

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held January 9, 2006 at 6:30 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT:

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

STAFF PRESENT:

Debbie Carter, Acting Chief Administrative Officer/
Director of Finance
Bonnie Sprinkling, Deputy Clerk (recorder)
Alan Eastgaard, Municipal Engineer
Cheryl Wirsz, Director of Development Services
joined the meeting at 7:00 pm.

ABSENT: Mayor Janet Evans

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

1. Motion to Close the Meeting to the Public

MOVED by Councillor Beech, seconded, to close the meeting to the public under section 90(1)(f) of the *Community Charter* to discuss law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.

CARRIED UNANIMOUSLY

2. Motion to Re-Open the Meeting to the Public

The meeting was re-opened to the public at 7:00 p.m.

MOVED by Councillor Dumont, seconded, to re-open the meeting to the public.

CARRIED UNANIMOUSLY

3. Presentation by BC Transit – Sooke Area Community Bus Plan

June Klassen, BC Transit Planner, presented the proposed new bus routes and service plans for Sooke, Otter Point and East Sooke areas. Based on community input, BC Transit has plans to put a small community bus into service for the East Sooke, Kaltasin and Sun River areas and a double decker bus for service along Otter Point Road to Kemp Lake Store. The increase in service will require an increase in adult passes from \$60 to \$65 and in property taxes from \$47 per parcel to \$54 per parcel; both increases must be accepted by the Province.

BC Transit is working with the District of Sooke and Ministry of Transportation to determine additional park and ride sites. Ms. Wirsz advised that there might be a possibility of a park and ride near the “Butler” lands just West of Sooke through the development process. Ms. Klassen advised that counts for each bus stop indicate that the added service will not affect current ridership for the express routes.

Ms. Klassen advised that buses would have to be purchased shortly as they are hoping to start the new service in September, 2006. Ms. Klassen stated that Handidart service is available two days a week and that BC Transit hopes to improve the service. Councillor Dumont stated that there are no “no parking” signs at bus stops in Sooke. Ms. Klassen advised that BC Transit works with the municipality to development “no parking” areas.

ADJOURNMENT

MOVED by Councillor Armour, seconded to adjourn the meeting at 7:30 p.m.
CARRIED UNANIMOUSLY

Certified Correct:

Rick Kasper
Acting Mayor

Debbie Carter
Acting Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held January 11, 2006 at 6:00 p.m.
Sooke Region Museum, 2070 Phillips Road

COUNCIL PRESENT:

Acting Mayor/ Councillor Rick Kasper
Councillor Rick Armour
Councillor Sheila Beech
Councillor Ron Dumont
Councillor Brenda Parkinson
Councillor Jen Smith

STAFF PRESENT:

None

ABSENT: Mayor Janet Evans

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

Council Orientation:

Tour of Sooke Region Museum and presentation by Elida Peers, Executive Director,
Sooke Region Historical Society

ADJOURNMENT

MOVED by Councillor Armour, seconded to adjourn the meeting at 9:00 p.m.
CARRIED UNANIMOUSLY

Certified Correct:

Rick Kasper
Acting Mayor

Debbie Carter
Acting Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held January 16, 2006 at 5:30 p.m.
Council Chamber, 2225 Otter Point Road

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:

Debbie Carter, Acting Chief Administrative
Officer / Director of Finance
Cheryl Wirsz, Director of Development Services
Roger Lam, Planner
Rachel Parker, Deputy Clerk

The meeting was called to order at 5:35 p.m.

1. Riparian Areas Regulation

Ms. Wirsz reviewed the staff report and advised that the purpose of the *Riparian Areas Regulation* under the *Fish Protection Act* is to protect fish habitat. The regulation encompasses a significant number of waterways including ditches and streams. The municipality's bylaws must be amended to comply with the regulation by March 31, 2006 with the least amount of risk and liability. In addition, the municipality must map applicable waterways, which will be a financial challenge.

Councillor Dumont suggested that CRD Stormwater Quality has maps. Ms. Wirsz advised that the municipality may partner and share information with other agencies.

Mr. Lam advised that no municipality has a risk free mapping plan. The definition of streams is problematic and includes any water that drains into stream. There are different approaches to comply with the regulation. Large areas may be designated as riparian areas, but this could unfairly limit development. Other municipalities use text in addition to maps with the statement "including any water leading into streams," however under the *Local Government Act*, maps must be used to designate development permit areas.

Councillor Smith arrived at 5:35 p.m.

Mr. Lam advised that there have been no recommendations from the province. Another issue is the certification of qualified environmental professionals (QEPs).

Mayor Evans asked if there is any provincial funding for mapping. Ms. Wirsz advised that costs for mapping would be offset to developers.

Mr. Lam advised that the District of Sooke must identify areas, complete a simple assessment of waterway and establish setback, then consider options, e.g. set 30 m trigger zone for QEP assessment when development application comes forward, and if QEP submits report whether potential damage to fish habitat, District of Sooke can

receive authorization from the Department of Fisheries and Oceans to encroach on fish habitat.

Mr. Lam advised that a 15 m setback is required for non fish bearing streams, and potentially only 7.5 m setback for manufactured waterways. Ms. Wirsz advised that if an owner has a large enough parcel, construction could take place outside the setback, however there is the possibility that many parcels will be sterilized.

Mr. Lam advised that local governments must adopt definitions consistent with RAR regulations, establish triggers for when development action is within RAR, and must have means of requiring assessment to occur and incorporate assessment into Council's decisions.

Ms. Wirsz advised that staff can work on a first round of bylaw amendments and undertake comprehensive review of bylaws as time permits. Mr. Lam advised that the development application bylaw must be amended to meet procedure requirements.

Councillor Dumont suggested that the municipality hire its own QEP. Councillor Smith suggested that we train our own staff. Ms. Wirsz advised that this is an option that should be discussed, as QEPs are known for borderline approvals, and Sooke does not want to assume liability. It would be good to have own trained staff. QEPs and other technical staff are in great demand.

Ms. Wirsz advised that staff will wait for council strategic planning priorities before comprehensive bylaw review, but staff will begin small amendments to meet regulations.

Councillor Kasper asked if the Ministry of Transportation have any responsibility in regards to the regulations.

Mr. Lam outlined five options to meet requirements:

1. amend zoning bylaw,
2. amend ocp and create development permit areas,
3. create development policy without development permit areas,
4. create regulation bylaw under s. 909 for landscaping in RAR,
5. amend development application procedures bylaw to trigger RAR procedures,

Mr Lam advised that a hybrid solution is optional as development permit areas will catch most applications, and an amendment to the zoning bylaw will catch the approximately 10% of applications that do not require a development permit.

Councillor Kasper asked if parkland is exempt. Ms. Wirsz advised that the RAR applies to commercial, industrial, and residential, but Sooke can meet or beat requirements. The requirements are by use and not by zone.

Councillor Dumont asked who makes decision whether a stream is fish bearing. Ms. Wirsz advised that a QEP makes this determination.

Moved by Councillor Armour to direct staff to draft official community plan bylaw, sign bylaw, and zoning bylaw amendments, and to draft amendments to the subdivision and servicing bylaw and incorporate the Riparian Areas Regulation into the stormwater management plan.

Carried

Moved by Councillor Dumont, seconded to qualify one or more staff as a Qualified Environmental Professional (QEP) subject to budget approval.

Carried

Moved by Councillor Kasper to request the Union of British Columbia Municipalities to continue to work with the province to address community concerns including the deadline of March 31, 2006, financial and staffing implications, identification of water courses, relationship with and responsibility of the Ministry of Transportation, relationship with utility corporations, production of provincial guidelines.

Carried

2. **Committee Member Selection Policy**

Members discussed restricting committee members to those living with the District of Sooke, electors of the District of Sooke, Canadian citizens, or property owners.

Discussion took place regarding interviewing applicants, selection of those interviewed, and absenteeism. Councillor Smith suggested that all committees should go before council for selection process.

Moved by Councillor Dumont to direct staff to prepare a list of individuals who have volunteered for committees for the next in camera council meeting in order for council to consider shortlisting for interviews.

Carried

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

Certified Correct:

Janet Evans
Mayor

Debbie Carter
Acting/Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held January 17, 2006 at 5:30 p.m.
Council Chamber, 2225 Otter Point Road

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:

Debbie Carter, Acting Chief Administrative Officer
Director of Finance
Cheryl Wirsz, Director of Development Services
Alan Eastgaard, Municipal Engineer
Bonnie Sprinkling, Corporate Services Manager
Bob Kelsey, Fire Chief

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

1. Motion to Close the Meeting to the Public

MOVED by Councillor Dumont, seconded, to close the meeting to the public under section 90(1) of the *Community Charter* to discuss the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose and to discuss litigation or potential litigation affecting the municipality.

CARRIED UNANIMOUSLY

Certified Correct:

Janet Evans
Mayor

Debbie Carter
Acting Chief Administrative Officer

DISTRICT OF SOOKE

Minutes of the Committee of the Whole Meeting
held in the Council Chamber at 2225 Otter Point Road, Sooke, BC
on January 21, 2006 from 8:30 am

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
Bonnie Sprinkling, Corporate Services Manager
Bob Kelsey, Fire Chief

The meeting was called to order at 8:30 a.m.

1. Motion to Close the Meeting to the Public

MOVED by Councillor Beech, seconded, to close the meeting to the public under section 90(1)(f) of the *Community Charter* for 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

Certified Correct:

Janet Evans
Mayor

Peter Jmaeff
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held January 24, 2006 at 5:30 p.m.
Council Chamber, 2225 Otter Point Road

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
Rachel Parker, Deputy Clerk

The meeting was called to order at 5:35 p.m.

1. **Bylaw No. 228, *Nordin Road Exchange Bylaw, 2005, Closure and Exchange of Part of Nordin Road, and Bylaw No. 204, Zoning Amendment Bylaw (2040-72), Rezoning Application, 6991 West Coast Road***

Ms. Wirsz reviewed the application.

Mayor Evans asked about a latecomers agreement. Ms. Wirsz advised that there is a process in place for collection latecomers fees and allocating to owner through bylaw.

Councillor Armour asked whether there would continue to be access to the walking trail. Ms. Wirsz advised that a culvert or bridge would be installed.

Councillor Smith asked for clarification of whether the property evaluation of the part of Nordin Road was based on assumption of maximum number of lots. Ms. Wirsz advised that the density in the zoning bylaw has not changed and the assessment is based on highest and best use.

Councillor Dumont asked about the civic address and how the sewer service would be provided. Ms. Wirsz advised that there is provision for a utility right of way.

Discussion took place on the appraisal and it was determined that the appraisal was based on the proposed zoning.

Mr. Smirfitt, representing Silver Creek, advised that the appraisal of the portion of Nordin Road is based on the highest and best use and at this time the applicant is proposing 55 townhouse units and is intending to use the Nordin Road property as recreational use.

Ms. Wirsz advised that the exact number of units would not be determined until the development permit stage, which could be required after third reading and before the bylaw is adopted. Ms. Wirsz also advised that Council could limit the number of units through a development agreement before the adoption of the bylaw.

Councillor Kasper asked if the number of dwelling units could be determined before the public hearing. Mr. Smirfitt advised that the density is determined by the zoning and that the applicant would not completed a detailed design until it is known whether council approves the change in use.

Councillor Parkinson commented on a letter received by a neighbour wherein the applicant indicated 47 dwelling units.

Councillor Smith asked how many units the appraisal was based upon. Ms. Wirsz advised that the maximum number of units under the proposed density is 61 units.

Councillor Smith asked whether rezoning would have an impact on the value of the Nordin Road property. Ms. Wirsz advised that the decision to sell the part of Nordin Road rests with the Council.

2. **Bylaw No. 235, Zoning Amendment Bylaw (2040-82), Rezoning Application, 2271 Church Road**

Ms. Wirsz reviewed the application and noted the proposed extension of pathways.

Mr. Adrian Cownden, the applicant, reviewed the proposed greenspace and walkways, mailbox shelter, and other features of the development.

Councillor Beech asked if pedestrian access could be provided to the mailbox location.

Councillor Smith asked for clarification on the schedule of trail construction and sidewalks. Mr. Cownden advised that trails and sidewalks would be constructed in phases.

3. **Development Variance Permit, 6686 Sooke Road, Lot A, Section 10, Sooke District, Plan 37774**

Ms. Wirsz reviewed the application. Discussion took place regarding the closure of vehicle access from Highway 14 to the property. Mr. Eastgaard recommended a "right in, right out" access to Townsend Road at Highway 14.

Discussion took place regarding a walkable downtown and that the property does not have sufficient parking under the current use.

The applicant advised that the proposed expansion of the restaurant would have less than 58 seats and that the hours would be 11:00 a.m. to 11:00 p.m., and to 12:00 midnight on Fridays and Saturdays.

The Mayor opened the floor to public input.

Fred von Ilberg of Tara Place commented on the lack of sidewalks, the condition of Townsend Road, and that the variance will not reduce traffic in the town core.

Bruce MacMillan commented that he is in favour of business ventures and that the variance will be good for business in the core area.

Richard Phillips asked for clarification of property lines and highway expropriation.

4. **Development Variance Permit, 5129 Sooke Road**

Mr. Eastgaard reviewed the application. Discussion took place potable water requirements and the subdivision and permitting history of the property.

The Mayor opened the floor to public input.

Fred von Ilberg of Tara Place asked how a building permit could be issued without provision of potable water and questioned whether if the variance could be a liability to the municipality.

Randy Clarkston commented that proof of potable water is required for an occupancy permit.

Bruce MacMillan commented that many property owners in the area use holding tanks for water supply and that it would be a hardship to require the property owner to drill a well.

5. **Development Permit and Development Variance Permit, 1831 Maple Avenue South, Lot 1, Section 3, Sooke District, Plan 5201**

Ms. Wirsz reviewed the applicant and advised that the variance is specific under the application for a portion of the building.

There was no input from the public.

6. **Policy 8.1(3) Agricultural Land Reserve Procedure Policy Amendment and Policy 8.3 Processing of Agricultural Land Reserve Applications**

7. **Application to Exclude Lands from the Agricultural Land Reserve, 1686 Whiffin Spit Road**

It was agreed to consider items 6 and 7 after the Council has had an opportunity to meet with the Agricultural Land Commission.

8. **Gary Paget, Executive Director, & Lois-Leah Goodwin, Director, Facilities Services, Governance and Structure Division, Ministry of Community Services, SEAPARC Cost Sharing**

Mayor Evans advised that this item would be discuss in open meeting.

Ms. Goodwin distributed the presentation handout on Regional District Service Review. She advised that a preliminary meeting on the Sooke and Electoral Area Parks and Recreation Commission was held in May 2005 facilitated by the Mayor of North Saanich.

Since that time the Juan de Fuca Electoral Area has requested to initiate the service withdrawal process. The Ministry has offered facilitation assistance and negotiations must be completed by March 2006. Ms. Goodwin clarified that any service withdrawal is determined by the CRD Board and that it is required to have elector approval.

Ms. Goodwin advised that the Juan de Fuca Electoral Area has the financial obligation to fund the mortgage for the swimming pool construction. Discussion took place on usage of the facility by municipal and electoral area residents.

Councillor Smith commented that Council might respect the Juan de Fuca electors.

The meeting was adjourned at 7:35 p.m.

Certified Correct:

Janet Evans
Mayor

Peter Jmaeff
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held February 6, 2006 at 7:00 p.m.
Council Chamber, 2225 Otter Point Road

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
Cheryl Wirsz, Director of Development Services
Roger Lam, Planner
Alan Eastgaard, Municipal Engineer
Rachel Parker, Deputy Clerk

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

1. Planning and Development Workshop

Mr. Lam presented the workshop materials.

Mayor Evans noted that Council might want to see detail concept plans at the rezoning stage. Ms. Wirsz advised that council could require a development permit application concurrently after third reading of a rezoning bylaw.

Discussion took place with the public regarding the cost of providing detail design.

Councillor Dumont requested that applications be brought before the Committee of the Whole at least a week before the application is brought before Council for a decision.

Ms. Wirsz advised that a revised development application procedure bylaw would be brought before Council by the end of April 2006.

Discussion took place with the public regarding the review of the zoning bylaw, the review of the official community plan, new zones for properties without septic fields, pre-zoning and amenities, and increasing development application fees.

The meeting was adjourned at 9:00 p.m.

Certified Correct:

Janet Evans
Mayor

Peter Jmaeff
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held February 13, 2006 at 7:00 p.m.
Council Chamber, 2225 Otter Point Road

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
Rachel Parker, Deputy Clerk
Alan Eastgaard, Municipal Engineer

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

1. Model Pesticide Use Control Bylaw Presentation, Paul West, Chair, Pesticide Reduction Subcommittee, Capital Regional District Roundtable on the Environment, & Tom Watkins, Senior Planner, Solid Waste Division

Mr. West received the work of the Pesticide Reduction Subcommittee and reviewed the proposed bylaw. He advised that education and communication are key components to the bylaw. Mr. West advised that most municipalities in the Capital Region are reviewing the bylaw at this time.

Discussion took place regarding bylaw enforcement and public meetings.

Mayor Evans recommended a public consultation process and thanked Mr. West and Mr. Watkins for their work and presentation.

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

Certified Correct:

Janet Evans
Mayor

Peter Jmaeff
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held February 27, 2006 at 6:00 p.m.
Council Chamber, 2225 Otter Point Road

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
Bonnie Sprinkling, Corporate Services Manager
Alan Eastgaard, Municipal Engineer
Roger Lam, Planner

The meeting was called to order at 6:04 p.m.

1. Motion to Close the Meeting to the Public

MOVED by Councillor Dumont to close the meeting to the public under section 90(1) of the *Community Charter* to discuss law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment; 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*]; and negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED

MOVED by Councillor Dumont to re-open the meeting to the public.

CARRIED

The meeting was re-opened to the public at 6:70 p.m.

2. EPCOR Water Services Inc, Lee Ward, Vancouver Island Operations Manager

Mayor Evans introduced Lee Ward who presented Dave Rector and Terrie Moore. Mr. Ward gave a powerpoint presentation overview of the Sooke sewer project. The presentation reviewed the history of the District of Sooke wastewater project and EPCOR's business model, including the 10-year capital and operating costs. The projection is for an increase of 100 SFE per year and at that rate, another basin will be required. Test results to date have been good with 80 hookups. Another 200 hookups will improve the results.

3. Council Procedure Bylaw Amendments

In respect to Bylaw No. 173, *Council Procedure Bylaw, 2004*, Council discussed the moving of the regular Council meetings to Tuesdays. Mayor Evans stated her concern that the press would not be able to report meeting outcomes until the following week and that there may be more Late Items. *Council decided to stay with Mondays for Regular Meetings, but to move the meeting time from 7:30 pm to 7:00 pm and to set 10:00 pm for adjournment.*

Council decided to schedule Committee of Whole meetings on alternate Mondays to the Regular Council Meetings. Mr. Jmaeff stated that more meetings would require more compensation for staff.

Council discussed the deadline of noon on Tuesday for submission of agenda items to make available the agenda by noon on Wednesday. Council stated that they required more time to read the agenda, especially Late Items, and Mr. Jmaeff added that staff would have more time to deal with Councillor's questions before the meeting. Staff expressed concern that there would be time constraints in producing an agenda every week by noon on Wednesday and suggested that the agenda be available by noon on Thursday. *Council decided not to change the deadline for agenda items or the production of the agenda.*

Councillor Kasper suggested that clauses should be added to the Bylaw in accordance with the provincial legislation for Special Meetings and to change the order of business as follows:

to change the "introduction of late items" to "new business" and add a clause in the bylaw for unanimous consent to add new business to the agenda;
after "adoption of Council and Committee of the Whole meeting minutes, add "business arising from minutes";
to change "consideration of late items" to "consideration of new business".

Councillor Armour suggested that the "public question and comment period" should be at the end of the meeting. Mayor Evans stated that giving the public an opportunity to speak at the beginning of the meeting gives Council information on the issues.

Councillor Dumont inquired as to why it was necessary to have all staff at the meetings. Mr. Jmaeff stated that staff attended meetings because there may be questions about the reports on the agenda and also staff gathers knowledge about the issues.

Councillor Smith asked for clarification on section 24 of the bylaw and asked the public if they had any comments on the removal of the second public comment period from the order of business. Dan Ross stated that any opportunity to hear from the public was valuable and the impression that the opportunity is reduced is not advisable.

Councillor Smith stated that if the Late Items were changed to “New Business”, she would still like time to review the items.

Councillor Kasper stated that the term “late items” is misleading and that if there is an additional item added that is related to agenda matter, then it really is not a late item. With “new business”, Council can add it to the agenda or not.

Councillor Smith suggested that “except as otherwise stated by bylaw” be added to section 106.

Councillor Beech called sections 60 and 104 to the attention of Council.

MOVED by Councillor Dumont that staff prepare a report to Council to amend the Procedure Bylaw with the amendments recommended by the Committee of the Whole:

Meetings to start at 7:00 pm and adjourn at 10:00 pm

Committee of the Whole meetings be held the alternate Mondays to the Regular Council meetings.

CARRIED

4. Advisory Planning Commission and Standing Committees

MOVED by Councillor Smith to postpone the report on Advisory Planning Commission and Standing Committees to 6:30 pm on March 7, 2006 Committee of the Whole meeting.

CARRIED

The meeting was adjourned at 8:15 pm.

Certified Correct:

Janet Evans
Mayor

Peter Jmaeff
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held March 6, 2006 at 2:00 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT:

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

STAFF PRESENT:

Peter Jmaeff, Chief Administrative Officer
Roger Lam, Planner
Rachel Parker, Deputy Clerk
Nkki Lewers, Development Services Clerk

ABSENT:

Councillor Jen Smith

GUESTS:

Lorne Seitz, Vice Chair, Agricultural Land Commission
David Craven, Commissioner, ALC
Donald Rugg, Commissioner, ALC
Roger Cheetham, Planner, ALC

The meeting was called to order at 2:00 p.m.

1. Agricultural Land Commission

Mr. Seitz reviewed the history and role of the BC Agricultural Land Commission (ALC) and the current status of agricultural land in BC. He advised that the ALC prefers to work with local governments in early stages of planning processes and official community plan reviews.

Mr. Seitz advised that when local governments review ALC exclusion applications, a local government should justify community need and how the application fits with the long term vision for the community. The ALC will review an application in terms of soil condition and agricultural viability. A local government has the right to veto an application by not forwarding it to the ALC.

The Commissioner then reviewed the District of Sooke policy on applications to remove land from the Agricultural Land Reserve and made some recommendations. The ALC would like to work with the District of Sooke before its draft official community plan is produced.

The meeting was adjourned at 3:25 p.m.

Certified Correct:

Janet Evans
Mayor

Peter Jmaeff
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held March 7, 2006 at 6:30 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT:

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

STAFF PRESENT:

Peter Jmaeff, Chief Administrative Officer
Rachel Parker, Deputy Clerk

ABSENT: Councillor Brenda Parkinson

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

1. Advisory Planning Commission and Standing Committees

Mr. Jmaeff reviewed the staff report. The Committee debated the value of APCs and whether to consider establishing an APC after the zoning bylaw review was completed.

MOVED by Councillor Dumont to direct staff to continue with the existing planning processes.

CARRIED

The meeting was adjourned at 7:21 p.m.

Certified Correct:

Janet Evans
Mayor

Peter Jmaeff
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held March 20, 2006 at 7:00 p.m.
Council Chamber, 2225 Otter Point Road

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
Alan Eastgaard, Municipal Engineer
Cheryl Wirsz, Director of Development Services
Rachel Parker, Deputy Clerk

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

1. Public Question and Comment Period

Gail Hall of Sooke River Road commented that item 6 does not require a development permit, item 7 does not require a development permit, item 3 should consider affordable housing and the cost of the road should not be put on the developer.

2. Public Hearing Procedure

MOVED by Councillor Dumont to recommend that Council rescind the resolution of October 4, 2004 to hold public hearings separately from council meetings. **CARRIED**

3. Development Permit Application for 2197 Otter Point Road

MOVED by Councillor Armour to not issue a development permit for 2197 Otter Point Road at this time and direct staff to resolve the outstanding issue of an additional traffic access before returning to the Committee of the Whole.

CARRIED

4. Development Variance Permit Application for 4988 Nagle Road

MOVED by Councillor Kasper to recommend that Council authorize issuance of Development Variance Permit to decrease the minimum side yard requirements from 15m to 4.92m for the property at Strata Lot C, Section 71, Sooke District, Plan VIS5878.

CARRIED

5. Development Variance Permit Application for 4996 Nagle Road

MOVED by Councillor Kasper to recommend that Council authorize issuance of Development Variance Permit to decrease the minimum side yard requirements from 15m to 8.67m for the property at Strata Lot A, Section 71, Sooke District, Plan VIS5878.

CARRIED

6. Rezoning Application for 1962 Murray Road

MOVED by Councillor Kasper to recommend that Council give first and second reading to Bylaw No. 244, *Zoning Amendment Bylaw (2040-84)* and that Council schedule a public hearing for Bylaw No. 244, *Zoning Amendment Bylaw (2040-84)* on April 17, 2006.

CARRIED

7. Development Permit Application for 2070 Phillips Road

MOVED by Councillor Parkinson to recommend that Council authorize issuance of a development permit to construct an open-air pavilion at 2070 Phillips Road.

CARRIED

8. Sooke Harbour and Basin Water Quality Advisory Commission

Councillor Dumont requested that the Juan de Fuca Electoral Area and the T'Sou-ke Nation be contacted.

9. CRD Model Pesticide Use Control Bylaw

MOVED by Councillor Dumont to hold a public input meeting and notify landscape companies, pesticide suppliers, and other public stakeholders through letters and advertisements.

CARRIED

10. Boundary Extension Issues

MOVED by Councillor Dumont to acknowledge any requests for inclusion within the District of Sooke boundaries and to advise that these requests will be forwarded to the Ministry of Community Services with no recommendation from Council at this time.

CARRIED

Councillor Smith opposed the motion.

MOVED by Mayor Evans to advise the Minister of Community Services that the District of Sooke will not participate in a governance review of the Juan de Fuca Electoral Area at this time and to request that the District of Sooke be kept informed on this issue.

CARRIED

The meeting was adjourned at 9:40 p.m.

Certified Correct:

Janet Evans
Mayor

Peter Jmaeff
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held March 22, 2006 at 7:00 p.m.
Council Chamber, 2225 Otter Point Road

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, Corporate Services Manager
(Recorder)

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

1. Opening Remarks

Mr. Jmaeff provided a brief opening statement to commence the 2006 budget discussions. Mr. Jmaeff reviewed some of the factors affecting the 2006 Budget; ie. implementation of sewer system, increased building/development, proposed projects.

2. 2006 Budget Operating, Non-Discretionary

Ms. Carter advised of two adjustments to the 2006 Budget provided to Council:

1. Page 1, "Property Tax" should read "Increase \$227,161"; and,
2. Page 10, "Crest Radio Payments" should read "Decrease \$19,127".

Ms. Carter provided a powerpoint presentation outlining the Draft 2006 Budget. Included in the presentation were the following:

- General Information and Assumptions
- 2006 Tax Revenue from Growth
- Tax Revenue Increase
- Expense Summary
- Significant Financial Impacts
- General and Reserve Funds
- Tax Implications 2006
- 2006 Policing Costs

3. Discussion

Council discussed:

- how reserve funds are reflected in the budget documents;
- reserve fund expenditures;

- possible charge back to sewer core area for municipal services such as engineering staff time;
- gas tax revenue;
- compensation review committee recommendations not yet included in budget;
- staff to check bylaw or resolution for no fee for plumbing permits for sewers;
- increasing revenue through increased licence and permit fees;
- grant funding allocation in budget and time frames for expenditure of grant funding, ie. West Nile (UBCM) Grant;
- staff to obtain cost comparison for propane or gas conversion and staff to check if VIHA is paying for gas;
- staff to obtain quotes for municipal insurance;
- volunteer firefighters;
- creating a line item for Silver Spray;
- budget review and approval process.

Ms. Carter recommended that Council exercise caution in projecting revenue in the budget.

4. The Committee reviewed the recommended budget allocations for non-discretionary items Pages 1 through 10 and approved the recommendations with the following exceptions:

Non-Discretionary Revenue

- Agreed to increase the “Subdivision fee” revenue to \$40,000
- Agreed to add Silver Spray cash-in-lieu revenue \$153,000 to “Deposits in Lieu of Parkland” for transfer to reserve
- Agreed to add New Deal/Gas Tax Grant revenue \$99,475 for transfer to reserve

Non-Discretionary Expenditures

NIL

5. Adjournment

MOVED by Councillor Armour to adjourn the meeting.
CARRIED UNANIMOUSLY

The meeting was adjourned at 10:00 p.m.

Certified Correct:

Janet Evans
Mayor

Peter Jmaeff
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held March 28, 2006 at 6:00 p.m.
Council Chamber, 2225 Otter Point Road

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
Allan Eastgaard, Municipal Engineer
Bob Kelsey, Fire Chief
Bonnie Sprinkling, Corporate Services Manager
(Recorder)

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

1. 2006 Budget

Ms. Carter presented to Council additional budget material:

- Council/Staff Action Chart and Worksheets for Section 1
- Item for Section 5
- Copy of powerpoint presentation made March 22, 2006

Ms. Carter provided some clarification on some budget issues:

- a. discretionary items are not included in the (\$811,563) deficit figure on Page 17;
- b. the annual 5% tax revenue increase budgeted at incorporation was intended to cover projected increases until 2010, however with unanticipated increases in roads and policing costs, it may only cover until 2007.

2. 2006 Budget Operating, Non-Discretionary

The Committee reviewed the recommended budget allocations for non-discretionary items Pages 11 through 16 and approved the recommendations with the following exceptions:

- Agreed to remove "Vehicle Replacement Provision" \$2000;
- Agreed to discuss allocations for Engineering and Development Services "Salary" and "Benefits" at an upcoming In Camera Committee of the Whole meeting
- Agreed that re-allocations for Debt Servicing "Annual Payment" – Silver Spray Bylaw #240 and Fire Bylaw #242 will be done upon adoption of the bylaws

Councillor Kasper stated that he would bring a funding request for Economic Development for consideration in the 2006 Budget.

The Committee requested background information on the increase in CRD requisition for animal control.

3. 2006 Budget Operating, Discretionary

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

- Agreed to reduce General Government "Council communications/Newsletter to \$6000
- Agreed to remove Finance Department "Contract Fees – Payroll Outsourcing" \$1600
- Agreed to remove Building Maintenance "Natural Gas Conversion" \$7200
- Agreed to reduce Building Maintenance "Office Furniture" to \$10,000
- Agreed to add Building Maintenance "Sign Replacement" \$700
- Agreed to re-allocate Fire Department "Fire Department Equipment" \$43,260
- Agreed to reduce Engineering Services "Drawing Equipment" to \$10,000
- Agreed to remove Engineering Services "Otter Pont Rd/Hwy 14 Intersection" \$100,000
- Agreed to remove Community Development/Planning "OCP Update" \$10,000
- Agreed to reduce Community Development/Planning "John Phillips Memorial Park Trust Committee" to \$15,000
- Agreed to defer consideration of the Community Development/Planning "Downtown Revitalization" pending receipt of information as to fulfilment of contractor commitments
- Agreed to defer consideration of the Recreation and Cultural "Sooke Residents in Need Society" allocation \$6,000 pending receipt of the Society's financial information.
- Agreed to discuss the allocations for Finance "Casual Labour – Tax Time" and Engineering Services "Salaries" and "Benefits" at an upcoming In Camera Committee of the Whole meeting.

The Committee agreed not to add the allocation of \$65,000 for the construction of a washroom at Ed Macgregor Park until 2007.

Councillor Smith requested that it be recorded that she opposed the decisions for:

- General Government "UBCM Leadership Academy Contribution" – recommended reducing to \$500
- Engineering "Grand Opening – Sewer Project"
- Fire Department "Allowance – Contract Payment"
- Community Development/Planning "OCP Update"

The Committee requested details of expenditures to date for the Ed Macgregor Park and Rotary Pier, including property acquisition. Staff will provide allocations for the municipal portion of the DCC Reserve Fund expenditures for the "Church Rd/Hwy 14 Intersection and "Grant Rd Extension/Otter Point/Townsend" for consideration in the 2006 Budget.

The meeting was adjourned at 9:30 p.m.

Certified Correct:

Janet Evans
Mayor

Peter Jmaeff
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held March 29, 2006 at 6:00 p.m.
Council Chamber, 2225 Otter Point Road

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
Allan Eastgaard, Municipal Engineer
Bob Kelsey, Fire Chief

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

2006 Budget

1. Non-Discretionary Revenue

Councillor Kasper provided a comparison of development (rezoning, subdivision, etc.) fees between different municipalities. The Committee directed staff to bring a report to the next Committee of the Whole meeting on rates and charges for development in the District of Sooke.

2. Discretionary Expenditures - Economic Development

Councillor Kasper provided information concerning a meeting with the Sooke Harbour Chamber of Commerce to discuss business licences and economic development. The Committee agreed that Councillor Kasper and Mr. Jmaeff would meet with the Chamber to establish terms of reference for an Economic Development Committee. The Committee considered paying the Chamber a fee to carry out Economic Development activities. The Committee considered that an Economic Development Committee would consist of two members of Council, two members of the Chamber and one independent member.

The Committee agreed that \$20,000 should be allocated for Economic Development Committee functions in the 2006 Budget.

3. Non-Discretionary Expenditures – Council

The Committee agreed not to adjust the allocation for travel expenses to reflect Bylaw 245, *Council Remuneration Benefits and Expenses Amendment Bylaw (3-3)*.

4. Discretionary Expenditures

Mr. Eastgaard provided information on the Development Cost Charges for:

- Grant Road to Otter Point Road
- Grant Road from Otter Point Road to Townsend Road
- Church Road – Church Hill Meadows
- Church Road - Totangi

The 2006 Budget will be adjusted to reflect the municipal portion of the DCCs.

The meeting was adjourned at 7:30 p.m.

Certified Correct:

Janet Evans
Mayor

Peter Jmaeff
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held April 3, 2006 at 7:00 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT:

Mayor Janet Evans
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
Roger Lam, Senior Planner
Allan Eastgaard, Municipal Engineer
Rachel Parker, Deputy Clerk
Susan Dyble, Finance Clerk

ABSENT: Councillor Rick Armour

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

1. Public Question and Comment Period

Gail Hall of Sooke River Road commented on item 4 that there are irregularities in the covenant that protects the community, objected to the waiver of development cost charges, the cost of land acquisition for road improvements to the applicant, the requirement of affordable housing, and the authority to acquire parkland.

Fred von Ilberg of Tara Place commented in regard to item 3 and questioned the applicant's statements on design, commented on the pavement condition of Church Road, and expressed concern for quality of road works.

2. Grant In Aid Applications

The applicants reviewed their applications for grants in aid.

MOVED by Councillor Kasper to forward the following recommendation for grant in aid funding allocation to Council:

(a) Journey Middle School (EMCS Society)	\$1,000	
(b) Steps to the Future Child Care Society	\$1,000	Councillor Kasper opposed.
(c) Sooke Folk Music Society	\$0	
(d) Sooke Fall Fair Association	\$826	
(e) Parent Advisory Council at Sooke Elementary	\$4,500	
(f) Saseenos Parent Advisory Council	\$4,500	
(g) Sooke Philharmonic Society	\$0	

CARRIED Councillor Parkinson opposed.

The Committee received the final reports from Sooke Options for Community Living, Sooke Region Historical Society, Sooke Preschool Association, Sooke Philharmonic Society, and Sooke Folk Music Society. The Committee received thank you letters.

3. Development Permit Application, 2271 and 2273 Church Road

MOVED by Mayor Evans to recommend that Council authorize issuance of Development Permit for 2271 and 2273 Church Road subject to the following items:

- the applicant provide a detailed landscaping cost estimate and an irrevocable letter of credit to the District of Sooke for Phase I landscaping;
- the applicant use the name Worthington Way for the cul de sac road if permitted by the Engineer Department;
- the applicant temporarily construct the pathway along the north boundary of the property or enter into an agreement with the owner of the property to the north to construct the pathway on both properties; and that the construction of the pathway be completed during Phase I of the construction.

and that a variance be authorized as part of the Development Permit to Bylaw No. 65 *Subdivision and Development Standards Bylaw, 2003 SDD-R06C* Cross Section for Suburban Local Curb and Gutter to reduce the road dedication width to 10m, to reduce the turn around radius to 14m and that no sidewalk be required for the road along proposed lots 93-100.

CARRIED

4. Development Permit Application, 2197 Otter Point Road and 6718 Grant Road

MOVED by Councillor Smith to direct the applicant to use the plan attached to the development agreement made in 2005 for the development permit application, and direct staff to bring the application to a committee of the whole meeting for review.

CARRIED

5. Sewer Permits

Discussion took place on whether the Building Regulation Bylaw set out a sewer connection fee in the amount of \$25.

6. Late Item, Subdivision Application Fees Revision

This item was not considered.

The meeting was adjourned at 10:32 p.m.

Certified Correct:

Janet Evans
Mayor

Peter Jmaeff
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held April 5, 2006 at 6:00 p.m.
Council Chamber, 2225 Otter Point Road

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
Allan Eastgaard, Municipal Engineer
Bob Kelsey, Fire Chief
Bonnie Sprinkling, Corporate Services Manager
(Recorder)

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

1. 2006 Budget

Ms. Carter reviewed the budget package provided:

Detailed Operating Budget 2006 Non-discretionary
Detailed Budget 2006 Discretionary
Detailed Operating Budget 2006 Combined
5 Year Financial Plan 2006-2010 Operating
5 Year Financial Plan 2006-2010 Capital
5 Year Financial Plan 2006-2010 Sewer Operating

2. 2006 Budget Operating

The Committee reviewed the budget allocations for discretionary items.

a. Townsend Road South Reconstruction

The Committee discussed the proposal that the work on Townsend Road be budgeted over two years. The first year would include some storm drainage work, repairs to the road, consulting.

The Committee agreed to reduce "Townsend Road South Reconstruction" \$150,000 for 2006 and to allocate \$271,000 for 2007.

b. Church Road/Hwy 14 Intersection

Mr. Eastgaard explained the Development Cost Charges and the requirements for the municipal portion for DCCs.

The Committee requested that Urban Systems be invited to an upcoming Committee of the Whole meeting to provide further information on the DCC process.

The Committee agreed to reduce “Church Road/Hwy 14 Intersection” to \$59,415 Capital Fund for the Municipal Contribution and \$90,585 DCC Reserve Fund for the DCC portion.

c. Grant Rd Extension/Otter Point/Townsend

The Committee agreed to the allocation for “Grant Road/Hwy 14 Intersection” as recommended in the budget on the condition that no expenditures are made until Council has been given comfort as to the plan/design of the extension.

d. Sooke Residents in Need Society

The Committee agreed to the allocation for “Sooke Residents in Need Society” \$6,000 pending receipt of financial information. Councillors Dumont and Armour opposed the allocation.

3. Detailed Operating Budget 2006 Combined

a. Downtown Revitalization

The Committee agreed to allocation for “Downtown Revitalization” \$20,000 on the condition that the Downtown Revitalization Committee does not spend the funds until the storyboards are received from the consultant. Councillor Smith opposed the allocation because it is not spending money on the plan.

b. Silver Spray Bylaw #240 and Fire Bylaw #242

The Committee requested that the annual payments for “Silver Spray Bylaw #240” and “Fire Bylaw #242” be reviewed to reflect payments for a part year.

c. Advertising

The Committee agreed to reduce “Advertising” to \$7,500.

d. Corrections

Ms. Carter advised of adjustments on Page 8 were required as follows:

Chain of Office/Protocol	Total\$0
Restructure Study	Total\$0
Election	Total\$9,000
Public/Gov't Relations	Total\$9,500

4. Revenue

The Committee discussed calculating an increase in development fees in this year's budget. The Committee requested that development services staff bring reports proposing increased development fees to the April 10th, 2006 Council meeting.

5. 5 Year Operating Budget

Ms. Carter advised that Page 5, Travel/Conferences/Memberships should be \$31,000 in years 2007 – 2010.

Councillor Smith suggested that funding for the OCP Review could be made by reducing the John Phillip Park Committee by \$5,000 and the Engineering Contracting by \$5,000.

The Committee agreed to allocation for OCP Review \$20,000 in the year 2007.

The meeting was adjourned at 8:50 p.m.

Certified Correct:

Janet Evans
Mayor

Peter Jmaeff
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held April 6, 2006 at 6:00 p.m.
Council Chamber, 2225 Otter Point Road

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
Allan Eastgaard, Municipal Engineer
Bob Kelsey, Fire Chief
Bonnie Sprinkling, Corporate Services Manager
(Recorder)

The meeting was called to order at 6:04 p.m.

1. 2006 Financial Plan

Five Year Operating Budget
Five Year Sewer Operating Budget
Five Capital Budget

Ms. Carter advised that the budget allocations approved at the April 5th, 2006 had been incorporated into the 2006 Financial Plan presented. The tax increase remains at 25% in the Draft Budget and the deficit is \$732,790. Ms. Carter cautioned that the operating fund should retain an amount equal to one-half year tax revenue to cover operating costs going into the next year.

Mr. Eastgaard explained that additional allocations for DCC expenditures have been included in the Capital 5 year financial plan for the Church Road Widening.

Mr. Jmaeff advised that the Compensation Committee has not yet completed the salary review and therefore an estimate of \$58,780 for potential salary increases has been included in the financial plan.

The Committee discussed what the 25% increase means to the average household in Sooke. Ms. Carter advised that based on the 2005 Assessments, the annual taxes for a property valued at \$232,000 would increase approximately \$140.

The Committee discussed the accumulated surplus balance and Ms. Carter advised that to be prudent, one half year of tax revenue should be maintained for operating costs for January to July.

Councillor Kasper stated that the financial plan does not include the increased recreational services the District of Sooke will incur over the next year.

The Committee approved the 2006 Financial Plan. Mayor Evans and Councillor Smith opposed. Councillor Smith stated that she did not feel that enough had been done to reduce the budget.

The Committee directed staff to prepare and distribute to council a draft newsletter on the 5 Year Financial Plan. The newsletter should include:

1. legal obligations such as library, recreation, policing and bylaws such as DCCs, in place that require certain expenditures, with percentages shown
2. comparisons with other jurisdictions
3. fees and charges comparisons

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

Certified Correct:

Janet Evans
Mayor

Peter Jmaeff
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held April 11, 2006 at 7:00 p.m.
Council Chamber, 2225 Otter Point Road

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
Cheryl Wirsz, Director of Development Services
Bonnie Sprinkling, Corporate Services Manager
(Recorder)

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

1. Agricultural Land Reserve Application to Exclude 1686 Whiffin Spit Road from the ALR

Ms. Wirsz reviewed the application and advised that this report was presented to Council following the past practice of forwarding the application to ALR without recommendation. The Committee discussed whether it was in the public interest to preserve this land as green space.

MOVED by Councillor Kasper to recommend to Council to forward to the Agricultural Land Commission with a recommendation to exclude 1686 Whiffin Spit Road from the ALR.

CARRIED

Councillor Smith opposed

2. Impaired Driving Designated Driver Policy

MOVED by Councillor Armour to recommend Council to adopt Policy 14.3.

CARRIED

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

Certified Correct:

Janet Evans
Mayor

Peter Jmaeff
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held April 18, 2006 at 7:30 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT:

Mayor Janet Evans
Councillor Rick Armour
Councillor Sheila Beech
Councillor Ron Dumont
Councillor Rick Kasper
Councillor Brenda Parkinson
Councillor Jen Smith (arrived 7:35 pm)

STAFF PRESENT:

Peter Jmaeff, Chief Administrative Officer
Debbie Carter, Director of Finance
Cheryl Wirsz, Director of Development Services
Allan Eastgaard, Municipal Engineer
Bob Kelsey, Fire Chief
Bonnie Sprinkling, Corporate Services Manager
(Recorder)

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

2006 Financial Plan

1. Five Year Operating Budget

Ms. Carter advised that the budget allocations approved at the April 6th, 2006 had been incorporated into the 2006 Financial Plan presented.

The Committee discussed:

Revenue:

- a. new revenue for development fees
- b. rental revenue; work yards and VIHA
- c. Small community protection unconditional transfers

Expenditures:

- a. East Sooke Fire Contract may increase in 2007 – 2010
- b. Animal Control contract with CRD - the Committee requested staff to inquire if the animal control contract could be included in the CRD requisition.
- c. Community Services – Library Services should be \$299,611 for 2007-2010
- d. Downtown Revitalization Plan should be \$20,000 for 2006 not to be expended until the existing contract is completed
- e. New Deal Gas Tax – must be used for environmental improvements
- f. Training and conference expenditures
- g. Mapping Contract – staff to investigate CRD mapping services

The Committee agreed not to reduce Economic Development Initiatives to \$15,000.

The Committee agreed to reduce the “Community Parks – Contract Payment” to \$105,000.

Mr. Eastgaard advised that “Engineering Services – Administration” items are reversed:

Travel/conferences/memberships/education should be \$6,000

2. Travel – monthly operations should be \$3,000
Five Year Capital Budget

MOVED by Mayor Evans to allocate \$150,000 from the Casino Reserve Fund to discretionary funding for Townsend Road.

DEFEATED

Ms. Carter presented information on the tax implications of a 25% increase in the budget:

House \$278,961 would have a net tax increase after HOG of \$41.00 per year

Ms. Carter presented tax rate comparisons for other municipalities within the Capital Regional District.

The Committee discussed the proposed tax increase in relation to the services provided by the municipality.

3. 2006 Property Tax Rate

Ms. Carter advised that the Assessed Values are the latest figures from BC Assessment and show that taxable portion of assessed values have increased 23.91%; new construction 4.06% and increased assessment 19.85%.

Ms. Carter explained the multiples and tax rates and the 2006 tax revenue increase.

MOVED by Councillor Kasper, seconded to recommend to Council that the 2006 Financial Plan be approved as amended at this meeting.

CARRIED

Mayor Evans opposed the motion.

MOVED by Councillor Kasper, seconded to recommend to Council to approve the 2006 Municipal Tax Rate.

CARRIED

Mayor Evans opposed the motion.

The meeting was adjourned at 8:55 p.m.

Certified Correct:

Janet Evans
Mayor

Peter Jmaeff
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held May 1, 2006 at 7:00 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT:

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

STAFF PRESENT:

Peter Jmaeff, Chief Administrative Officer
Cheryl Wirsz, Director of Development Services
Roger Lam, Senior Planner
Rachel Parker, Deputy Clerk

ABSENT: Councillor Rick Kasper

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

1. Public Question and Comment Period

There were no questions or comments from the public.

2. Delegation, Jack Shore, Habitat for Humanity

Mr. Shore introduced Habitat for Humanity as an international not for profit organization providing ownership of affordable housing. The organization strives to eliminate poverty housing. Habitat for Humanity has five builds in the Capital Region so far. Families are selected using established criteria. No government assistance is accepted except for gifts of land or infrastructure. Homes are sold at market value with two mortgages, one of the cost of the home held by the owner and the other for the market value increase held by Habitat for Humanity. The owners of the home pay property taxes.

3. Lakewoods Subdivision Housing Agreement, 2197 Otter Point Road

Discussion took place regarding the 12 lots designated as affordable housing in the development agreement for the development at 2197 Otter Point Road, and the establishment of an affordable housing policy.

Suggestions for the proposed policy included using the Langford and Kelowna models, providing grants for owners of homes with secondary suites, partnering with an established organization. Discussion also took place on negotiating with the developer of 2197 Otter Point Road in order to transfer the ownership of some of the 12 designated lots to the District of Sooke.

MOVED by Councillor Armour to direct staff to hire a consultant to draft a housing policy with a maximum expenditure of \$15,000 from the affordable housing fund and report to the Council by mid-June 2006.

CARRIED Councillor Smith opposed.

MOVED by Councillor Smith to direct staff to investigate the possibility of submitting a late application for an ACT grant. **CARRIED**

4. Contaminated Sites Site Profile Administration

Discussion took place on the value of the District of Sooke requiring site profiles under the contaminated sites provisions of the *Waste Management Act*.

MOVED by Councillor Dumont to recommend to Council that the District of Sooke advise the Minister of Environment that the District of Sooke wishes to opt out of the site profile process under the contaminated sites provisions of the *Waste Management Act*.

CARRIED

5. Draft Bylaw No. 255, Development Procedures Bylaw

Mr. Lam presented the process for developing the development procedures bylaw and procedures manual. Discussion took place on keeping Council updated on applications as they are received, record keeping, applicant's rights and appeal process to the Chief Administrative Officer, a requirement for the applicant to hold a public information meeting, the District of Sooke holding public information meetings, requiring studies and development agreements and development permits completed before third reading of a rezoning bylaw, providing the Agricultural Land Commission with public submission and minutes of public comments, and level of service and fees for service.

MOVED by Councillor Dumont to refer the draft Development Procedures Bylaw to staff to make changes, and add an application form and checklist. **CARRIED**

6. Draft Bylaw No. 258, Council Procedures Bylaw

The Committee reviewed the draft Council Procedures Bylaw and recommended the following changes to the presented bylaw:

- Resolution to continue past 10:00 p.m. by majority vote
- Remove the section limiting matters for special council meeting
- Deadline for public submissions to remain at Wednesday noon and agenda preparation at Friday noon
- Public hearings and public input meetings to be held at the beginning of meetings
- Business arising from the minutes for discussion purposes only
- Closed portion of meeting matters also at beginning of meeting, public portion to begin at 7 pm, closed portion may begin as early as 6 pm and be held in the Municipal Hall
- New business accepted by majority vote during agenda approval
- Committee of the Whole agendas to be produced 48 hours before meeting
- Add written Mayor and Council reports as addendum to the minutes.

The meeting was adjourned at 10:00 p.m.

Certified Correct:

Janet Evans
Mayor

Rachel Parker
Deputy Clerk

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held May 15, 2006 at 6:00 p.m.
Council Chamber, 2225 Otter Point Road

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:

Debbie Carter, Director of Finance
Cheryl Wirsz, Director of Development Services
Roger Lam, Senior Planner
Allan Eastgaard, Municipal Engineer
Rachel Parker, Deputy Clerk

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

1. **Public Question and Comment Period**

There were no questions or comments from the public.

2. **Dr. Avi Friedman, McGill University, Professor and Director, Affordable Housing Program, Downtown Revitalization**

Dr. Friedman presented ideas on urban development and planning. He advised that it is not necessary to build big and recommended building around the environment with narrower roads, wider sidewalks, natural drainage, and taller and energy efficient homes. Dr. Friedman also recommended planning of public spaces and public transit. Strategies include developing a vision and detailed guidelines to encourage sustainable downtown development through landscaping, walkways, and public spaces based on environment, economy and society.

MOVED by Councillor Beech to go into a Liquid Waste Management Plan (Stormwater) Steering Committee meeting.

CARRIED

3. **Liquid Waste Management Plan (Stormwater) Steering Committee, Rob Miller, Downstream Environmental Consultants**

Mr. Miller reviewed the plan, process, committee structure, and tasks of the stormwater liquid waste management plan for the purpose of minimizing adverse environmental impacts of development and minimize risks. Public open houses are planned for May 27, 2006, in June/July 2006, and in August 2006. It is expected that the final report will be brought before council by September 12, 2006.

MOVED by Councillor Beech to adjourn the Liquid Waste Management Plan (Stormwater) Steering Committee meeting and return to the Committee of the Whole meeting.

CARRIED

4. **Public Question and Comment Period**

Heather Phillips of Otter Point District asked if staff could work with the Ministry of Transportation to explore other stormwater ditching options.

5. **Official Community Plan and Zoning Bylaw Amendments, 3031 Phillips Road, Bylaw No. 256 and Bylaw No. 257**

Mr. Lam reviewed the application and advised that staff believed it is a worthy proposal with benefits for the community and the environment.

Dr. Patrick Lucey, aquatic ecologist, for the applicant reviewed the proposal and the intention to protect the Sooke River foreshore and development through conservation subdivision design. Fifty percent of the property would be retained as open space with a smaller density footprint.

Ken Van of Phillips Road expressed opposition to the proposal commenting on logging on the property, and asking for more information on upgrades to Phillips Road, setbacks from creeks, and for proof of environmental protection. Mr. Van and Ms. Homer submitted a written statement.

Richard Thut of Woodlands Road suggested that there is value in small lot agricultural parcels.

Gail Hall of Sooke River Road expressed opposition to the application as the community plan does not support new development in isolated areas.

Sid Turner of the Juan de Fuca Trails group expressed support for the development as it pays attention to environmental values.

Dave McClimon of Dixon Road expressed general support for the application as it is better than other plans for the property.

Patricia Hendy of Sooke River Road expressed support for the project as presented.

Margot Swinburson, School Trustee, asked that the applicant consider walkways and trails for children.

MOVED by Councillor Kasper to forward the application for an Official Community Plan Bylaw and Zoning Bylaw amendment for 3031 Phillips Road to Council with a recommendation that the application not proceed as presented.

CARRIED

Councillor Dumont left the meeting at 8:30 p.m. as he is a neighbour of the applicant.

6. **Agricultural Land Use Application to Remove 7096 West Coast Road From the ALR**

Mr. Lam reviewed the staff report and advised that the application is not supported as it fragments a large area of agriculturally designated land.

Mr. Blackwell for the applicant reviewed the staff report and advised that the purpose of the application is not for development or subdivision, the agricultural rating is limited, and there is limited area for agricultural use. He questioned why development was not supported in the sewer service area.

Richard Thut of Woodlands Road suggested that the property was good for greenhouse agriculture.

MOVED by Councillor Armour to recommend to Council that the application to remove 7096 West Coast Road from the Agricultural Land Reserve be forwarded to the Land Commission without a recommendation.

CARRIED

Councillor Dumont returned to the meeting at 9:00 p.m.

Councillor Armour left the meeting at 9:01 p.m. as he is the applicant for the 2006 Pacific Challenge.

7. **Rick Armour, Organizer, 2006 Pacific Challenge**, 2006 Pacific Challenge of Seamanship, Request to Use Rotary Pier

MOVED by Councillor Parkinson to allow the 2006 Pacific Challenge to use the Rotary Pier on May 20, 2006 subject to insurance requirements.

CARRIED

Councillor Armour returned to the meeting at 9:03 p.m.

8. **Property Tax Notice Information Insert**

MOVED by Councillor Dumont to direct staff to make the following changes to the property tax notice information insert:

- Match information to strategic plan
- Second goal: clarify information
- Third goal: add checklist
- Fourth goal: substitute “determine a new delivery model to promote economic development,” “Broaden commercial/industrial tax base,” and remove the third item
- Sewer Infrastructure: add “hook up completion by the end of 2006”
- Capital Expenditure: add “Grant Road extension to Townsend Road,” and “Phase I of Townsend Road in 2006 and Phase II of Townsend Road in 2007”
- Pie Chart: change to plan view, and more detail, add library taxes
- Explain 1% tax increase in monetary terms

CARRIED

Councillor Smith opposed as the information does not reflect the strategic planning sessions.

9. **Land Use Applications**

Discussion took place on the delays in processing land use applications. It was suggested that staff proceed with applications while waiting for referrals, to consider complete applications first, and that staff not attend committee meetings.

MOVED by Councillor Armour to receive and file the land use application list.
CARRIED

The meeting was adjourned at 9:45 p.m.

Certified Correct:

Janet Evans
Mayor

Rachel Parker
Deputy Clerk

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held June 5, 2006 at 7:00 p.m.
Council Chamber, 2225 Otter Point Road

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
Bonnie Sprinkling, Corporate Services Manager (R)
Bob Kelsey, Fire Chief
Roger Lam, Senior Planner

The meeting was called to order at 7:02 p.m.

1. Public Question and Comment Period

Gail Hall, Sooke River Road, noted that there was nothing in the report on the quarry operation application about the Regional Growth Strategy and in regards to the zoning bylaw, that she was concerned about the wording to “delegate” a public hearing and questioned why we were using the Times Colonist to advertise the public hearing.

Ellen Lewers, Sooke Road, stated that farmland should be allowed to make economic choices and that the ALR removal application should go to the Land Commission without comment. In regards to the quarry operation, Ms. Lewers stated that there is a great need for a local gravel pit and this land is appropriate siting for it.

2. Mabel Jean Rawlins-Brannan, Executive Director, Quality of Life Challenge, Affordable Housing

Mayor Evans introduced Ms. Mabel Jean Rawlins-Brannan from the Quality of Life Challenge. Ms. Rawlins-Brannan spoke on the three issues threatening quality of life; house affordability, sustainable growth, community connections and commended Sooke for trying to address these issues. Ms. Rawlins-Brannan presented Quality of Life decals to Council to recognize the decision to become part of the Affordable Housing Initiative.

3. Agricultural Land Reserve Application for 7059 Grant Road West

Mr. Lam presented an overview of the report.

The applicant, Dianne Thompson Marshall, Grant Road W, stated that she had tried to make the agricultural land viable for 15 years and that the land was sloped with no good soil. Ms. Thompson asked Council to forward her application to the Land Commission.

Councillor Beech commented that an adjacent hobby farm use could conflict with a dog kennel on the property.

Darrol Randolph, Grant Road West, stated that he lives on the adjoining property and runs a dog kennel and was concerned that his dog kennel would be an issue with residential homeowners located near his property. Mr. Randolph further stated that stormwater runoff is also a concern.

Ellen Lewers, Sooke Road, stated that she also has a farm and supported the application and that if the property was removed from the ALR, Council would look at the development issues with later applications.

MOVED by Councillor Smith to forward this application to Council with a recommendation to forward this application to the Agricultural Land Commission with a recommendation not to exclude this property from the ALR.

DEFEATED

Councillor Smith expressed that the Agricultural Land Commission is seeking Council's direction with ALR applications and Council should consider future potential, preserving land. Property owners in ALR should be able to expect their land to stay in the ALR. The OCP describes agricultural use in the area and mixed use should be kept in the sewer area. Councillor Smith stated that the applicant's letter and the staff report both indicate that the properties in this area were currently being used for agricultural purposes and that council needed to consider different types of agricultural use other than those relying on soil conditions, buffering agricultural land, and our future farming needs within our boundaries.

The Committee discussed the application with staff and the applicant, confirming that the land was in the sewer core area. The Committee discussed the issue of the need for a Zoning and OCP amendment for the proposed use of this property, stormwater runoff issues.

Councillor Dumont expressed concern that the application is for a small property, and he would like to have seen the soil reports.

Councillor Beech supported the staff recommendation as staff are preparing for the official community plan review, but that we should not have to wait until a full OCP review is done to make decisions. Councillor Beech expressed her concern for the kennel operator and how difficult it was to deal with noise complaints from neighbours and stated that she felt there was a need for a kennel operation in Sooke.

Councillor Kasper stated that the previous Council made a decision to sewer Grant Road and the Land Commission looks at whether they would have put the land in the ALR if it was not already in there.

MOVED by Councillor Armour to forward this application to Council with a recommendation to forward this application to the Agricultural Land Commission without a recommendation.

CARRIED

Councillor Smith stated that the Agricultural Land Commission wanted Council direction and without a completed OCP review, sending a recommendation to the Agricultural Land Commission without comment gives the application a fair chance.

MOVED by Councillor Kasper to recommend to Council to forward a copy of the Committee of Whole comments on this application to the Agricultural Land Commission with the Council resolution.

CARRIED

4. **Development Permit Application for Ayum Road**

Mr. Lam presented an overview of the application and stated that the development permit had two issues, steep slopes and fire interface. Mr. Lam stated that the geotechnical report identified building envelopes and fire hydrant requirements.

Gary Coles, Meota Road, applicant, stated that he had started the application one year ago and was not aware that a quarry operation would be considered for the adjoining property.

MOVED by Councillor Kasper to forward this application to Council with a recommendation to authorize issuance of a development permit for that Part of Section 62, Sooke District, Lying to the North of the Northerly Boundary of Plan 176 RW, Except that Part Thereof Included within the Boundaries of Plan 109 RW and Except that Part Thereof being the Right of Way of the Pipe Line of Victoria City Lying 50 feet on wither side of the Centre Line of the Concrete Pipe as now Located, Which Central Line Commences at a Point on the Easterly Boundary of Said Section, Distant Southerly 189.6 feet from the North Easterly Corner of Said Section, Thence Westerly to a point on the Northerly Boundary of said Section distant Westerly 451 feet more or less from said North Easterly corner, Except Part in Plan VIP 71365; and to authorize the approving officer to waive the 10% lot frontage requirements in the application.

CARRIED

Ms. Hall stated that the District of Sooke has a delegation bylaw for the approving officer to waive 10% lot frontage requirements.

5. **Rezoning Application for 2045 Maple Avenue South**

The applicant, Mark Anderson, Maple Avenue South, stated that he has lived in Sooke for 30 years and intends to split the property into 4 lots; one for a nursing home with 15 beds and one for a parking lot and walk/gardens and the remaining two for houses.

Ms. Wirsz advised that a parking lot is not a permitted use. Councillor Dumont stated that the applicant could reduce the lot size of one lot and enlarge the nursing home lot to include the parking lot and walk/gardens.

Clive Kitchener, Maple Avenue South, stated he was concerned about the road and questioned whether or not there was a road allowance already there. Mr. Kitchener stated that a long-term facility may be affected by the noise from the dog kennel.

The Committee discussed the possible future east/west and north/south road linkages for this area. Councillor Beech stated that the benefit of this application is the extra care beds.

MOVED by Councillor Armour to forward this application to staff and request that the issues of the road, drainage and lot lines be resolved before forwarding this application

to Council with a recommendation to give first and second reading to this rezoning application and schedule a Public Hearing.

CARRIED

6. **Rezoning Application for 5204 Sooke Road**

The applicant, Ardy Wickheim of Sooke Road, advised that the Ministry of Transportation has sent a letter to staff concerning road access for this application. Mr. Wickheim advised that an easement has been registered over adjacent properties that grants access for commercial as well as quarry traffic. The Committee requested a copy of the prospectus Mr. Wickheim provided to the purchasers of his adjoining subdivided properties. Mr. Wickheim advised that the quarry was in operation when he sold the adjoining properties.

Mr. Lam outlined the issues set out in the staff report for this application. Mr. Lam stated that if this is a quarry operation, Council should consider the concerns of neighbours and whether or not it is appropriate to have a quarry operation in Sooke. Mr. Jmaeff advised that there are procedures to mitigate the impact of blasting on local wells.

Mr. Wickheim advised that it is his intention to work the quarry slowly and carefully; likely over a minimum five-year period and at completion, the quarry would revert to residential use. Mr. Wickheim advised that he will start the quarry work on the west side of the property, then go to the eastside.

The Committee discussed if rezoning the property is the best option for the quarry operation and looked at the feasibility of issuing a Temporary Industrial Use permit (TUP). Mr. Wickheim advised that he never wanted to rezone the property.

Ms. Wirsz advised that the Official Community Plan would have to be amended to allow for TUPs in that area.

Mr. Wickheim advised that drainage would continue to flow where it naturally goes and that the ponds are not used for re-direction of water. Mr. Lam confirmed that if these were fish-bearing ponds, then the riparian area regulations would apply. Mr. Wickheim advised that he has a fish permit from the Ministry of Environment and that the quarry is well beyond the pond areas.

MOVED by Councillor Smith to forward the application to Council without a recommendation.

DEFEATED

An adjacent property owner on Sooke Road stated that he was surprised at the positive reaction of council to this application and that he was concerned about the dust and noise of the quarry trucks.

Gail Hall, Sooke River Road, stated that the riparian area does not apply because it will be an industrial area and that the Regional Growth Strategy proposes that these areas remain rural.

Gary Coles, Meota Drive, stated that as he would be neighbour to the quarry operation and that he was concerned about the trucks using his proposed subdivision road for access and that the operation would go on for 20 years.

Ms. Wirsz advised that there was no mining permit for the quarry operation and that the District of Sooke would work with the Ministry on the TUP.

MOVED by Councillor Armour to direct staff to prepare an Official Community Plan amendment bylaw to amend sections 9.4.2 and 9.4.3 and to prepare a Temporary Industrial Use permit for the proposed quarry and to bring it back to Council for consideration.

CARRIED

Councillor Smith opposed, as application does not mention anything about building houses.

7. **Fire Chief Dave Ward, District of Saanich, Hazardous Materials Incident Response (HazMat) as a Regional Service**

Fire Chief Ward provided the Committee with a handout on the Hazardous Materials Incident Response (HazMat) as a Regional Service for the remainder of the 2006 budget year and reviewed the material with the Committee. Chief Ward advised that Option 3, a contract with Surrey, has been selected as the services model. Fire Chief Ward advised that there was a method of cost recovery in the proposal and that once the capital expenditures have been made, then the capital costs would go down. The District of Sooke would be responsible for 2.5% of the requisition for the service.

MOVED by Councillor Kasper, to recommend that Council authorize Mayor Evans to support the Hazardous Materials Incident Response service bylaw at the CRD Board.

CARRIED

Councillor Smith opposed

8. **Draft Zoning Bylaw, Public Process Schedule**

MOVED by Councillor Dumont to authorize the following public input schedule to the Draft Zoning bylaw:

June 8 2006 Canada Post household flyer advertising the Open House and Public Hearing

June 12 2006 7:30 pm Committee of the whole – draft presentation from the Zoning Bylaw Review Committee

June 14 2006 2:00 pm to 8:00 pm – Open House

June 19 2006 Council considers first reading of Zoning Bylaw and schedules public hearing

June 23/26/28 Advertise Public Hearing in the Times Colonist and Sooke News Mirror

June 29 2006 Public Hearing

CARRIED

Councillor Smith opposed

The Committee discussed the scheduling of and the statutory requirements for public consultation for the zoning bylaw.

The Committee directed staff to provide clarification as to how many Councillors may attend an Open House at the same time before it is considered a "Council meeting". Ms. Wirsz advised that the District of Sooke, staff and the Zoning Bylaw Review Committee will host the Open House.

MOVED by Councillor Smith that the zoning newsletter clearly state that it comes from the Zoning Bylaw Review Committee.
DEFEATED

Councillor Armour confirmed that the zoning newsletter is actually an invitation to the public to attend the open house.

9. **GIS Mapping Hosting Contract with the Capital Regional District**

Councillor Kasper expressed his concern that the mapping costs with Focus are not that different from the costs with the CRD and suggested that the issue be tabled and Focus invited to speak with Council about their mapping services.

Councillor Smith left the meeting at 9:50 p.m.

Mr. Lam reviewed the staff report and stated that the CRD Infra map provides 80% of our needs and Focus provides 20%; Infra map is much more affordable option with better services.

MOVED by Councillor Armour that the meeting continue past 10:00 p.m.
CARRIED

Ms. Carter advised that the District of Sooke has to provide emergency response information to the CRD.

Ms. Wirsz advised that two other quotes for mapping services were obtained. Mr. Lam advised that the costs with CRD would be \$10,000 start up, \$4800 per year plus \$50/hour for applications.

Ms. Wirsz advised that the capital investment in the Focus system was not wasted as it was shared with the CRD. Mr. Lame advised that the aerial photos were also shared with the CRD.

MOVED by Councillor Armour to recommend to Council that the District of Sooke enter into a contract with the CRD to provide the District of Sooke with mapping services and that the Mayor and Chief Administrative Officer be authorized to execute the contract.
CARRIED

10. **Property Tax Newsletter**

The Committee discussed the content of the tax newsletter.

MOVED by Councillor Kasper to direct staff to make the following changes:

1. remove picture in first section;
2. remove operating costs percentages box
3. insert explanation as the 25% increase in the revenue portion of the budget.

CARRIED

11. **Council Procedure Bylaw, Proposed Changes**

The Committee discussed changes to the proposed Council Procedure Bylaw as follows:

- Section 21 add “unless prior approval by Council”
- Section 33 add “by simple majority vote”
- Change where appropriate all “unanimous vote” to “simple majority vote” – ie. Sections 37, 47, 86(c), 27
- Section 31 add “or a member of Council”
- Section 28 – correct numbering
- Section 65 – correct reference to section 62
- Section 96 (c) add “and approved by Council”

The Committee would like an amended copy of the Council Procedure Bylaw in their mailboxes.

The meeting was adjourned at 10:40 p.m.

Certified Correct:

Janet Evans
Mayor

Rachel Parker
Deputy Clerk

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held June 19, 2006 at 7:00 p.m.
Council Chamber, 2225 Otter Point Road

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:

Debbie Carter, Acting Chief Administrative Officer
Allan Eastgaard, Municipal Engineer
Rachel Parker, Deputy Clerk
Bonnie Sprinkling, Corporate Service Manager

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

1. **Public Question and Comment Period**

There were no questions or comments.

Councillor Smith arrived at 7:05 p.m.

2. **Lori Messer, Project Leader, & Dr. Ellen Anderson, Community Health Information Project, Pilot Project Interim Report to UBCM**

Ms. Messer reviewed the project and advised that health surveys are being mailed out currently. Sooke is the first community to pilot this project and on September 23, 2006 a health forum will be held. The project will provide information for the official community plan review.

3. **Development Permit Application, Beaton Road, Lot A, Section 22, Sooke District, Plan VIP76642**

Councillor Smith requested that a copy of the covenant and plan registered on the property be provided for review. Councillor Dumont requested clarification on whether concessions were made by the applicant in order to receive the small lot zoning.

Discussion took place regarding bus stop locations, post box locations, road right of ways, parkland and affordable housing, drainage, and road improvements at the Otter Point Road and Sooke Road intersection.

MOVED by Councillor Armour to forward the application to Council and recommend that Council authorize staff to issue a development permit for Lot A, Section 22 Sooke District Plan VIP76642, subject to the provision of the development agreement covenant to Council.

CARRIED

4. **Development Permit Application, 6627 Sooke Road**

Discussion took place regarding the fire protection service comments.

MOVED by Councillor Kasper to forward this application to Council with a recommendation that Council authorize issuance of a development permit for 6627 Sooke Road based on the site plan submitted and dated August 22, 2005.

CARRIED

5. **Development Permit Application & Variance of Flood Plain Setbacks, 2021 Saseenos Road**

Councillor Smith questioned whether the Official Community Plan permits a variance of the floodplain setback.

Discussion took place on placing a deadline for work, neighbourhood concerns, flood plain setback, the slope to the beach, and whether the structure could be removed.

MOVED by Councillor Kasper to forward this application to Council with a recommendation for Council to authorize staff to issue a development permit for 2021 Saseenos Road; and to recommend that Council authorize a variance of 2.3m to the flood plain setbacks to allow for the accessory building to be located in its present position

DEFEATED

Discussion took place on whether the application should be permitted to retain the accessory building at its present location.

MOVED by Councillor Dumont to forward this application to Council with a recommendation for Council to authorize staff to issue a development permit for 2021 Saseenos Road.

CARRIED

MOVED by Councillor Smith to and to recommend that Council authorize a variance of 2.3m to the setbacks of 2021 Saseenos Road to allow for the accessory building to be located in its present position

CARRIED

6. **Focus Group Funding Allocation**

Councillor Parkinson raised a point of order that the Focus Group does not comply with the Council Procedure Bylaw and that the Focus Group could be slated as a standing committee.

MOVED by Councillor Parkinson that the Focus Group funding allocation matter be considered after staff brings forward a bylaw to address the issue that the Focus Group does not comply with the Council Procedure Bylaw.

CARRIED

7. **Union of BC Municipalities Tourism Grant**

Yvonne Black of the Sooke Fine Arts Society asked Council for its support.

Discussion took place regarding the organizations applying for grant funding.

MOVED by Councillor Armour to refer the Union of BC Municipalities Tourism Grant to staff to work with the Sooke Fine Arts Society and the Sooke Tourism Alliance.

CARRIED

8. **Land Acquisition for Cemetery Use**

MOVED by Councillor Parkinson to recommend to Council that it appoint a select committee to investigate land acquisition for cemetery use.

CARRIED

The meeting was adjourned at 9:06 p.m.

Certified Correct:

Janet Evans
Mayor

Rachel Parker
Deputy Clerk

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held August 21, 2006 at 7:00 p.m.
Council Chamber, 2225 Otter Point Road

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
Allan Eastgaard, Municipal Engineer
Rachel Parker, Deputy Clerk

The meeting was called to order at 7:05 p.m.

MOVED by Councillor Beech to add item 2.a to the agenda, Juan de Fuca Regional Park Watch Society, Request for Additional Funding.

CARRIED

1. **David Rector, General Manager, BC Operations & Tami Wetmore, Operations Manager, Port Hardy and Sooke Regions, EPCOR Water Services Inc.**, Potential Additional Community Sewer System Service Areas

Ms. Wetmore provided an update on the status of the operation of the sewage treatment plant and collection system. Ms. Wetmore then reviewed the flexibility of the collection system design and treatment plant for additional capacity within the service area. Mr. Rector advised that EPCOR is willing to assist the District of Sooke in the long term planning process by providing an issues brief which will review options for future service areas.

MOVED by Councillor Dumont to recommend that Council request EPCOR to proceed with its high level discussion with Council and staff to produce an issues brief.

CARRIED

2. **Sooke Core Sewer Specified Area**, Proposed Boundary Adjustment, West Coast Road

MOVED by Councillor Beech to recommend that Council instruct staff to prepare an amendment to Bylaw No. 147 to include the properties at 7126, 7130 and 7148 West Coast Road in the Sooke Core Sewer Specified Area upon receipt of petitions to be included in the service area.

CARRIED

- 2.a **Juan de Fuca Regional ParkWatch Society**, Request for Additional Funding

MOVED by Councillor Dumont to recommend that Council provide additional funding to the Juan de Fuca Regional ParkWatch Society in the amount of \$2168 from traffic fine revenue or from general revenue.

CARRIED

3. Bylaw No. 270, Sooke Zoning Bylaw, 2006, Revised Schedule & Proposed Amendments to Bylaw No. 270

Discussion took place on amending the proposed *Sooke Zoning Bylaw, 2006*. The Committee asked staff to add to the vacation home definition that small suites can be used as vacation accommodation; and to give options for building heights and site coverage to protect view corridors along Highway 14 in the town core.

MOVED by Councillor Kasper to recommend that Council regulate parking for marinas by requiring one parking stall per three berths.
CARRIED

MOVED by Councillor Parkinson to recommend that Council regulate the maximum height in the new subdivision at 2197 Otter Point Road at 10.5 m.
CARRIED

MOVED by Councillor Dumont to recommend that Council support small and secondary suites in the Sooke Zoning Bylaw, 2006.
CARRIED

Councillor Beech left the meeting at 9:24 p.m. and returned to the meeting at 9:32 p.m.

MOVED by Councillor Dumont to recommend that Council endorse the following schedule for Bylaw No. 270, Sooke Zoning Bylaw, 2006:

Task	Date	
Council direction	August 21	
Amendments to bylaw	August 22 – August 25	
Advertising	August 23 and Aug 30 News Mirror	
COW Public Information Meeting	Tue Sept 5	
Amendments to bylaw	Sept 7-8	
2 nd reading	Sept 11	
Public Hearing	October 3	
3rd Reading	October 10	
4 th reading	October 23	

CARRIED

MOVED by Councillor Dumont to recommend that Council advertise the public input meeting in a mail-out flyer if staff cannot arrange two weekly advertisements in the Sooke News Mirror.
CARRIED

MOVED by Councillor Dumont to continue the meeting past 10:00 p.m.
CARRIED

4. **Ministry of Transportation Malahat Corridor Study**, Request for Comments

MOVED by Councillor Kasper to recommend that Council advise the Ministry of Transportation that the District of Sooke supports the Capital Regional District resolution made on August 9, 2006 in regard to the Malahat Corridor Study.

CARRIED

5. **Affordable Housing Policy**, Request for Proposal and Contract

MOVED by Councillor Smith to recommend that Council to award the Affordable Housing Policy contract to Don Cameron and Associates at a maximum expenditure of \$15,000

CARRIED

6. **Community Works Reserve Fund (Gas Tax Rebate)**, Potential Projects

MOVED by Councillor Armour to recommend that Council defer consideration of potential project funded from the Community Works Reserve Fund (Gas Tax Rebate) to a future meeting of Council.

CARRIED

7. **Council Chamber and Meeting Room Use Policy**

MOVED by Councillor Evans to recommend that Council amend Policy 2.1 Council Chamber and Meeting Room Use Policy by removing sections 5 and 6, and to charge the Capital Regional District Land Use Committee for use of the Council Chamber under the policy.

CARRIED

The meeting was adjourned at 10:20 p.m.

Certified Correct:

Janet Evans
Mayor

Rachel Parker
Deputy Clerk

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held September 5, 2006 at 7:00 p.m.
Council Chamber, 2225 Otter Point Road

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
Cheryl Wirsz, Director of Development Services
Rachel Parker, Deputy Clerk
Roger Lam, Senior Planner
Nikki Lewers, Development Services Clerk

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

1. Bylaw No. 270, Sooke Zoning Bylaw, 2006, Public Information Meeting

Ms. Wirsz reviewed the history of Bylaw No. 270, its purposes, general provisions, new features and new zones. Mr. Lam reviewed Schedule A, zone mapping.

Mayor Evans requested that staff use a different designation for the municipal property in the Beaton Road development project. Ms. Wirsz advised that she will review the text.

Mr. Lam noted the zoning of the Totangi property on Church Road, the Wilson property at 5121 Sooke Road, the Capital Regional District Water property on Otter Point Road, the CS1A zone on Sooke Road, the sewer treatment plant on West Coast Road, the townhouses on Maple Avenue, Nordin Road, Grant Manor, and the parks on Ayum Road and Billings Road.

Councillor Kasper requested that the zoning of the tent lots in the Sooke core be changed except for the parcels along Highway 14; and noted that the official community plan designation of property on Belvista is contrary to the zone.

Councillor Dumont commented on whether the Capital Regional District pays taxes on residentially-zoned property, asked for map page guides for Schedule A, and asked for different colour designations for agricultural/ALR parcels.

Councillor Smith commented on the CTC1A zoning of property on Goodmere Road.

Michael Thorton of Silverspray Inc. asked for decreased setbacks in agricultural zone, increased fence and gate heights, and add the CD-3 zone to s. 10.

Neil Gertzma of Townsend Road commented on the zoning of the Home Hardware storage facility on Townsend Road and whether the permitted uses had changed.

MOVED by Councillor Dumont to amend Bylaw No. 270, *Sooke Zoning Bylaw, 2006*, in section 14. 3.9 to reduce the agricultural land reserve lot line to 16 m.

CARRIED

MOVED by Councillor Beech to amend the Bylaw No. 270, *Sooke Zoning Bylaw, 2006*, in section 14. 3.9 to permit fences up to 2.5 m in height and gates up to 3 m in height in the CD-3 zone.

CARRIED

MOVED by Councillor Kasper to permit the uses found in Bylaw No. 2040 C-3 zone in Bylaw No. 270 CS-1 zone.

CARRIED

Bruce MacMillan of Deerlepe Road commented that he would not prefer a split zone for his tent lot parcels at 6526 Sooke Road.

Linda Batty of Dover Street commented on the maximum heights and protection of views below Sooke Road as it is not to the benefit of the majority in the community. Ms. Batty commented that the review of the official community plan should take place first as Bylaw No. 270 changes the social structure of the community and its character.

MOVED by Councillor Armour to leave heights as is.

CARRIED

Elizabeth Cooper of Kaltasin Road requested that the Council regulate the height of hedges and living fences.

Michael Savage of Blythwood Road commented on Part 8, off street parking regulations, and gravel processing.

MOVED by Councillor Dumont to amend the Bylaw No. 270, *Sooke Zoning Bylaw, 2006*, in Part 17, section 14 to increase the number of required handicapped spaces by 2 in each section.

CARRIED

Gail Hall of Sooke River Road commented on zone M-4 and the reference to Sooke Harbour and Basin; on problems with section 27(g), section 9.1.2 (d), Part 17, section 8; on issues with industrial zone compliance on Sooke River Road, a welding operation in a residential zone, burning in an industrial zone.

Staff was requested to review the RM-1 zone, section 9.1.2 (d), amend the CN1A zone to the current uses, to use the current height limits for the Totangi property, to clarify what "other materials" are in the M-2 and M-3 zone, to add parking requirements for liquor licensed premises, to remove Kirby Creek in the floodplain requirements, add parking requirements for small suites, to review the vacation accommodation requirements with the solicitors, and to review the off-street parking requirements in section 17. 2 and 17.8.

Councillor Kasper commented on the regulation of vacation homes and the requirement for BC Tourism approval.

MOVED by Councillor Kasper to remove vessels as prohibited uses in marine zones.
CARRIED

MOVED by Councillor Parkinson to continue the meeting past 10:00 p.m.
CARRIED

Councillor Smith commented on the elimination of references to the riparian areas and assessment reports.

Councillor Kasper commented on the steep slope regulations and proposed to reduce from 30 m to 15 m and return the regulations under Bylaw No. 2040.

The meeting was adjourned at 10:27 p.m.

Certified Correct:

Janet Evans
Mayor

Rachel Parker
Deputy Clerk

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held October 2, 2006 at 7:00 p.m.
Council Chamber, 2225 Otter Point Road

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
Roger Lam, Acting Director of Development Services
Rachel Parker, Deputy Clerk
S/Sgt. Plamondon, Sooke RCMP

The meeting was called to order at 7:00 p.m. Councillor Armour chaired the meeting.

1. **Lynn Wilson, Park Planner Capital Regional District Parks, Management Plan Process for the Sea to Sea Regional Park lands**

Ms. Wilson reviewed the Capital Regional District Sea to Sea Park management plan, the vision for the plan, the planning process and model, and the goals for the plan. Ms. Wilson advised that the park area included in the process are the Sooke Potholes Regional Park, the Kapoor Regional Park Reserve, the Sea to Sea Regional park Reserve lands, and Ayum Creek Regional Park Reserve. Ms. Wilson advised that it is expected that a draft plan will be completed by fall 2007 and park development will commence in 2008.

The Committee discussed concern regarding local access to the Sea to Sea Regional park Reserve lands and Shields and Grassy Lakes, economic benefits of the Sea to Sea parks to the Sooke community. Discussion took place regarding the acquisition of the Provincial park lands and protection of historical uses of the lands. Concern was expressed about the amount of lands in the District of Sooke designated as regional park.

2. **Traffic Fine Revenue Sharing**

Ms. Carter advised that the remaining funds for allocation for the year is \$22,338.

Discussion took places regarding Provincial downloading of community social support services and whether the funds could be allocated to general policing.

MOVED by Mayor Evans to recommend that Council allocate \$500 to Speed Watch program, \$6,500 to the police auxiliary program, and funds to cover the September to December 2006 expenditures for school crossing guards.

CARRIED

MOVED by Councillor Dumont to recommend that Council direct staff to obtain quotes for crosswalk painting at the entrances of Evergreen Centre, and for sidewalk painting

along the frontage of the Cedar Grove Centre, and for flashing lights for the main crosswalk between the Evergreen Centre and the Village Foods Centre.

CARRIED

MOVED by Councillor Smith to recommend that Council allocate \$6,825 to the Sooke RCMP Victim Services program.

CARRIED

MOVED by Councillor Parkinson to recommend that Council allocate \$1,000 to the Sooke RCMP for bicycle patrol training.

CARRIED

MOVED by Mayor Evans to recommend that Council advise the Minister of Community Services of the traffic fine revenue funds allocation.

CARRIED

MOVED by Councillor Smith to direct staff to present the Committee of the Whole recommendations to Council in regards to traffic fine revenue expenditures ranked in the order in which the recommendations were made.

CARRIED

3. **District of Sooke Newsletter, October-December Draft**

MOVED by Councillor Dumont to recommend that Council accept the draft newsletter with the following changes: feature the Safe Halloween Events, note the burning season date of October 15th, add information on public hearing procedure regarding the Councils requirement to receive input but not to respond, to add council meeting agenda packages availability, change the font for the burning section, and remove the picture next to the Safe Halloween information.

CARRIED

The meeting was adjourned at 8:16 p.m.

Certified Correct:

Janet Evans
Mayor

Peter Jmaeff
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held October 16, 2006 at 6:00 p.m.
Council Chamber, 2225 Otter Point Road

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
Roger Lam, Acting Dir. Of Development Services
Susan Dyble, Finance/Admin Clerk
Lisa Urlacher, Recorder

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

Affordable Housing Consultant

Don Cameron and Keri Hahtala from Cameron and Associates presented preliminary policy considerations for creating the framework for affordable housing. Suggestions were taken for the principles of affordable housing, the vision statement and some options for action as follows: grants available, mobile homes, public/private partnerships, cost to build, different levels of income, ongoing agreements, marketplace consideration, land banking, crown lands, health initiative, secondary suites, property transfer tax, location having access and non segregated areas.

Grant in Aid - Applications

MOVED by Mayor Evans, seconded, that the order of the applications be changed to have the Sooke Community Arts Council be first presenter.

CARRIED UNANIMOUSLY

Councillor Kasper stated his wife has an association with the Sooke Community Arts Council and excused himself from the discussion.

Council discussed concerns with the Grant in Aid Policy and application form.

Sooke Community Arts Council

Marion DesRochers provided an overview of the application and discussed with the Committee the new British Columbia Art Council regulations. Ms. DesRochers will submit a copy of these regulations. The Committee discussed the opportunity to include the Sooke Community Arts Council as a line item in next years budget.

Councillor Kasper returned to the meeting.

John Muir Parent Advisory Committee

Sheila Dobie, John Muir PAC President, provided an overview of the application outlining the need for new playground equipment. Ms. Dobie added that as of the year 2007 a single swing set would remain.

Saseenos Parent Advisory Committee

Lynn Gardner, Saseenos PAC, provided an overview of the application explaining the inclusion of a special needs integrated community playground. Ms. Gardner stated that they have also made applications for funding to: Queen Alexandria, Capital Regional District, Sooke Rotary Club, Sooke Lioness, Sooke Smokettes, and Sooke Firefighters, all of which strongly support their project. The Committee acknowledged that this organization has received a \$4,500 grant in aid this year and the Committee was considering them again on the premise that a special needs playground had been submitted. Councillor Armour suggested an application to 2010 Olympic Grant could be made to match existing funds as well.

Journey Middle School

Laurie Szadkowski provided an overview of the application and the history of the exchange student program with Japan. Since the school is not a non-profit organization, the Committee suggested that Council could consider this application and provide grant in aid funding with the understanding that the Parent Advisory Council would have to resubmit the application on behalf of the exchange student program.

Sooke Boxing Club

Tony Brogan provided an overview of the application and answered questioned in regard to their club memberships and development. Mr. Brogan provided the committee with additional information regarding the boxing show.

Councillor Kasper excused himself from the meeting due to his wife's association with the Sooke Community Arts Council.

MOVED by Councillor Parkinson, seconded that the Committee recommend that Council approve the grant in aid in the amount of \$1,500 to the Sooke Community Arts Council,

AND THAT the Sooke Community Arts Council be considered during budget discussions as a line item in the 2007 budget.

CARRIED UNANIMOUSLY

Councillor Kasper returned to the meeting

MOVED by Councillor Parkinson, seconded that the Committee recommend that Council approve the grant in aid in the amount of \$4,500 to the John Muir Parent Advisory Committee.

CARRIED UNANIMOUSLY

MOVED by Councillor Smith, seconded that the Committee recommend that Council approve the grant in aid in the amount of \$4,000 to the Saseenos Parent Advisory Committee provided that the playground equipment is for special needs.

CARRIED UNANIMOUSLY

MOVED by Councillor Smith, seconded that the Committee recommend that Council approve the grant in aid in the amount of \$1,000 to Journey Middle School provided that a non profit organization, such as the Journey Middle School Parent Advisory Committee, resubmit the application on their behalf.

CARRIED UNANIMOUSLY

MOVED by Councillor Parkinson, seconded that the Committee recommend that Council approve the grant in aid in the amount of \$1,500 to the Sooke Boxing Club.

CARRIED UNANIMOUSLY

Grant in Aid – Final Reports

MOVED by Councillor Dumont, seconded that the Committee recommend that Council receive final reports from Journey Middle School and Sooke Community Arts Council.

CARRIED

MOVED by Councillor Smith, seconded that staff bring forward at a future Committee of the Whole Meeting, Policy 5.1 Grants in Aid for review and clarification

CARRIED UNANIMOUSLY

The meeting was adjourned at 7:50 p.m.

Certified Correct:

Janet Evans
Mayor

Peter Jmaeff
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held November 6, 2006 at 7:00 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT:

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

STAFF PRESENT:

Peter Jmaeff, Chief Administrative Officer
Allan Eastgaard, Municipal Engineer
Bonnie Sprinkling, Corp. Services Manager (R)
Lisa Urlacher, Recorder

ABSENT:

Councillor Jen Smith

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

1. **Rob Greno, Terasen Gas** – Draft Operating Agreement

Mr. Greno overviewed the Proposed Operating Agreement between the District of Sooke and Teresan Gas Inc.

A discussion took place and Council raised concerns with the definitions of the contract and questioned the advantage of the using the UBCM base contract.

MOVED by Councillor Beech, seconded to direct staff to work with solicitors on an Operating Agreement with Tereson Gas Inc. and bring it back to a Committee of the Whole Meeting.

CARRIED UNANIMOUSLY

2. **Donald Cameron, Consultant** – Draft Affordable Housing Policy Framework for the District of Sooke

Don Cameron and Keri Hahtala presented the Draft Affordable Housing Policy Framework for the District of Sooke.

Council made comments on the report and asked that before it is presented to the public, the ten specific roles of supporting development of affordable housing be articulated.

MOVED by Councillor Beech, seconded that Council ask the consultant to revise and bring back the *Affordable Housing Policy Framework* report to a Committee of the Whole meeting.

CARRIED UNANIMOUSLY

3. **Municipal Objectives Setting and Performance Management**

MOVED by Councillor Armour, seconded to direct staff to implement Municipal Objectives setting and Performance Management and that a Committee of the Whole brainstorming session be scheduled to discuss municipal objectives.

CARRIED UNANIMOUSLY

4. **Grant Application Consultant**

MOVED by Councillor Armour, seconded to table the consideration of a grant consultant, pending the Committee of the Whole session to establish municipal objectives.

CARRIED

5. **Sierra Club of/du Canada**

MOVED by Councillor Beech, seconded to recommend that Council direct staff to advise the Capital Regional District to release the elevation data to the Sierra Club of Canada.

CARRIED

The meeting was adjourned at 9:00 p.m.

Certified Correct:

Janet Evans
Mayor

Peter Jmaeff
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held November 14, 2006 at 6:00 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT:

Mayor Janet Evans
Councillor Rick Armour
Councillor Sheila Beech
Councillor Ron Dumont
Councillor Rick Kasper
Councillor Brenda Parkinson
Councillor Jen Smith (arrived at 6:06pm)

STAFF PRESENT:

Peter Jmaeff, Chief Administrative Officer
Lisa Urlacher, Recorder

ABSENT:

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

1. Dr. Keith Martin discussed with Council the following topics:

(a) Elderly care centre

Rick Kasper will send a letter to Keith Martin cc: John Horgan with list of infrastructure grants for specific projects.

(b) Highway Infrastructure challenges/LRT System

Letter to Minister Falcon cc: Keith Martin and John Horgan, in regards to the Sooke road flooding maintenance response time.

Letter to Solicitor General for EOC cc: Keith Martin. i.e: Posting alternative route signs.

Letter to Graham Hill supporting the Langford Hub.

(c) Health Care

Dr. Keith Martin suggested that Council contact the Director of Programming in regards to having medical students work their practicum here in Sooke.

(d) Downtown Sooke Beautification

That Council forward the letter that was sent to the ministry to Dr. Keith Martin.

The meeting was adjourned at 6:45 p.m.

Certified Correct:

Janet Evans
Mayor

Peter Jmaeff
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held November 20, 2006 at 7:00 p.m.
Council Chamber, 2225 Otter Point Road

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
Rachel, Sansom, Planning consultant
Allan Eastgaard, Municipal Engineer
Bonnie Sprinkling, Corp. Services Manager (R)
Lisa Urlacher, Recorder

The meeting was called to order at 7:04 p.m.

1. **John Phillips Memorial Park Trust Committee Report** – Neil Flynn, Chair

Mr. Flynn reviewed the report and thanked every one involved for their contribution, support, and efforts to bring forward the conceptual plan of John Phillips Memorial Park.

Mayor Evans thanked Committee members, both past and present for their efforts, and commented on the excellent work that has been presented to Council.

Councillor Armour asked staff if there are funds remaining in the 2006 budget, and if it could be carried over and the same amount considered as a budget item for 2007. Staff was directed to bring that information forward.

Discussion took place regarding access, entrances and parking, which would be addressed by Staff when working towards the final design.

Council discussed the phases and timeline for the park design process as well as the options for Council to consider.

2. **Sooke Parents for play** – Mandy Truman

Ms. Mandy Truman and Ms. Christine Rogers presented their groups mission in conjunction with the John Phillips Memorial Parks Committee and asked Council to consider the recommendation from the John Phillips Memorial Parks Committee and the inclusion of the Parents For Play water park.

Mayor Evans thanked the representative from the Parents For Play for their efforts.

Discussion took place concerning a designated area for the water park, which is needed before applications for grants could be applied for.

MOVED by Councillor Armour, seconded to recommend that Council accept the report and adopt the recommendations of the John Phillips Memorial Park Trust Committee;

AND THAT Council authorize staff to proceed with a Request for Proposals for a Landscape Architect for the park.

AND THAT Council include the Parents for Play Water Park in the design for the John Phillips Memorial Park.

CARRIED UNANIMOUSLY

3. **Rezoning Application** – 2063 Townsend Road

Ms Sanson reviewed the report and Mr. Randy Clarkston, owner of property, stated he was available for questions.

MOVED BY Councillor Armour, seconded to recommend that Council forward this application to Council to authorize staff to work on Bylaw No. 274, *Zoning Amendment Bylaw (270-1)*, and to give first and second reading to Bylaw No. 274, *Zoning Amendment Bylaw (270-1)*;

AND THAT staff be authorized to schedule a public hearing for Bylaw No. 274 for Tuesday, December 12th, 2006;

AND THAT prior to final adoption, the applicant provides a cash contribution for the upgrade to the Sooke Road and Townsend Road intersection.

AND THAT the applicant provide a section 219 covenant in favour of the District that requires that a storm water management system be installed in accordance with the report dated November 9, 2005

CARRIED UNANIMOUSLY

4. **Rezoning Application** – 5121 Sooke Road

Ms. Sanson reviewed the report and Mr. Justin Wilson, son of the applicant addressed Council as to his plans to build a home on his parent's property.

MOVED BY Councillor Parkinson, seconded to recommend that Council forward this application to Council to rescind first and second reading for Bylaw No. 199, *Zoning Amendment Bylaw (2040-68)* and authorize staff to work on Bylaw No. 277, *Zoning Amendment Bylaw (270-3)* and give Bylaw No. 277 first and second reading;

AND THAT staff be authorized to schedule a public hearing for Bylaw No. 277, *Zoning Amendment Bylaw (270-3)* for Tuesday, December 12th, 2006.

CARRIED

5. **Rezoning Application and OCP amendment** – 6981 West Coast Road

Ms. Sanson reviewed the report and Mr. Jim Walters, Sooke Harbour Resort and Marina reviewed his development proposal.

Discussions took place concerning parking.

Carol Mallett, Sooke Road, asked if there would be the opportunity for a local boat launch. Mr. Walters addressed the question with an affirmative.

MOVED BY Councillor Beech, seconded to recommend that Council authorize staff to work on Bylaw No. 276, *Official Community Plan Amendment Bylaw (86-18)* and Bylaw No. 275, *Zoning Amendment Bylaw (270-2)*, and to give first and second reading to Bylaw No. 276, and Bylaw No. 275;

AND THAT staff be authorized to schedule a public hearing for Bylaw No. 276 and Bylaw No. 275 for Tuesday, December 12th, 2006.

CARRIED UNANIMOUSLY

6. **Building Conversion Application – 2077/2071 Charters road**

Ms. Sansom reviewed the report and Judith Ann Gato, 2071 Charters Road, gave a brief history of the property and requested that Council consider the recommendation.

MOVED by Councillor Armour, seconded to recommend that Council approve the Strata Conversion of 2077/2071 Charters Road.

CARRIED UNANIMOUSLY

7. **Tsunami Watch Report November 15, 2006 – Larry Dawe**

Larry Dawe, Emergency Program Coordinator, reported on the November 6, 2006 heavy rainfall and flooding events. Mr. Dawe also reported on the November 15, 2006 Tsunami Watch.

Mr. Dawe recognized some of the existing emergency program volunteers who were present to hear Dr. Mathews' presentation; Mary Coward, Jeff Haisell, Steve Holland, Susan King, John Main, Bill Parkes, and Rai Thomas.

8. **Resilient Communities – William Mathews, Canadian Red Cross**

Dr. Mathews gave a Power Point presentation on the principles of resilient communities:

- Collaborative community planning and development enhances ownership and facilitates sustainable recovery.
- Identify strengths and capacity as well as risks and needs in vulnerable/-affected communities.
- Ongoing and reliable information facilitates individual, family and community action toward recovery.
- Respect community culture, religion and structure.
- Vulnerable/affected persons should be identified as active partners, not victims.

Ms. King gave an overview of the Ayum Creek neighbourhood emergency preparedness group and expressed her support for the concepts of resilient communities.

Mr. Holland expressed his support to Mr. Dawe and Dr. Mathews in their roles.

Mayor Evans recessed the meeting at 9:03pm recess and the meeting resumed at 9:10pm.

9. **Sewer Core Sewer Specified Area – Mandatory Connection**

Discussion took place and Council directed staff to amend bylaws to initiate the following:

- Establish a \$100 sewer permit fee January 1, 2007.
- Extend the mandatory sewer connection date to September 30, 2007.
- Establish of a progressive fine system effective September 30, 2007 with the base amount of \$1,000.
- Not with standing the permit length under the building bylaw, the mandatory connection deadline date is September 30, 2007.

MOVED BY Councillor Armour, seconded to extend the meeting past 10:00pm.
CARRIED UNANIMOUSLY

MOVED BY Councillor Kasper, seconded to recommend that Council direct staff to notify property owners within the Sooke Core Sewer Specified Area by letter when the related bylaws are amended with appropriate structure and fines.
CARRIED UNANIMOUSLY

Fred Von Ilberg, Tara Place, submitted his statement to Council.

Caril Mallett, Sooke Road, stated to Council that she was pleased at the recommended dates for the extension of mandatory connection.

The meeting was adjourned at 10:14 p.m.

Certified Correct:

Janet Evans
Mayor

Peter Jmaeff
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held December 4, 2006 at 7:00 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT:

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

STAFF PRESENT:

Peter Jmaeff, Chief Administrative Officer
Evan Parliament, Chief Administrative Officer
Debbie Carter, Director of Finance
Marlaina Elliot, Director of Planning
Allan Eastgaard, Municipal Engineer
Bonnie Sprinkling, Corp. Serv. Mgr./Deputy Clerk
Lisa Urlacher, Recorder

ABSENT:

Mayor Janet Evans

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

MOVED by Councillor Beech, seconded to approve the agenda with the deletion of item 4, Development Proposals; Sewer Service Area Extension and the addition of Proposed New Years Levee as item 5.

CARRIED

1. **Presentation by Fraser Smith, Urban Systems - Development Cost Charges (DCC):**

Mr. Smith reviewed and discussed with Council the following:

- New roads and sanitary sewer DCC's that reflect growth projections and DCC capital programs;
- The philosophy of development cost charges, specifically as it relates to costs attributable to developers and costs attributable to general growth;
- The determination of development cost charges;
- The determination of municipal contribution;
- Total municipal responsibilities and obligations;
- Recommended timeline;
- Calculation of growth projections and land use forecasting based on the OCP, other studies and discussions with staff;
- The density impact of new zoning;

The meeting recessed at 7:59 p.m. and resumed at 8:02 p.m.

2. **Presentation/Discussion with Ron Drolet, Sr. Vice-President, Customer Service and Corporate Secretary, BC Transit**

Mr. Drolet reviewed the Victoria Regional plan for action and highlighted the two proposed options:

- Option 1, incremental increases to fares and property taxes each year for the next three years.
- Option2, higher increases in 2007 to fares and property taxes with no further increase for the following two years.

Council discussed the following concerns:

- Extending route 63 (Otterpoint) to Otterpoint and Westcoast Road twice a day.
- Meeting points of route 63 (Otterpoint) and route 66 (East Sooke) coordinated with route 61(Sooke) within the Sooke area to downtown;
- Expanding/increasing park and ride areas;
- Increasing handi-Dart service
- Examination of the “out of service” buses to and from Sooke and facilitating buses to park in overnight Sooke.

3. **Proposed Fireworks Bylaw**

The Fire Chief and Sooke RCMP support complete prohibition of fireworks with the exception of permitted special events such as Canada Day, Safe Halloween, etc.

MOVED by Councillor Parkinson, seconded to recommend that Council direct staff to proceed with the drafting of a Fireworks Bylaw similar to the Westshore model, which would include such provisions as follows:

- prohibit sale of fireworks within the municipality
- prohibit discharge of fireworks
- age limitations for use of fireworks
- permits for fireworks – special events
- enforcement

Including consideration of a public input meeting after first and second reading.

CARRIED

5. **New Years Levee**

MOVED by Councillor Parkinson, seconded to recommend that Council host a New Years Levee between the hours of 11:00 a.m. and 1:00 p.m. or 1:00 p.m. and 3:00p.m. on January 1, 2007

CARRIED UNANIMOUSLY

The meeting was adjourned at 8:55 p.m.

Certified Correct:

Ron Dumont
Acting Mayor

Peter Jmaeff
Chief Administrative Officer