

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held January 25<sup>th</sup>, 2005 at 5:30 p.m.  
Council Chamber, 2225 Otter Point Road

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**COUNCIL PRESENT:**

Mayor Janet Evans  
Councillor Lorna Barry  
Councillor John Farmer  
Councillor Marcus Farmer  
Councillor George OBriain  
Councillor John Stephen

**STAFF PRESENT:**

Peter Jmaeff, Chief Administrative Officer  
Bonnie Sprinkling (Recorder)  
Frank Limshue, Municipal Planner  
Bob Kelsey, Fire Chief  
Curtis Helgesen, Acting Director of Finance  
Debbie Carter, Director of Finance  
Gary Smirfitt, Municipal Engineer

**Absent:** Councillor Tom Morino

The meeting was called to order at 5:30 p.m. on January 25<sup>th</sup>, 2005.

**1. Motion to Close the Meeting to the Public**

**MOVED** by Councillor Barry, seconded to close the meeting to the public under section 90(1) of the *Community Charter* to discuss labour relations or other employee relations; and discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].

**CARRIED UNANIMOUSLY**

The meeting was adjourned at 5:40 p.m. on January 25<sup>th</sup>, 2005

**Certified Correct:**

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Janet Evans  
Mayor

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Peter Jmaeff  
Chief Administrative Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held February 14, 2005 at 6:30 p.m.  
Council Chamber, 2225 Otter Point Road

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**COUNCIL PRESENT:**

Mayor Janet Evans  
Councillor Lorna Barry  
Councillor John Farmer  
Councillor Marcus Farmer  
Councillor George OBriain  
Councillor John Stephen  
Councillor Tom Morino

**STAFF PRESENT:**

Peter Jmaeff, Chief Administrative Officer  
Bonnie Sprinkling (Recorder)  
Debbie Carter, Director of Finance  
Bob Kelsey, Fire Chief  
Gary Smirfitt, Municipal Engineer

**Absent:**

The meeting was called to order at 6:30 p.m.

**1. Silver Spray, Destination Resort**

Mr. Michael Thornton presented a model of the proposed Silver Spray Lodge and advised that this was a \$7M project funded mainly by investor/owners. A rental management company would administer the units. There would be approximately 100 fee-simple units consisting of 15 cottages and 85 units. It is hoped to get into the market this summer and be to build out in approximately 24 months.

Mr. Thornton introduced the architect, Mr. Richard Hulbert. Mr. Hulbert gave a presentation of the form and character of the proposed lodge. Mr. Hulbert stated that the lodge is the centre piece of the Silver Spray development and is designed to be in harmony with the environment. The intention is to use natural materials with a colour palette to blend in with the site.

The meeting was adjourned at 7:00 p.m.

**Certified Correct:**

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**Janet Evans**  
Mayor

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**Peter Jmaeff**  
Chief Administrative Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held February 28, 2005 at 7:00 p.m.  
Council Chamber, 2225 Otter Point Road

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**COUNCIL PRESENT:**

Mayor Janet Evans  
Councillor Lorna Barry  
Councillor John Farmer  
Councillor Marcus Farmer  
Councillor George OBriain  
Councillor John Stephen  
Councillor Tom Morino

**STAFF PRESENT:**

Peter Jmaeff, Chief Administrative Officer  
Bonnie Sprinkling, Deputy Clerk (Recorder)  
Debbie Carter, Director of Finance

The meeting was called to order at 7:00 p.m.

Councillor Marcus Farmer and Councillor John Farmer arrived at 7:25 pm

**1. BC Hydro Update**

Stephen Watson, Public Affairs Coordinator, gave a presentation about the current status of energy supply services on Vancouver Island. BC Hydro has set goals in accordance with the BC Energy Plan and to be more self-sufficient on Vancouver Island. Independent power producers, such as Pristine Power at Duke Point, will provide all new power sources and BC Hydro will do the appropriate system upgrades. Several BC Hydro initiatives are ongoing such as:

- Green Energy
- Net Metering
- Clean Power Certificates
- Power Smart

Mr. Watson advised that the Jordan Forebay will be decommissioned and that over the next year, BC Hydro will be undertaking to reinforce the power system on Vancouver Island to prevent "cold Load Pickup" problems after power outages.

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

**Certified Correct:**

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**Janet Evans**  
Mayor

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**Peter Jmaeff**  
Chief Administrative Officer

DISTRICT OF SOOKE  
Committee of the Whole Minutes  
Meeting held March 1, 2005 at 5:30 p.m.  
Council Chamber, 2225 Otter Point Road

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**COUNCIL PRESENT:**

Mayor Janet Evans  
Councillor Lorna Barry  
Councillor Marcus Farmer  
Councillor Tom Morino  
Councillor George OBriain  
Councillor John Stephen  
Councillor John Farmer

**STAFF PRESENT:**

Peter Jmaeff, Chief Administrative Officer  
Debbie Carter, Director of Finance  
Gary Smirfitt, Municipal Engineer  
Bob Kelsey, Fire Chief  
Bonnie Sprinkling, Deputy Clerk (recorder)

The meeting was called to order at 5:30 p.m.

**1. Budget Discussions**

Mr. Jmaeff provided a brief opening statement to commence the 2005 budget discussions. Mr. Jmaeff noted the addition of Silver Spray to the revenue budget and the increase to expenditures for policing and roads maintenance.

**2. Strategic Plan - 2005 Objectives**

Ms. Carter advised that the 2005 Objectives document would be included in the budget once endorsed by Council.

**3. Budget Introduction**

Ms. Carter provided a power point presentation to introduce the 2005 budge to Council. Included in the presentation were the following:

- General Information and Assumptions
- 2005 Tax Revenue from Growth
- Operating Revenue Ratios (graph)
- Operating Expense Ratios (graph)
- Expense Summary by Department
- Significant Financial Impacts
- Policing

Ms. Carter provided a detailed explanation of the increased policing costs.

#### **4. 2005 Budget Operating, Non-Discretionary**

Councillor John Farmer and Councillor Marcus Farmer joined the meeting at 5:50 pm

The Committee reviewed the recommended budget allocations for non-discretionary items and approved the recommendations with the following exceptions:

- Agreed to direct staff to research what other municipalities pay for policing support staff
- Agreed to direct staff to bring a report to Council on resolution to UBCM and AVICC on funding for CREST
- Agreed to delete "ESS Director" \$3000 under Emergency Program
- Agreed to add "Travel/Conferences/Membership/Education" \$2500 under Inspection Services as per amendments in October, 2004

#### **5. 2005 Discretionary Operating**

The Committee reviewed the recommended budget allocations for discretionary items and approved the recommendations with the following exceptions:

- Agreed to reduce "External Lighting and Security" to \$4000
- Agreed to move "CRD Housing Fund" \$22,697 to the CRD requisition
- Agreed to remove "Half-time RCMP clerical support" \$22,500
- Agreed to direct staff to obtain information on costs for "Fire Dept Volunteer Exchange Program" and possible matching funds
- Agreed to remove "Fire Master Plan/Fire Service Bylaw" \$10,000
- Agreed to reduce "Fire Dept Equipment" to \$15,500
- Agreed to remove "EOC - Relocate Equipment/Computer Lines" \$6,000
- Agreed to remove "Emergency Con/Educ/Training" \$5000
- Agreed to direct staff to obtain information on costs for "EOC Radio OPS Equipment"
- Agreed to direct staff to bring a report to Council on "Sidewalks- General" funding for Grant Road
- Agreed to remove "Sidewalks - Whiffin Spit"
- Agreed to direct staff to investigate possible funding assistance from BC Transit for "Wheelchair Accessible Bus Stops"
- Agreed to remove "Kaltasin" from "Foreshore Access"
- Agreed to direct staff to bring to Council a report on proposals for foreshore access
- Agreed to reduce "Townsend Road South Reconstruction" to \$70,000 for drainage only
- Agreed to delete "Waterfront Walkway" \$8,000
- Agreed to add "Sooke Canada Day" \$1000

Councillor John Farmer left the meeting as he does business with "Need Crisis Centre".

- Agreed to add "Need Crisis Centre" \$2000 to be funded in \$1000 instalments semi-annually and report to Council

Councillor John Farmer returned to the meeting.

- Agreed to remove “Economic Development Officer \$72,814
- Agreed to reduce “Economic Development Initiatives to \$12,300
- Agreed to reduce “Ed Macgregor Park” to \$5,000

The meeting was adjourned at 9:05 p.m.

Certified Correct:

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Janet Evans  
Mayor

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Peter Jmaeff  
Chief Administrative Officer

DISTRICT OF SOOKE  
Committee of the Whole Minutes  
Meeting held March 14, 2005 at 6:30 p.m.  
Council Chamber, 2225 Otter Point Road

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COUNCIL PRESENT:  
Mayor Janet Evans  
Councillor Lorna Barry  
Councillor Marcus Farmer  
Councillor Tom Morino  
Councillor George OBriain  
Councillor John Stephen  
Councillor John Farmer

STAFF PRESENT:  
Peter Jmaeff, Chief Administrative Officer  
Kelly Foisy, Planner  
Larry Dawe, Bylaw Enforcement/Emergency  
Planner  
Bonnie Sprinkling, Deputy Clerk (recorder)

The meeting was called to order at 6:30 p.m.

**1. Proposed Agricultural Land Reserve Application, Exemption of Lot A, Sections 28, 29 and 32, Sooke District, Plan VIP75447 (Sun River) from the Agricultural Land Reserve**

Ms. Foisy reviewed the application. She advised that, if the property is excluded from the ALR, the property owner is expected to apply to rezone the property to allow for small residential lots and to dedicate a portion of the property next to the school site as park.

Mr. Kabel Atwall, Khevin Development Services Ltd., further outlined the application and submitted an amended plan for the application. Mr. Atwall stated that the property had less capability for agricultural use than the other ALR lands in the development and that agricultural use was difficult because of irrigation issues. Mr. Atwall added that the proximity of the land to the school and residential properties would present conflicts as to noise, smell, use of pesticides, etc. and that the property had never been used for agriculture. Mr. Atwall advised that all the presently constructed houses would be adjacent to the park area and provide a buffer for the school site. Mr. Atwall advised that the proposal requires an amendment to the development agreement and a rezoning that would increase the number of residential lost by up to 60 (total 715).

Mr. Atwall advised that there is bonding in place for the development of the agricultural lands and that the ALC is aware that the work will be done when the construction of the subdivision is completed. The bonding requires that the land be returned to the way it was before construction of the development.

Councillor Stephen asked for clarification as to the schedule for the allotment gardens and completion of other works under the bonding.

Mr. Atwall advised that it was necessary to store some material on the ALC lands. Mr. Ron Shambrook, Sun River Estates Ltd. advised that the reservoir has to be built and the material on the ALC land will be graded out over the property after water is in place.

Mr. Atwall advised that this parcel was not included in the original application to exclude lands from the ALC because the original parcel was quite large and that until the lot plans were done, it was difficult to see which lands could be used as agricultural lands.

**MOVED** by Councillor Barry, seconded that the Committee of the Whole recommend that Council forward without recommendation the application for exclusion for the parcel legally described as Lot A, Sections 28, 29 and 32, Sooke District, Plan VIP75447 to the Land Reserve Commission.

**CARRIED**

**2. Larry Dawe, Emergency Coordinator - Presentation:**

**Earthquakes, Tsunamis and Tubeworm**

Mr. Dawe gave a powerpoint presentation on earthquakes and tsunamis. Mr. Dawe informed Council as to the types of earthquakes and the probability and effects of earthquakes in this area. Mr. Dawe further explained how a Tsunami develops and the possible effect of a Tsunami on the Sooke Harbour and Basin areas.

The meeting was adjourned at 7:20 p.m.

Certified Correct:

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Janet Evans  
Mayor

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Peter Jmaeff  
Chief Administrative Officer



DISTRICT OF SOOKE  
Committee of the Whole Minutes  
Meeting held March 15, 2005 at 5:30 p.m.  
Council Chamber, 2225 Otter Point Road

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**COUNCIL PRESENT:**  
Mayor Janet Evans  
Councillor Lorna Barry  
Councillor Marcus Farmer  
Councillor George OBriain  
Councillor John Stephen  
Councillor John Farmer

**STAFF PRESENT:**  
Peter Jmaeff, Chief Administrative Officer  
Debbie Carter, Director of Finance  
Gary Smirfitt, Municipal Engineer  
Bob Kelsey, Fire Chief

**Absent:** Councillor Tom Morino

The meeting was called to order at 5:30 p.m.

**1. 2005 Budget Discussions**

The Committee reviewed the revised budget allocations and approved the recommendations with the following exceptions:

- Agreed to remove from the capital budget works \$40,000 for sidewalks general and \$70,000 for Townsend Road drainage/reconstruction
- Agreed to remove from the capital works budget \$10,000 for the foreshore access
- Agreed to direct staff to bring a report to Council on the radio grounding costs

The meeting was adjourned at 6:30 p.m.

Certified Correct:

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Janet Evans  
Mayor

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Peter Jmaeff  
Chief Administrative Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held March 22, 2005 at 6:30 p.m.  
Council Chamber, 2225 Otter Point Road

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**COUNCIL PRESENT:**

Mayor Janet Evans  
Councillor Lorna Barry  
Councillor Tom Morino  
Councillor George OBriain  
Councillor John Stephen  
Councillor John Farmer  
Councillor Marcus Farmer

**STAFF PRESENT:**

Peter Jmaeff, Chief Administrative Officer  
Debbie Carter, Director of Finance  
Susan Dyble, Finance/Admin Clerk (recorder)

The meeting was called to order at 6:30 p.m.

1. **Proposed Disc Golf Park**

Mr. Frank Limshue, Planning Consultant, presented an overview of the proposed Disc Golf Park as prepared by Mr. Dan Hammick. Mayor Evans stated that although she was in favour of the idea of the facility, she has concerns over the location and the noise impact on the neighbours. Councillor Stephen questioned that the report states 300 trees would be cut down. Mr. Limshue advised that this is an error and that 300 trees are to be planted at the site. Councillor Stephen supports the idea in principle but expressed concerns regarding the location, particularly due to flooding conditions in the area. Councillor OBriain stated that he understood that the Colwood Disc Golf Course closed due to too many people using the area resulting damage. Councillor OBriain advised that he didn't feel that Sunriver was the right location for the Sooke proposal. Councillor Barry advised that she agreed with the other Councillors and it was her belief that this park at Sunriver was to be a passive park and not a recreational sporting area. Councillor Marcus Farmer advised that he has played disc golf and supports the proposal and the location.

**MOVED** by Councillor OBriain, seconded that the Committee of the Whole table any recommendations to Council until members have had an opportunity to visit other disc golf courses first.

**CARRIED UNANIMOUSLY**

Ken Ebbs-Canavan of Calvert Road expressed his opposition to the location of the proposed disc golf park. Mr. Ebbs-Canavan stated that residents along the Sooke River have brought forward their concerns to Council several times in the past two and a half years regarding the Sunriver development and the park, and wishes to reiterate that this park should be left as a passive park and not for recreational sporting use.

2. **Grants In Aid - Applications**

b. **Ballet Victoria**

Jeannette Sloan provided an overview of the application and outlined the scope of their project. Mayor Evans questioned the sustainability of the project and asked if the funding requirement would be ongoing.

**c. Sooke Region Tourism Association.**

Lyll Markham provided an overview of the application and advised the Committee that a minimum of \$5,000 would be required to initiate the project. Mr. Markham acknowledged that a grant-in-aid may not be the correct funding source, but would like Council to be aware of the project and to suggest other avenues of funding.

**d. Sooke Transition House**

Gail Dumont provided an overview of the application. Councillor Stephen questioned the lack of any financial statements from the previous year. Councillor OBriain suggested that the Transition House check with the Post Office to make sure that no other address changes are pending that would result in having to reproduce material.

**e. UBI Caritas Community Services**

Iris Elsdon provided an overview of the application. Mayor Evans expressed concerns of tax dollars being used for wages.

**f. Sooke Folk Music Society**

Donna Wynn Read provided an overview of the project. Mayor Evans advised that the organization received funding for the same project last year, and although she supports the festival, grant-in-aid is generally for a one-time project. Councillor Barry suggested that they team up with the Canada Day Society.

Councillor OBriain excused himself from the meeting as he is a member of both the Legion and the Sooke Seniors Drop In Centre.

**g. Royal Canadian Legion #54 - Sooke**

Angus Stanfield provided an overview of the project explaining that it is planned that the event will take place at Sooke Elementary School.

Councillor Stephen excused himself from the meeting as he is a member of the Sooke Seniors Drop-In Centre.

**j. Sooke Seniors Drop In Centre**

Dorothy Burrus provided an overview of the project explaining that the chairs they were wishing to purchase went on sale in February. Because the sale was only until the end of February, the organization purchased the chairs on credit, hoping to receive a retroactive grant-in-aid.

Councillors OBriain and Stephen returned to the meeting.

**h. Edward Milne Community School Cook Training Program**

Five students of the EMCS Cook Training Program provided an overview of the program and explained that they will be leaving for Ontario this coming Sunday. Students from the school in Ontario will be coming to Sooke sometime in the future as a part of the exchange program.

**i. Sooke Adults Supporting Sooke Youth**

Marg Elliot provided an overview of the application and stated that although their funding levels may exceed grant-in-aid criteria, they were hopeful that Council

could assist them through other avenues. Mayor Evans and Councillor OBriain advised Ms. Elliot to contact Councillor Stephen regarding the 2010 Olympic Review Committee, suggesting that this project may be a perfect fit with their criteria. Mayor Evans also suggested that they contact the newly formed Focus Group to put forward an application for funding.

**k. Westcoast Flyfishers Association**

Gary Bettridge provided an overview of the project, promoting flyfishing to local youth.

**L. Sooke Pre-School Association**

April Visser provided an overview of the project, outlining the necessity of new furnishing to replace some chairs that have been at the pre-school for decades.

*Councillor John Farmer excused himself from the meeting while the Committee discussed funding request from the Sooke Pre-School Association due to a possible conflict of interest.*

*Councillor Stephen and Councillor OBriain excused themselves from the meeting while the Committee discussed funding requests for the Sooke Seniors Centre and the Royal Canadian Legion Branch #54 due to a possible conflict of interest.*

**MOVED** by Councillor Marcus Farmer, seconded that Committee recommend that Council approve the following grant-in-aid requests:

Sooke Pre-school Association	\$1,500.00
Sooke Transition House	\$ 864.39
Sooke Folk Music Society	\$1,000.00
EMCS Cook Training Program	\$1,000.00
SASSY	\$3,000.00
Royal Canadian Legion #54	\$2,500.00
Sooke Seniors Drop In Centre	\$1,500.00
Westcoast Flyfishers Association	\$1,000.00

**CARRIED UNANIMOUSLY**

**3. Grants In Aid – Final Reports**

**MOVED** by Councillor Marcus Farmer, seconded that the Committee recommend that Council accept the final reports from Steps to the Future Child Care Society, Sooke Folk Music Society, Sooke CASA, Sooke Senior Drop In Centre, and the status report from the Sooke Community Arts Council.

**CARRIED UNANIMOUSLY**

The meeting was adjourned at 9:20 p.m.

**Certified Correct:**

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**Janet Evans**  
Mayor

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**Peter Jmaeff**  
Chief Administrative Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held March 29<sup>th</sup>, 2005 at 7:00 p.m.  
Council Chamber, 2225 Otter Point Road

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**COUNCIL PRESENT:**

Mayor Janet Evans  
Councillor Lorna Barry  
Councillor John Farmer  
Councillor Marcus Farmer  
Councillor Tom Morino  
Councillor George OBriain  
Councillor John Stephen

**STAFF PRESENT:**

Peter Jmaeff, Chief Administrative Officer  
Debbie Carter, Director of Finance  
Bonnie Sprinkling, Deputy Clerk (recorder)

The meeting was called to order at 5:40 p.m.

**1. Disclosure**

Mayor Evans declared that she donated \$10 to the Canada Day Committee.

**2. 2005 Detailed Operating Budget 2005**

Ms. Carter reviewed changes made in the 2005 Detailed Operating Budget:

Page 1	10-11110-000-1	Property tax
Page 4	10-16210-000-1	Small Community Protection and Traffic Fine Revenue Sharing
Page 16	10-28230-900-2	Capital Fund

- The Committee agreed to include in the 2005 Budget the expenditure to ground the radio antennae.

**3. Five Year Operating Budget**

Ms. Carter advised that the changes in the 2005 Detailed Operating Budget were incorporated into the Five Year Operating Budget.

**4. Five Year Capital Budget**

Ms. Carter advised that the changes in the 2005 Detailed Operating Budget were incorporated into the Five Year Capital Budget. Ms. Carter explained that the budget does not include the matching grants from casino funds for the Focus Group - Capital Projects.

- The Committee agreed to include \$50,000 matching grants from casino funds for the Focus Group Capital Projects.

- The Committee agreed to distribute the Townsend Road Drainage/Reconstruct expenditures over the next three years as follows:

2006	\$ 70,000 (for drainage)
2007	\$130,000
2008	\$130,000

## 5. Property Tax Rates - 2005

Ms. Carter presented tables outlining:

- a. Tax Rate - Multiples
  - b. Assessed Values - 2004-2005
  - c. Net Assessed Value Comparison
- The Committee agreed to include the Total Tax Revenue 2005 \$2,668,972 into the 2005 Financial Plan.
  - The Committee agreed to accept the 2005 Financial Plan.
  - The Committee agreed to accept the 2005 Tax Rate.

Councillor John Farmer suggested that:

- a. the status of tax-exempted property be reviewed to consider fees or revenues possibilities from these properties;
- b. the possibility of combining our IT needs (such as maintenance, supplies, capital hardware, etc.) with other "Westshore" municipalities;
- c. the property tax deadline be made very clear to the public.

The meeting was adjourned at 6:30 pm.

**Certified Correct:**

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**Janet Evans**  
**Mayor**

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**Peter Jmaeff**  
**Chief Administrative Officer**

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held April 11, 2005 at 6:30 p.m.  
Council Chamber, 2225 Otter Point Road

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**COUNCIL PRESENT:**

Mayor Janet Evans  
Councillor Lorna Barry  
Councillor Tom Morino  
Councillor John Stephen  
Councillor John Farmer  
Councillor Marcus Farmer

**STAFF PRESENT:**

Peter Jmaeff, Chief Administrative Officer  
Bonnie Sprinkling, Deputy Clerk (recorder)  
Gary R. Smirfitt, P.Eng., Municipal Engineer

**ABSENT:** Councillor George OBriain

The meeting was called to order at 6:30 p.m.

1. **Presentation by John Steiner, Urban Systems - Ministry of Transportation, Highway 14 Corridor Plan**

John Steiner, Urban Systems introduced James Donnolly, Urban Systems and Dave Edgar, Ministry of Transportation (MOT). Urban Systems is preparing the Highway 14 Corridor Plan for MOT.

Mr. Steiner gave a powerpoint presentation providing Council with a general overview of what will be done in the project and the final product; and an update on the general conditions along the corridor based on recent and available information from MOT. A discussion on key issues ensued. Council emphasized the need for the District of Sooke to receive from MOT the projected Highway 14 road alignment with the second crossing of Sooke River so that planning for development in Sooke can be done. Development must be designed with the Sooke and West Coast Road design projections in mind.

The meeting was adjourned at 7:00 p.m.

**Certified Correct:**

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**Janet Evans**  
Mayor

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**Peter Jmaeff**  
Chief Administrative Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held June 27, 2005 at 6:00 p.m.  
Council Chamber, 2225 Otter Point Road

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**COUNCIL PRESENT:**

Mayor Janet Evans  
Councillor Lorna Barry  
Councillor John Stephen  
Councillor Marcus Farmer  
Councillor George OBriain

**STAFF PRESENT:**

Peter Jmaeff, Chief Administrative Officer  
Bonnie Sprinkling, Deputy Clerk (recorder)  
Larry Dawe, Economic Development Officer

**ABSENT:** Councillor John Farmer  
Councillor Tom Morino

The meeting was called to order at 6:00 p.m.

**1. Economic Development Workshop**

Larry Dawe, Economic Development Officer, gave a PowerPoint presentation outlining the foundational issues in planning for economic development for the District of Sooke. Mr. Dawe discussed the misconceptions some have on economic development, the role of the Economic Development Officer (EDO) and the creation of a permanent position of EDO, branding, and business improvement areas. The goal for the workshop was to gather Council ideas for economic development for the District of Sooke.

Councillor Marcus Farmer stated that the EDC should be tasked with creating a marketing plan for the District, which included determining the target markets. Councillor Marcus Farmer suggested:

- high tech or bio-tech industries as they do not require specialized zoning and there are currently Provincial initiatives in place to support these industries;
- creating a marketing plan for the Osprey nest at Fred Milne Park using our website, possibly with a webcam sponsored by the Chamber of Commerce'
- developing a marketing plan for sports fishing.

Councillor Marcus Farmer suggested that if a report on business licences is presented by the EDC, that the report clearly demonstrate what benefit the licences would have for the District of Sooke and local businesses.

Councillor Marcus Farmer stated that the role of the EDO should be a liaison with other groups or agencies in the community, ie. Sooke Chamber of Commerce, Sooke Community Association, Sooke Arts Council, etc. and that there should be monthly meetings to keep them informed as to what the District of Sooke is doing for economic development.

Mayor Evans stated that, where before business licences were not considered to be appropriate for the District of Sooke, it is now apparent that they are required for bylaw enforcement.



Councillor OBriain stressed the importance of liaison with Sooke agencies with the goal to pull them together so that projects are not duplicated. Councillor OBriain advised that liaison with the Province is important as funding is available for economic development.

Mayor Evans stated that the role of the local government is to provide opportunities for developers to come to the District of Sooke by establishing the foundations through zoning and infrastructure for businesses to build on.

Councillor Stephen stated that the EDC needed to recognize opportunities like the Osprey nest and advised that there was also a Blue Heron rookery in Sooke. Councillor Stephen suggested:

- that the EDO should be thinking of innovative business ideas and contacting the appropriate people or agencies to develop them;
- Sooke should be branded as an affordable and rural destination offering outdoor activities such as fishing (Sooke offers some of the world's best salmon fishing)

Councillor Barry suggested that the EDO investigate the possibility of colleges and schools establishing satellite schools in Sooke.

In general, Council agreed that the District of Sooke must ensure that resources such as boat launching ramps, amenities such as hotels/motels, public transit must be in place to support sustainable businesses.

Mr. Dawe stated that staff will consider the list of projects for the EDO and bring report to Council prioritizing the projects and proposing the extension or permanency of the EDO position.

The meeting was adjourned at 7:15 p.m.

**Certified Correct:**

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**Janet Evans**  
Mayor

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**Peter Jmaeff**  
Chief Administrative Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held July 11, 2005 at 5:30 p.m.  
Council Chamber, 2225 Otter Point Road

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**COUNCIL PRESENT:**

Mayor Janet Evans  
Councillor Lorna Barry  
Councillor John Farmer  
Councillor Marcus Farmer  
Councillor Tom Morino  
Councillor George OBriain  
Councillor John Stephen

**STAFF PRESENT:**

Peter Jmaeff, Chief Administrative Officer  
Debbie Carter, Director of Finance  
Cheryl Wirsz, Director of Development Services  
Susan Dyble, Finance/Admin Clerk (recorder)

The meeting was called to order at 5:30 p.m.

**1. Sooke Harbour Hotel and Marina**

Robert Rocheleau, Director, Praxis Architects Inc. introduced members of the design team, including Tim Touround, Peter Kelly, and Adrian Small. Mr. Rocheleau provided a brief overview of the project, adding that the proposed commercial destination marina resort would cater to guests by providing laundry facilities, whale watching, fishing supplies and groceries. Peter Kelly added that there economic benefits and spin offs to the community by having this type of resort within the municipality.

Councillor Barry raised concerns regarding the flat roof design of the units and wondered how this would affect the view corridor for those walking or driving on West Coast Road. Councillor Barry also questioned the use of the boat ramp for the public and the impacts this would have on parking.

Councillor OBriain also expressed concern about parking congestion within the development and on West Coast Road. Councillor OBriain confirmed that a 10-metre waterfront strip would be required.

Mayor Evans questioned if the developers had discussions with any of the property owners to the west of the proposed site.

Councillor Stephen commented on the potential impact to the economy of Sooke if the boat ramp were no longer accessible to the public. Councillor Stephen questioned where local boaters will be able to park their trailers, and stressed that it is critically important to maintain access for public parking.

Mayor Evans commented that the site is currently privately owned and could be closed off to the public at any time. Mayor Evans also expressed concerns with the design of the flat roofs.

Mr. Rocheleau advised that an alternate solution is to have the first row of units, closest to West Cost Road, constructed with peaked roofs.

Councillor John Farmer stated that the developer needs to spend more time with the Director of Development Services in order to find a common ground so that the project can meet everyone's needs.

## 2. Focus Group – Capital Projects Grant Applications

The following grant applicants made presentations:

- a. **Sooke CASA** – Veronica Berlando outlined the grant application, explaining how a community garden would benefit all nine agencies involved in CASA, which in turn will benefit the entire community. Ms. Berlando explained that maintenance costs after completion will be absorbed by CASA and was pleased to advise that since the opening of the building on Townsend Road, there has been no vandalism or theft.
- b. **The Kaltasin Project** – Edith Newman and Merle Fulton outlined the grant application, explaining the history of the project and where they envision the project to go. Ms. Newman advised that they would like to plant vines along the chain link fencing, plant trees in the boulevard and install paintings by local artists on portions of the fence.
- c. **Edward Milne Community School Society** - Phoebe Dunbar outlined the grant application, detailing the overwhelming response from various community groups who expressed an interest to use the proposed aluminium ramp and wooden float. Ms. Dunbar advised of the many organizations that have provided support for this project and submitted a letter from the Variety Club confirming their donation as this was received after the application was submitted.
- d. **Juan de Fuca Salmon Restoration Society**  
Councillor John Stephen excused himself from the meeting as he is a director of this society. Mr. Brian Mooney outlined the grant application, advising that this is not a hatchery project. The Society proposes to enhance the salmon population and to establish an Education Centre.  
  
Councillor Stephen returned to the meeting
- e. **Sooke Regional Historical Society**  
Councillor Barry excused herself from the meeting as she is a member of this Society. Elida Peers outlined the grant application, explaining that the heat in the upper floor of the museum is intolerable for their staff.  
  
Councillor Barry returned to the meeting.
- f. **Sooke Seniors Drop In Centre**  
Nelly Brehn outlined the grant application, explaining that as membership increases, so does the need for more equipment. They propose to purchase a new fridge, a vacuum cleaner and a computer.

3. **Proposed Agricultural Land Reserve Application – Exemption for 6829 Grant Road West**
4. **Proposed Agricultural Land Reserve Application – Exemption for 7031/7051 Grant Road West**

The Committee discussed the process of forwarding applications for exemption to the Agricultural Land Commission (ALC). Councillor Stephen commented that 6829 Grant Road West was a very old farm in Sooke. Councillor OBriain questioned why the District of Sooke would forward a recommendation when the land is clearly used as a farm. Ms. Wirsz advised that without a Council resolution, applications couldn't go forward to the ALC. Councillor Marcus Farmer stated that Council does not have the expertise to advise what is or is not farmland. He added that it appears that the ALC does not take Council's recommendations into consideration, so Council should forward the application without recommendation and let the ALC decide what is appropriate. Councillor Morino suggested that a representative from the ALC should come to Council to advise what type of land would warrant an exemption. Councillor John Farmer expressed that Council should forward these applications without recommendation as it should be left for the ALC to determine what warrants an exemption. Ms. Wirsz added that representatives from the ALC would like to meet with Council, but as they are not able to meet on Monday, an alternate time is being scheduled.

Ellen Lewers of Sooke Road commented that the ALC is made up of farming experts as many of the Commission members are farmers and that they do look at each property on an individual basis.

Clive Kitchener, Maple Avenue South spoke against the removal of ALR lands too quickly.

Darryl Randolph, Grant Road West, who owns and operates a kennel adjacent to one of the subject properties, raised concerns about the effects that a future subdivision may have on his kennel operation.

Jen Smith, Quartz Drive stated that Council has been given an opportunity to forward recommendations, and objected to the applications being forwarded to the ALC.

Mr. Jmaeff advised the Committee that he is in receipt of four written submissions in support of forwarding the applications to the ALC.

The meeting was adjourned at 7:25 p.m.

**Certified Correct:**

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**Janet Evans**  
Mayor

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**Peter Jmaeff**  
Chief Administrative Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held July 25, 2005 at 7:00 p.m.  
Council Chamber, 2225 Otter Point Road

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**COUNCIL PRESENT:**

Mayor Janet Evans  
Councillor Lorna Barry  
Councillor John Farmer  
Councillor Marcus Farmer  
Councillor Tom Morino  
Councillor George OBriain  
Councillor John Stephen

**STAFF PRESENT:**

Peter Jmaeff, Chief Administrative Officer  
Debbie Carter, Director of Finance  
Cheryl Wirsz, Director of Development Services  
Bonnie Sprinkling, Deputy Clerk (recorder)

The meeting was called to order at 7:00 p.m.

**Proposed Agricultural Land Reserve Application  
– Exemption of 1856 Connie Road from the Agriculture Land Reserve**

Ms. Cheryl Wirsz provided an outline of the application and stated that most properties on Connie Road have a sliver of ALR designation on them.

The applicant, Mr. Raymond Jacquot, explained that there were two zones on the property, as well as the ALR designation and that the application was to remove the ALR on the 1.9 acres near Veitch Creek. Mr. Jacquot wishes to build a house on the property for his daughter.

Councillor Stephen stated that the ALR land seemed to be worthwhile farmland. Mayor Janet Evans stated that in the past Council did not decide the viability of farmland, but left that to the Agricultural Land Commission.

**MOVED BY** Councillor Stephen, seconded to send this report back to staff to review the needs of the applicant further and to determine the applicant's best course of action to subdivide or build on the property.

**CARRIED UNANIMOUSLY**

The meeting was adjourned at 7:15 p.m.

**Certified Correct:**

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**Janet Evans**  
Mayor

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**Peter Jmaeff**  
Chief Administrative Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held August 15, 2005 at 7:00 p.m.  
Council Chamber, 2225 Otter Point Road

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**COUNCIL PRESENT:**

Mayor Janet Evans  
Councillor Lorna Barry  
Councillor John Farmer  
Councillor Marcus Farmer  
Councillor Tom Morino  
Councillor George OBriain  
Councillor John Stephen

**STAFF PRESENT:**

Peter Jmaeff, Chief Administrative Officer  
Cheryl Wirsz, Director of Development Services  
Bonnie Sprinkling, Deputy Clerk (recorder)

The meeting was called to order at 7:00 p.m.

**Proposed Agricultural Land Reserve Application**

**– Exclusion of 1856 Connie Road from the Agriculture Land Reserve**

Ms. Wirsz provided an overview of the report on the ALR land exclusion application for 1856 Connie Road and advised that the application will be sent to the ALC with the Council resolution and that the ALC will look at the property, decide what options the applicant has (ie. subdivision, realignment of boundaries, etc.) and advise the applicant. The applicant stated that he would like Council to send the application to the ALC with a recommendation to exclude the property from the ALR.

**MOVED BY** Councillor Marcus Farmer, seconded to recommend to Council to forward the application to the ALC without a recommendation.

**CARRIED UNANIMOUSLY**

The meeting was adjourned at 7:20 p.m.

**Certified Correct:**

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**Janet Evans**  
Mayor

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**Peter Jmaeff**  
Chief Administrative Officer

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held October 24, 2005 at 6:00 p.m.  
Council Chamber, 2225 Otter Point Road

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**COUNCIL PRESENT:**

Mayor Janet Evans  
Councillor Lorna Barry  
Councillor John Farmer  
Councillor Marcus Farmer  
Councillor Tom Morino  
Councillor George OBriain

**STAFF PRESENT:**

Peter Jmaeff, Chief Administrative Officer  
Debbie Carter, Director of Finance  
Susan Dyble, Finance/Admin Clerk (recorder)

**ABSENT:** Councillor John Stephen

The meeting was called to order at 6:05 p.m.

Mayor Evans announced with sadness, the passing of Margaret Stephen, wife of Councillor John Stephen, and advised that a minute of silence will held prior to the Regular Council meeting beginning at 7:30 p.m.

**1. Grant in Aid – Applications**

**a. Juan de Fuca Marine Rescue Society**

Todd Genereux and Barry Pfliger provided an overview of the application and updated the Committee on the project that was partially funded by grant in aid money in 2004. Mr. Genereux stated that the new vessel purchased last year would be going to sea trial this week. He further added that all of the greater Victoria municipalities were asked to contribute to this project, noting that the Town of View Royal had granted \$1,000.00. Councillor Barry expressed concerns that other municipalities are not contributing. Mayor Evans questioned if the society is receiving GST rebates.

**b. Sooke Family Resource Society**

Sue Larke provided an overview of the application outlining the status of the project as it completes its first year.

**c. Sooke Residents in Need**

Joan Titus provided an overview of the application outlining the increasing need for resources particularly over the winter months. Mayor Evans advised the Committee that this society has also requested to be a budget line item beginning in 2006. Mayor Evans questioned if any funding was coming from the Juan de Fuca Electoral Area and Ms. Titus advised that the electoral area is not contributing and that the majority of clients are from within the District of Sooke.

- d. T'Sou-ke Nation – Cultural Youth Society**  
Jennifer Freeman provided an overview of the application, explaining the Good Food Box program. Mayor Evans questioned the sustainability of the program. Debbie Hebblerin from the Fernwood Centre advised that their organization is looking at taking over funding for the project next year.
- e. The Sooke Community Arts Council**  
Marion Derochers provided an overview of the application. Councillor Marcus Farmer suggested the use of the District's tables although it was noted that they were not of the best quality. Mayor Evans asked how the tables were to be stored and if other organizations might have access to them.
- f. Sooke Options for Community Living Association.**  
Kristina Von Illberg provided an overview of the application. Councillor Barry asked how many clients are currently using the services. Ms. Von Illberg stated that there are currently four clients with more expected as they graduate from EMCS. Ms. Von Illberg advised that assistance is provided to clients on a long term basis. She added that the association has not yet applied for funding from the CRD.
- g. Sooke Soccer Club**  
Jay Young provided an overview of the application and advised that they have not received funding this year from Seaparc.
- h. Sooke Minor Fastball Association**  
Laurie Vanderkerkove provided an overview of the application. Councillor OBriain questioned if Seaparc was funding the program at all. Councillor Marcus Farmer stated that he believed that this project was within Seaparc's mandate. Councillor Marcus Farmer suggested that the SMFA apply first to Seaparc for a grant in aid and if unsuccessful could reapply to the District of Sooke in the spring of 2006.
- i. Sooke Philharmonic Society.**  
Stu Whitney provided an overview of the application.

Councillor John Farmer stated that as he has an association with both the Sooke Family Resource Society and the Sooke Residents in Need, he would not be voting on recommendations for either applications. Councillor John Farmer also suggested that all applicants should be aware of the other service organizations within the community, as there are often opportunities to coordinate projects as services overlap.

**MOVED** by Councillor Barry, seconded that the Committee recommend that Council approve a grant in aid in the amount of \$1,000.00 to the Juan de Fuca Marine Rescue Society.

**CARRIED UNANIMOUSLY**



**MOVED** by Councillor Barry, seconded that the Committee recommend that Council approve a grant in aid in the amount of \$2,000.00 to the Sooke Family Resource Society  
**CARRIED** **Councillor John Farmer did not vote on this motion**

**MOVED** by Councillor OBriain, seconded that the Committee recommend that Council approve a grant in aid in the amount of \$3000.00 to the Sooke Residents in Need.  
**CARRIED** **Councillor John Farmer did not vote on this motion.**

**MOVED** by Councillor Morino, seconded that the Committee recommend that Council approve a grant in aid in the amount of \$2,000.00 to T'Sou-ke Nation – Cultural Youth Society.  
**CARRIED UNANIMOUSLY**

**MOVED** by Councillor Morino, seconded that the Committee recommend that Council approve a grant in aid in the amount of \$1,000.00 to the Sooke Community Arts Council.  
**CARRIED UNANIMOUSLY**

**MOVED** by Councillor John Farmer, seconded that the Committee recommend that Council approve a grant in aid in the amount of \$2,210.00 to the Sooke Options for Community Living Association.  
**CARRIED UNANIMOUSLY**

**MOVED** by Councillor Mornio, seconded that the Committee recommend that Council approve a grant in aid in the amount of \$490.00 to the Sooke Soccer Club.  
**CARRIED UNANIMOUSLY**

**MOVED** by Councillor OBriain, seconded that the Committee recommend that Council approve a grant in aid in the amount of \$800.00 to the Sooke Philharmonic Society.  
**CARRIED UNANIMOUSLY**

## **2. Grants in Aid – Final Reports**

**MOVED** by Councillor John Farmer, seconded that the Committee recommend that Council receive final reports from The Royal Canadian Legion, Sooke Transition House, Sooke Senior's Drop in Centre, EMCS Cook Training, Westcoast Community Development Association, Sooke Philharmonic Society, T'Sou-ke Nation, Need Crisis and Information Line, Sooke Minor Fastball.  
**CARRIED UNANIMOUSLY**

**MOVED** by Councillor Barry, seconded that the Committee recommend that Council waive Item 1.4 of Policy 5.1 for the recipients of the October 2005 grant in aid session.  
**CARRIED UNANIMOUSLY**

The meeting was adjourned at 7:15 p.m.

**Certified Correct:**

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**Janet Evans**  
**Mayor**

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**Peter Jmaeff**  
**Chief Administrative Officer**

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held November 14, 2005 at 7:00 p.m.  
Council Chamber, 2225 Otter Point Road

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**COUNCIL PRESENT:**

Mayor Janet Evans  
Councillor Lorna Barry  
Councillor John Farmer  
Councillor Marcus Farmer  
Councillor George O'Brian

**STAFF PRESENT:**

Peter Jmaeff, Chief Administrative Officer  
Debbie Carter, Director of Finance  
Cheryl Wirsz, Director of Development Services  
Alan Eastgaard, Municipal Engineer  
Bonnie Sprinkling, Deputy Clerk (recorder)  
Roger Lam, Planner

**ABSENT:** Councillor John Stephen, Councillor Tom Morino

The meeting was called to order at 7:00 p.m.

**1. Bylaw No. 224, Sewer Use Bylaw, 2005**

Alan Eastgaard, Municipal Engineer, stated that the purpose of the proposed *Sewer Use Bylaw, 2005* was to control discharge of contaminants into the sewer system at source. Mr. Eastgaard advised that the building inspectors would do inspections as part of the permit process and the property owner would be responsible for maintenance. Mr. Eastgaard explained that if a contamination occurs (ie. mercury from a dentist office), the District of Sooke would know to go back to check at the source. Illegal stormwater connections to the system could be problem for the capacity of the plant. Cheryl Wirsz, Director of Development Services, stated that the definition of residential property should be consistent with the zoning bylaw.

**2. Development Permit Application (DP2005-0292)– 6730 West Coast Road**

Ms. Wirsz reviewed the development permit application to convert an existing dwelling into commercial use. The design, landscaping, etc. (form and character) of the development have been received, but the requirement for sidewalks must be determined; whether to build it where people are walking now, to build it on the property line as set by Ministry of Transportation (MOT) requirements, or to take a cash-in-lieu payment. The MOT has requested a 15 metre setback and the Downtown Revitalization Committee (DRC) supports building the sidewalk on the new property line. Mayor Evans stated that it would be necessary to get road design/site elevations from MOT in order to construct sidewalks on Highway 14 cohesively with development. Mayor Evans stated that the DRC is concerned that the community does not see developer contributions to the community when it is by cash-in-lieu of services. Councillor Barry suggested that the development permit be issued conditional on building the sidewalk when we have received further information from MOT. Mr. Eastgaard suggested that we put the sidewalks where the people use it in the interim; it is unknown when MOT will widen road. Councillor Marcus Farmer supports taking the cash-in-lieu and work with MOT rather than building the sidewalk and possibly removing it

later. Mr. Jerry Liedtke, Sooke Road, member of DRC, stated that the DRC received a clear picture from the community survey that the public wanted sidewalks now and that the sidewalk for this application should be built. Councillor John Farmer suggested that Council be given time to address MOT issues, but issue the development permit with the condition that the sidewalk be built when the construction requirements have been determined with MOT. The applicant, Hillary Wilson, stated that they have budgeting constraints and need to begin work now for completion of the project by spring. Ms. Wirsz stated that the development permit could be issued subject to requirements for the sidewalk.

The meeting was adjourned at 7:27 pm.

**Certified Correct:**

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**Janet Evans**  
Mayor

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**Peter Jmaeff**  
Chief Administrative Officer

**DISTRICT OF SOOKE**  
Minutes of the Committee of the Whole Meeting  
held December 6, 2005 at 5:30 pm  
Council Chamber, 2225 Otter Point Road

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**COUNCIL PRESENT:**

Mayor Janet Evans  
Councillor Rick Armour  
Councillor Sheila Beech  
Councillor Ron Dumont  
Councillor Rick Kasper  
Councillor Brenda Parkinson  
Councillor Jen Smith

**STAFF PRESENT:**

Peter Jmaeff, Chief Administrative Officer  
Debbie Carter, Director of Finance  
Cheryl Wirsz, Director of Development  
Services  
Alan Eastgaard, Municipal Engineer  
Bob Kelsey, Fire Chief  
Bonnie Sprinkling, Deputy Clerk (recorder)

**GUEST:** Gord McIntosh, Local Government Leadership Institute

**1. Governance Success Session, Gordon McIntosh, Local Government Leadership Institute**

Mr. McIntosh facilitated a workshop on good decision making, successful relationship building, and roles and responsibilities of Council and staff. Mr. McIntosh will continue the workshop in January, 2006.

Council adjourned at 8:30 pm.

**Certified Correct:**

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**Janet Evans**  
Mayor

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**Peter Jmaeff**  
Chief Administrative Officer

**DISTRICT OF SOOKE**  
Minutes of the Committee of the Whole Meeting  
held December 8, 2005 at 1:00 pm  
Council Chamber, 2225 Otter Point Road

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**COUNCIL PRESENT:**

Mayor Janet Evans  
Councillor Rick Armour  
Councillor Sheila Beech  
Councillor Ron Dumont  
Councillor Rick Kasper  
Councillor Brenda Parkinson  
Councillor Jen Smith

**STAFF PRESENT:**

Cheryl Wirsz, Director of Development  
Services  
Alan Eastgaard, Municipal Engineer  
Bob Kelsey, Fire Chief  
Roger Lam, Planner

**GUEST:** Representatives from EPCOR and Chew Excavating

**Council Orientation:**

Council and Staff toured the Wastewater Treatment facilities and the infrastructure and current land developments within District of Sooke.

Council adjourned at 4:00 pm.

**Certified Correct:**

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**Janet Evans**  
Mayor

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**Peter Jmaeff**  
Chief Administrative Officer