned at 8:20 pm.

**Certified Correct:**

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**Ed Macgregor**  
**Mayor**

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**Tom Day**  
**Chief Administrative Officer**

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held June 24, 2002 at 6:00 pm

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**COUNCIL PRESENT:**

Mayor Ed Macgregor  
Councillor Marcus Farmer  
Councillor Ron Dumont  
Councillor Janet Evans  
Councillor John Farmer

**STAFF PRESENT:**

Frank Limshue, Municipal Planner  
Sabina FooFat, Assistant Planner  
Laurie Wells, Director of Finance

**ABSENT:** Councillor Jeff Stewart, Councillor Lorna Barry

The meeting was called to order at 6:00 pm.

**1. Ted Lidster, Tour of the Village on Maple, 1945 Maple Avenue**

The Committee toured the *Village on Maple* strata housing development.

The meeting was adjourned at 6:35 pm.

**Certified Correct:**

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**Ed Macgregor**  
Mayor

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**Tom Day**  
Chief Administrative Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held July 10, 2002 at 5:00 pm

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**COUNCIL PRESENT:**

Mayor Ed Macgregor  
Councillor Lorna Barry  
Councillor Ron Dumont  
Councillor Janet Evans  
Councillor John Farmer  
Councillor Marcus Farmer

**STAFF PRESENT:**

Tom Day, Chief Administrative Officer  
Frank Limshue, Municipal Planner  
Sabina FooFat, Assistant Planner

**ABSENT:** Councillor Jeff Stewart

The meeting was called to order at 5:15 pm.

**1. Economic Development Work Program**

The Committee discussed concerns that the many economic development initiatives in the community lacked coordination. Council directed staff to proceed with a multi-agency economic development strategy planning session on Saturday, September 21, 2002.

The meeting was adjourned at 6:15 pm.

**Certified Correct:**

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**Ed Macgregor**  
Mayor

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**Tom Day**  
Chief Administrative Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held September 16, 2002 at 5:00 pm

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**COUNCIL PRESENT:**

Mayor Ed Macgregor  
Councillor Lorna Barry  
Councillor Marcus Farmer  
Councillor Janet Evans  
Councillor John Farmer

**STAFF PRESENT:**

Tom Day, Chief Administrative Officer  
Frank Limshue, Municipal Planner

**ABSENT:** Councillor Ron Dumont, Councillor Jeff Stewart

**1. Tour of Sun River Estates Development Proposal - Phillips Road**

Council and staff toured the site of the proposed Sun River Estates development. Mr. Limshue pointed out the areas to be utilized for park, multi family, school, gravel pit, rock quarry, and neighbourhood commercial.

**Certified Correct:**

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**Ed Macgregor**  
Mayor

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**Tom Day**  
Chief Administrative Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held September 30, 2002 at 5:30 pm

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**COUNCIL PRESENT:**

Mayor Ed Macgregor  
Councillor Lorna Barry  
Councillor Ron Dumont  
Councillor Janet Evans  
Councillor John Farmer  
Councillor Marcus Farmer

**STAFF PRESENT:**

Tom Day, Chief Administrative Officer  
Rachel Parker, Deputy Clerk (recorder)  
Laurie Wells, Director of Finance  
Gary Smirfitt, Municipal Engineer

**ABSENT:** Councillor Jeff Stewart

**1. Pavement and Right of Way Widths**

The committee reviewed the report on pavement and right of way widths in regard to the proposed Subdivision and Development Standards Bylaw and determined that variances for hybrid projects will be considered on a case-by-case basis.

The meeting adjourned at 6:52 pm.

**Certified Correct:**

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**Ed Macgregor**  
Mayor

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**Tom Day**  
Chief Administrative Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held October 15, 2002 at 5:10 pm

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**COUNCIL PRESENT:**

Mayor Ed Macgregor  
Councillor Lorna Barry  
Councillor Ron Dumont  
Councillor Janet Evans  
Councillor Marcus Farmer

**STAFF PRESENT:**

Tom Day, Chief Administrative Officer  
Laurie Wells, Director of Finance  
Sabina FooFat, Assistant Planner  
Gary Smirfitt, Municipal Engineer

**ABSENT:** Councillor John Farmer, Councillor Jeff Stewart

**1. Development Variance Permit Application -Church Road Subdivision - Samoa Holdings**

The Committee toured the site subject of a development variance permit application located at the corner of Church Road and Rhodonite Road, legally described as Lot 3, Section 25, Sooke District, Plan VIP66027. The Committee discussed the project and the development variances requested by the applicant.

The meeting was adjourned at 6:00 pm

**Certified Correct:**

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**Ed Macgregor**  
Mayor

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**Tom Day**  
Chief Administrative Officer



**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held October 15, 2002 at 7:00 pm

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**COUNCIL PRESENT:**

Mayor Ed Macgregor  
Councillor Jeff Stewart  
Councillor Ron Dumont  
Councillor Janet Evans  
Councillor John Farmer  
Councillor Marcus Farmer  
Councillor Lorna Barry

**STAFF PRESENT:**

Laurie Wells, Director of Finance  
Rachel Parker, Deputy Clerk (recorder)

**1. Grants in Aid**

The Committee reviewed the staff report.

**MOVED** by Councillor Evans to recommend to Council to include a line item in the 2003 budget document for the Sooke Christmas Bureau.

**CARRIED UNANIMOUSLY**

**MOVED** by Councillor Dumont to recommend to Council to transfer \$700 from 2002 surplus for the Sooke Christmas Bureau.

**CARRIED UNANIMOUSLY**

(a) **Sooke Harbour Chamber of Commerce** - Sooke Harbour Holidays

Shirley Cockerton of the Sooke Harbour Chamber of Commerce reviewed the application.

**MOVED** by Councillor Marcus Farmer to recommend to Council to approve a grant in aid in the amount of \$1,000 to the Sooke Harbour Chamber of Commerce for the Sooke Harbour Holiday project.

**CARRIED UNANIMOUSLY**

(b) **Sooke Community Arts Council** - Art in the Park

A representative for the Sooke Community Arts Council was not in attendance so the item deferred to later on the agenda.

(c) **Sooke Harbour Revitalization Committee** - Beautification of Sooke Centre Park and Evergreen Centre

Ms. Wells confirmed that the District of Sooke cannot give financial aid for improvements to a business or commercial property. The Committee did not consider the application.

(d) **Sooke Harbour Revitalization Committee - Website**

Stephen Holland of the Sooke Harbour Revitalization Committee reviewed the application. The Committee inquired as to whether the proposal could be combined with a current website project.

**MOVED** by Councillor John Farmer to not support the application from the Sooke Harbour Revitalization Committee for a grant in aid for website development.  
**CARRIED UNANIMOUSLY**

(e) **Sooke Rescue Society - Participation in Jaws of Life Competitions**

Steve Sorensen of the Sooke Rescue Society reviewed the application.

**MOVED** by Councillor Barry to recommend to Council to approve a grant in aid in the amount of \$1,500 to the Sooke Rescue Society for participation in a jaws of life competition in 2003.  
**CARRIED UNANIMOUSLY**

Councillor Dumont left the meeting at 7:30 pm as his wife is a director on the Board of the Sooke Transition House Society.

(f) **Sooke Transition House Society - First Aid Training**

Linda Balcaen of the Sooke Transition House Society reviewed the application.

**MOVED** by Councillor Evans to recommend to Council to approve a grant in aid in the amount of \$577.80 to the Sooke Transition House Society for first aid training.  
**CARRIED UNANIMOUSLY**

Councillor Dumont returned to the meeting at 7:40 pm.

(g) **Sooke Citizens on Patrol - Gasoline Expenses**

Jane Jowett of the Sooke Citizens on Patrol reviewed the application. Councillor Marcus Farmer asked whether the Citizens on Patrol receive funding from the CRD. Ms. Jowett advised that it does not.

**MOVED** by Councillor Marcus Farmer to recommend to Council to approve a grant in aid in the amount of \$1,000 to the Sooke Citizens on Patrol for gasoline expenses.  
**CARRIED UNANIMOUSLY**

Councillor Marcus Farmer suggested that this expense be considered as an annual line item in the District of Sooke budget.

(h) **Sooke Minor Fastball Association - Mower & Uniforms**

Douglas Wittich of the Sooke Minor Fastball Association reviewed the application and advised that he was withdrawing the request for funding for a mower and that the application would be for funding for uniforms only. Councillor Marcus Farmer suggested that the Association also apply for funding through Molson's Local Heroes, SEAPARC and the Electoral Area Director.

**MOVED** by Councillor Marcus Farmer to recommend to Council to approve a grant in aid for the amount of \$4,000 to the Sooke Minor Fastball Association for uniforms.

**CARRIED UNANIMOUSLY**

(i) **Sooke Christmas Bureau - Christmas Hampers**

This item was considered earlier at the meeting.

(b) **Sooke Community Arts Council - Art in the Park**

Marion Desrochers of the Sooke Community Arts Council reviewed the application.

**MOVED** by Councillor Barry to recommend to Council to approve a grant in aid to the Sooke Community Arts Council in the amount of \$2,500 for the Art in the Park event.

**CARRIED UNANIMOUSLY**

**2. Correspondence**

- (a) Joan Titus, Secretary, Sooke Region Historical Society
- (b) Mark LeBlanc, President, Mt. Matheson Conservation Society

**MOVED** by Councillor Evans to receive and file the correspondence.

**CARRIED UNANIMOUSLY**

**3. George Katz, Administrator, T'Sou-ke Nation, Request for Support for Training Centre**

**MOVED** by Councillor Barry to recommend to Council to provide a letter of support to the T'Sou-ke First Nation for its proposed training centre.

**CARRIED UNANIMOUSLY**

The meeting was adjourned at 8:20 pm.

**Certified Correct:**

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**Ed Macgregor**  
Mayor

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**Tom Day**  
Chief Administrative Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held October 28, 2002 at 7:00 pm

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**COUNCIL PRESENT:**

Mayor Ed Macgregor  
Councillor Jeff Stewart  
Councillor Ron Dumont  
Councillor Janet Evans  
Councillor John Farmer  
Councillor Marcus Farmer  
Councillor Lorna Barry

**STAFF PRESENT:**

Tom Day, Chief Administrative Officer  
Laurie Wells, Director of Finance  
Frank Limshue, Municipal Planner  
Gary Smirfitt, Municipal Engineer  
Rachel Parker, Deputy Clerk (recorder)

The meeting was called to order at 7:00 pm.

1. **Rob Miller, Supervisor, Stormwater Quality Program, Environmental Programs,**  
Stormwater Quality Annual Report, District of Sooke -2001

Mr. Miller reviewed the *Stormwater Quality Annual Report, District of Sooke - 2001* including stormwater discharge surveys, upstream investigations, nearshore marine surface water investigations, and special projects.

**MOVED** by Councillor Dumont to receive the executive summary of the Capital Regional District *Stormwater Quality Annual Report, District of Sooke - 2001*, October 2002 and to forward consideration of continuing the Stormwater Quality program to 2003 budget discussions.

**CARRIED UNANIMOUSLY**

The meeting was adjourned at 7:35 pm.

**Certified Correct:**

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**Ed Macgregor**  
Mayor

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**Tom Day**  
Chief Administrative Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held, December 9, 2002 at 1:00 pm  
at Harbour Park

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**COUNCIL PRESENT:**

Mayor Ed Macgregor  
Councillor John Farmer  
Councillor Marcus Farmer  
Councillor George OBriain

**STAFF PRESENT:**

Tom Day, Chief Administrative Officer  
Frank Limshue, Municipal Planner

**ABSENT:** Councillor Lorna Barry, Councillor Tom Morino, Janet Evans

**1. Harbour Park - Pier Project**

Adrian Small of Small and Rossell Landscape Architects toured Harbour Park with the Committee. They reviewed location and broad layout options for a wharf structure at the park. The Committee directed the Chief Administrative Officer to draft a budget proposal for the curved option situated at the east end of the park for Council's consideration.

Meeting adjourned at 1:55 p.m.

**Certified Correct:**

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**Ed Macgregor**  
Mayor

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**Tom Day**  
Chief Administrative Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held December 16, 2002 at 7:30 pm

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**COUNCIL PRESENT:**

Mayor Ed Macgregor  
Councillor John Farmer  
Councillor Tom Morino  
Councillor Marcus Farmer  
Councillor Lorna Barry

**STAFF PRESENT:**

Tom Day, Chief Administrative Officer  
Frank Limshue, Municipal Planner  
Gary Smirfitt, Municipal Engineer  
Rachel Parker, Deputy Clerk (recorder)

**ABSENT:** Councillor George OBriain, Janet Evans

The meeting was called to order at 7:35 pm.

**1. Proposed Bylaw No. 65, Subdivision and Development Standards Bylaw - opportunity for public to provide input**

Mr. Smirfitt explained that the draft Subdivision and Development Standards Bylaw consists of design and servicing components and construction standards under the Master Municipal Construction Documents.

Mr. Smirfitt proposed that once public submissions are received at this meeting, staff would review and make changes the bylaw, have the new draft available to the public, report to Council at the January 13, 2003 meeting presenting a revised bylaw for introduction, Council may receive further public submissions at a Committee of the Whole meeting on January 20, 2003. He was hopeful that the bylaw would be adopted by the end of February 2003.

Mayor Macgregor invited any public submissions on the draft bylaw.

Ron Dumont of West Coast Road thought there was duplication in the bylaw, and expressed concern that there was no requirement for concrete underground pipes. Mr. Day requested that Mr. Dumont submit a written list of specific concerns.

Discussion took place regarding Section S, Sanitary Sewerage, of Schedule B, Standards of Service. Mr. Smirfitt explained that the Vancouver Island Health Authority is authorized to issue approval permits to construct sewage disposal systems. The District of Sooke may set out requirements for subdivision servicing prior to approval to ensure that a newly created lot is suitable for an on-site sewage disposal system.

Stan Eakin of Austin's Place objected to Section S of Schedule B and thought that the municipality should follow the standards set by the Vancouver Island Health Authority.

Mr. Smirfitt explained that the proposed bylaw set out a minimum requirement for 3-foot suitable native material for in ground sewage disposal. The VIHA health officer may vary the requirement for native material to 2 feet, which in his opinion is not appropriate at subdivision stage for Sooke sized lots.

Discussion also took place regarding the requirement for certification by an on-site sewer system specialist prior to subdivision approval. Concern was raised about additional cost for this certification.

Mayor Macgregor requested that Mr. Smirfitt review bylaws for jurisdictions with similar environmental concerns. Mr. Smirfitt advised that Sooke is somewhat distinct in that the area has a very thin layer of native material and on-site septic systems are being built on very small lots.

Mr. Day advised that staff would review the concerns raised regarding on-site sewer regulations in the bylaw. He suggested that Council receive public input on other areas of the bylaw.

Randy Clarkston suggested a simpler fee schedule.

Mr. Dumont suggested clarifying who is responsible for the power supply for ornamental street lighting.

Gary Coles of Meota Drive had concerns regarding certification of wells by a professional engineer, the volume requirement of 4,000 litres per day, and the limitation of booster pumps. Mr. Smirfitt advised that the booster pump limitation would be changed. Mr. Day advised that staff would investigate certification of well drillers and provide comprehensive data on the issues of well certification and volume requirements. Mr. Smirfitt also advised that independent water sampling and testing must be submitted in order to test for E coli, fecal coliform, arsenic, iron, manganese, and other water components to ensure the source is safe.

Mr. Eakin expressed concern that the costs to ensure no liability for the municipality is too high and that these costs will put an end to development in Sooke.

Mr. Dumont commented that he does not support the use of French drains.

Mr Clarkston stated that Sooke needs a proper underground storm drain system.

Mr. Coles inquired whether cisterns and holding tanks were acceptable. Mr. Smirfitt advised that they were acceptable for non-potable water but not as drinking water source.

Councillor Morino inquired as to whether this bylaw is necessary. Mr. Day advised that it is required in order to ensure that new land development will be built to particular standard.

It was clarified that this bylaw only applies to newly created lots through subdivision and to certain multi-family and commercial developments.

Ralph Hull of Horne Road objected to any requirement for curbs and sidewalks on Horne Road.

Mr. Dumont commented on roll tests as a way of certifying the acceptability of road bases. Mr. Smirfitt advised that a consulting engineer must certify roll tests at the cost of the developer.

**Certified Correct:**

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**Ed Macgregor**  
Mayor

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**Tom Day**  
Chief Administrative Officer