

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held January 5, 2009 at 7:00 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Janet Evans
Councillor Sheila Beech
Councillor David Bennett
Councillor Bev Burger
Councillor Ron Dumont
Councillor Herb Haldane

STAFF PRESENT

Evan Parliament, Chief Administrative Officer
Dave Devana, Director of Finance
Bob Kelsey, Fire Chief
Gerald Christie, Acting Director of Planning
Bonnie Sprinkling, Corporate Services
Manager/Deputy Clerk
Lisa Urlacher, Council Clerk
Al Fontes, Acting Director of Engineering

ABSENT:

Councillor Maja Tait

1. **Call to Order**

The meeting was called to order at 6:58 p.m.

Mayor Evans wished everyone a Happy New Year.

2. **Approval of Agenda**

MOVED by Councillor Beech to approve the agenda as circulated.
CARRIED

3. **Draft 2009-2011 Strategic Plan**

Mr. Parliament explained that the Strategic Plan provides guidance to Staff and Council when preparing the five year financial plan and aligning the various work plans and objectives for decision making over the next three years. The strategic directions are as follows:

- Well Planned, Sustainable Community
- Responsible Stewardship of the Environment
- Proactive Improved Infrastructure
- Diverse and Vibrant Local Economy
- Sustainable Financial Management
- Support/Social/Community Initiatives
- Safe and Caring Community

A discussion as to how Sooke defines Smart Growth ensued and it was agreed that staff would bring forward Smart Growth for discussion to the Official Community Plan Review Committee.

Council asked that "community asset" be added to item number four on page five as to the proposed Sunriver School and Sports Fields.

Mr. Parliament stated that the 2009-2011 Strategic Plan would be posted on the District of Sooke website and also enlarged for display. Mr. Parliament also stated that the 2009-2011 Strategic Plan is a living document and may be amended as needed.

Council expressed concern as to the prioritization of the seven different strategic directions and asked staff to bring forward the top ten priorities that were identified at the December 2nd Council Orientation session.

It was noted that staff would highlight the strategic priority when bringing forward items to Council for consideration.

Council asked for an update on the Fire Master Plan pertaining to item number four on page five as to considering the location of an additional Fire Hall. It was explained that the Fire Master Plan is ongoing and will be brought forward to Council to consider the level of service delivery for protective services.

Ms. Sprinkling stated that the committee member appointments for the Protective Services Committee would be brought forward at the January 12th, 2009 Regular Council meeting.

Clive Kitchener, Maple Avenue South, expressed concern as to the prioritization of the seven strategic directions and stated that item E – Sustainable Financial Management, should be of highest priority. Mr. Kitchener asked Council to consider using a “coffee house” approach for public consultation when discussing the five year financial plan. Mr. Kitchener expressed concern as to the economic downturn and stated that tax dollars should be used to sustain infrastructure and new infrastructure, if necessary, should be practical and pragmatic.

Gail Hall, Sooke River Road, stated that Sustainable Financial Management should be of highest priority during decision making and stated that the goals and actions should be more detailed and specific. Ms. Hall commented on the Council Values identified within the 2009-2011 Strategic Plan. Ms. Hall quoted from the Ministry of Transportation letter as to the grant application and questioned the municipal funding portion. Mr. Devana clarified the capital funding for the investment in infrastructure and explained the 10-15% for capital expenditures.

Barry Whiting, Grant Road West, expressed concerns with the proposed tax increase and quoted several comments as to the economic downturn that communities are facing. Mr. Whiting expressed the importance of the local environment and alternative energy.

Council reiterated their concerns as to the top ten priorities and asked that a subsequent list be brought forward.

Council asked if the strategic directions are tracked and staff explained the resolution database. Staff also explained that staff utilizes the Strategic Plan as a guide when developing work plans over the next three years.

Council asked that the word “threat” when discussing Strengths, Weaknesses and opportunities be changed to “Challenges”.

Mary Brooke, Mapleline Magazine, asked Council if the main priorities are Wastewater Management and Transportation. Mayor Evans responded that the expansion of sewers, the connector route and the Galloping goose connectors are a priority.

Ms. Brooke asked if there were any alternative energy initiatives underway. Staff and Council identifies that discussions are forthwith as to solar/Wind/Tidal energy systems with Epcor Services. Also Geothermal energy is being investigated for the Municipal Hall.

Ms. Brooke asked if any tourist attractions would be in the works for Sooke. Mayor Evans responded that the environment is the attraction for Sooke.

Ms. Brooke asked as to the status of the downtown area. Mayor Evans responded that the consultant would be presenting the final report sometime this month.

MOVED by Councillor Beech to receive the 2009-2011 Strategic Plan.
CARRIED

4. **Council & Public Input - 2009-2013 Financial Plan**

Mr. Devana asked for Council input for the development of the 2009-2013 Financial Plan. Mr. Devana stated that the 2009-2013 Financial Plan would be reviewed by the Finance Committee in March 2009 and brought forward with recommendations to Council in April 2009.

Mr. Devana stated that the 2009-2011 Strategic Plan has been incorporated into the five year financial plan and asked Council to identify specific initiatives.

Council discussed sidewalks from Shields Road to the Post Office. Staff explained that a 30 m right of way is required by Highways and that the Spirit Square will provide sidewalks on the south side from Murray Road to Macgregor Park and that a pedestrian crossing with solar lights is an option to consider.

Council asked what steps have been taken towards Climate Action. Staff identified the alternative connector, storm management, bike lanes, parks and trails, adapted lighting and heat generation through solid waste.

Council asked as to the Development Cost Charges for the identified roads. Staff explained that primarily road widening and new roads are constructed and that sidewalks are not included in the estimates. Sidewalks are typically achieved through the subdivision process.

Council discussed sidewalks and lighting for Grant Road West.

Mr. Parliament assured the public tax dollars are spent wisely and explained the current staffing levels. Mr Devana stated that last year, Sooke taxes were the second lowest in

the Capital Regional District. Mr. Devana stated that ideally growth and commercial revenue result in new services.

Mr. Devana explained how staff manages the Sidewalk Improvement Program and the Park Improvement Program for capital projects.

Council and staff discussed the option of sidewalks continuing from the current development on Sheilds Road, in behind the Community Hall and then continuing onto Eustace.

Mr. Devana explained that roads running east/west are primarily funded through grants and development cost charges, excluding the connector route to Highway 14. Roads running north/south are primarily funded from the Sidewalk Improvement Program. And that roads from Highway 14 down to the water are funded through frontage improvements and or development cost charges.

Council discussed sidewalks from Church Road to Sooke Road. Staff informed Council that construction of the portion of sidewalk on Church Road from Rhodonite Drive to Felderhoff Road has been approved. Mr. Devana acknowledged that sidewalks from the RCMP station to the connector route are a high priority.

A discussion ensued as to the economic downturn and it was noted that the connector and highway improvement will create 220 FTE years of employment in Sooke.

Barry Whiting, Grant Road West, expressed concern as to the tax base and asked Council to proceed with caution when spending and decision making regarding the goals set out.

Clive Kitchener, Maple Avenue South, concurred that sidewalks to the post Office are a priority but questioned if the Storm Water Management Plan has been completed. Staff assured that stormwater is addressed prior to the construction of sidewalks.

David Mallett, Westview Terrace, thanked staff for the explanation of commercial verses residential tax and stated that the T'Sou-ke Nation will be the pioneer for alternative energy.

Gail Hall, Sooke River Road, asked Council as to the status of the following Development Permits on Charters Road and Eustace Road.

Mary Brooke, Mapleline Magazine, questioned stormwater and sidewalks, Staff explained that an engineer is commissioned by the developer prior to construction. Ms. Brooke asked if Council would consider sending a questionnaire to Sooke residents regarding sidewalks. Mayor Evans responded that in all the surveys that the District of Sooke has completed, sidewalks have been the number one priority for the residents of Sooke. Ms. Brooke suggested that art corner, physical fitness and accessibility are assets achieved through sidewalks.

Gail Hall Sooke River Road, asked if the quality of Sooke River Road would be guaranteed after completion of the works. It was clarified that CRD Water is responsible

for the work and that they are required to reinstate the road to the centre line. Ms. Hall commented that the blacktop is shifting and breaking away. Staff assured that an inspection will be done by District of Sooke staff within weeks. Ms. Hall expressed concern as to the bridge at Todd Creek and staff stated that they are aware of the conditions of the bridge.

Clive Kitchener, Maple Avenue South, thanked Mr. Devana and Mr. Parliament for their explanations of Financial Management and suggested that streaming Council meetings could be an avenue of public awareness. Mr. Kitchener also mentioned the discoversooke.ca website.

Mr. Devana announced that he would be scheduling an extra open house for the Financial Plan.

David Mallett, Westview Terrace, commented on the condition of Sooke River Road and suggested that residents call the engineer at CRD Water.

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

Certified Correct:

Janet Evans
Mayor

Evan Parliament
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held January 19, 2009 at 7:00 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Acting Mayor Sheila Beech
Councillor Maja Tait
Councillor David Bennett
Councillor Bev Burger
Councillor Ron Dumont
Councillor Herb Haldane

STAFF PRESENT

Evan Parliament, Chief Administrative Officer
Dave Devana, Director of Finance
Bob Kelsey, Fire Chief
Gerald Christie, Acting Director of Planning
Bonnie Sprinkling, Corporate Services
Manager/Deputy Clerk
Lisa Urlacher, Council Clerk
Al Fontes, Acting Director of Engineering
Staff Sergeant Roger Plamondom

ABSENT:

Mayor Janet Evans

1. **Call to Order**

The meeting was called to order at 6:59 p.m.

2. **Approval of Agenda**

MOVED to approve the agenda with the addition of new business:

Motion to close the meeting to the public under section 90(1) of the *Community Charter* to discuss the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

CARRIED

3. **Mobile Youth Services - RCMP**

Ms. Sprinkling introduced Constable Laura Vye and stated that Staff Sergeant Roger, Plamondom will be at the meeting later.

Constable Laura Vye, RCMP provided an overview of her current role in Mobile Youth Services which provides assistance, education, enforcement, criminal intelligence and information sharing related to sexual exploitation. Constable Vye stated that the Capital Region Action Team for Sexually Exploited Youth currently consists of one police officer. Constable Vye explained that the Mobile Youth Services activities are provided through out the Greater Victoria region. Links exists between the communities, and the majority of the high risk youth are quite transient due to the instability of their housing and schooling situations (temporary foster care homes, group homes, youth shelters, detox residence, alternative schools, probation imposed day programs, etc.) Constable Vye works with the youth, schools, police, Ministry of Children and Family (MCF), and other agencies. Constable Vye stated that she has travelled to Sooke a number of times in relation to youth on her case load. Constable Vye stated that she arranged and facilitated a school

presentation for Edward Milne School Theatre, which addressed the Sexual Exploitation of youth. The group of presenters called "TCO2" (Taking Care of Ourselves, Taking Care of Others).

Council discussed with Constable Vye the resources in Sooke such as the Crisis Center and the Navigator program. Constable Vye stated that she would facilitate any resources that Sooke requires as to sexual exploitation. Constable Vye submitted contact information.

Council suggested that they continue the discussion when Staff Sergeant, Roger Plamondon is available.

4. **Common Ground bound by Talc Place, Opal Place and Amethyst Way**

Mr. Christie introduced the two developers, Keith Johnson, property manager for the Sooke Pentecostal Housing Society and Colin Corby, executive member for Sooke Pentecostal Housing Society.

Mr. Johnson addressed the need for affordable housing in Sooke and stated that he has been managing and operating affordable housing for 20 years. Mr. Johnson explained that the current housing owned by the Provincial Rental Housing Corporation has 15 duplex units housing 30 families. Mr. Johnson explained that the proposed development would provide affordable housing for not just families but lower income individuals and seniors as well.

Mr. Corby provided visual concepts of affordable housing schemes of units no more than three /four stories high and explained that the Society would be applying for grant money to fund the project.

A discussion ensued involving questions from members of Council and the applicant as to the BC Housing requirements, BC Housing Policies, BC Housing designations, types of units, importance of an elevator and District of Sooke Zoning and Development Permit requirements. It was noted that the District of Sooke has adopted an Affordable Housing Policy which addresses what the District of Sooke requires.

Gail Hall, Sooke River Road, cautioned Council on the legality of a comfort letter and asked Council to consider the option of waiving rezoning fees for a non-profit organization.

Jen Smith, Quartz Drive, inquired as to the BC Building Housing Society approval, the alternative plans for the property if not able to proceed with the proposed development and if the neighbours have been consulted in the early stage of this proposed development.

After discussion Council agreed that there is a need for affordable housing in Sooke and recommended the following:

MOVED to direct staff to work with the applicant and bring forward an affordable housing proposal for common ground by Talc Place, Opal Place and Amethyst Way.

CARRIED

Mobile Youth Services – RCMP

Staff Sergeant, Roger Plamondon arrived and explained that Sooke is not included in the cost sharing for the support received by nine of ten municipalities in the region and asked that Council consider financial allocation to Sooke to have this service for 2009 would be approximately \$2,276.

A discussion ensued involving questions from members of Council and staff as to the risk of sexual exploitation in Sooke, the resources that Sooke currently provides and recommended that following:

MOVED to forward to the Finance Committee the request for the cost sharing portion of \$2,276 for the Capital Region Action Team for Sexually Exploited Youth.

CARRIED

5. **Rezoning Application – 6491 Sooke Road**

Evan Parliament explained the inverted triangle process when negotiating amenities with applicants for rezoning, subdivisions and development permits.

Mr. Christie provided an overview of the application to rezone Lot 26 of 6491 Sooke Road from Village Residential 1 Zone (R-1) to Tent Lot Residential Zone (CD-4). Mr. Christie explained that the applicant is proposing to adjust the alignment of the property lines between the three tent lots, two of which are zoned CD-4, and one of which is zoned R-1. The applicant has also applied for subdivision in order to consolidate the existing lot lines and re-subdivide to create three new lots that would front onto Lanark Road.

Mr. Parliament clarified his comments as to the letter received by Chris Fitzpatrick.

Council asked that staff communicate with the applicant as to the requirements in the CD4 zone for viewscape step backs. Mr. Christie advised Council that no development permit is required for this application.

Staff clarified the summary of referral agency comments as to no concerns, no comment and no objections.

A discussion ensued as to the allowable height, highway right-of-way requirements and embankment assurance.

Gail Hall, Sooke River Road asked for clarification of the 13 metre height allowance, it was clarified that three stories are allowed within the proposed zoning, but the applicant's intent is to construct two storey buildings.

Shaun Welters, Solent Street North, stated that when the homes are built north to South it creates an opportunity for view scape in between the buildings.

MOVED to recommend that Council introduce and give first and second reading to Bylaw No. 388, *Zoning Amendment Bylaw (270-52)*;
AND TO schedule a Public Hearing for Bylaw No. 388, *Zoning Amendment Bylaw (270-52)* for February 9, 2009.
CARRIED

6. **Communities in Bloom 2009**

Ms. Sprinkling introduced Elida Peers and Liz Johnson.

Ms. Peers addressed Council and presented each member with a pot of flowers and a package of seeds. Ms Peers stated that the Communities in Bloom program is not just about “flower boxes”, it is an overall initiative to create a more livable community – generating new economic development and civic pride, implementing environmental and sustainable policies, the protection of natural resources. Ms. Peers provided visual displays and highlighted last year initiatives. Ms. Peers announced that in 2008 the District of Sooke was awarded two blooms and stated that she would send out the information detailing the award to the Councillors. Ms. Peers proposed an entrance sign to Sooke with an indication that we are a Communities in Bloom participant. Ms. Peers also suggested that the sign identify Sooke as the volunteer capital of Canada. Ms. Peers highlighted this year’s initiative for the Communities in Bloom contest and asked Council for their support.

Council thanked Ms. Peers and suggested an additional sign be place at the western entrance of Sooke for the Circle Route travellers.

Staff explained the line item amount of \$5,000 for Communities in Bloom in the 2009 Budget would need to be increased by \$15,000 to accommodate the initiatives.

John Zaremba, Sooke Harbour Chamber of Commerce representative, expressed support for the Communities in Bloom initiatives.

Jen Smith, Quartz Drive, expressed support for the Communities in Bloom initiatives.

Gail Hall, Sooke River Road, expressed support for the Communities in Bloom initiatives.

MOVED to refer the request for an additional \$15,000 for Communities in Bloom to the Finance Committee.
CARRIED

7. **Notice of Motion December 8, 2008**

“Councillor Haldane advised Council that he would bring forward a motion that Council consider the duplex zoning and tent lots under the Sooke Zoning Bylaw. Council agreed to bring forward duplex and small lot zoning for discussion at an upcoming Committee of the Whole meeting.”

Mr. Parliament provided an overview of the staff report. A discussion ensued involving questions from members of Council and staff as to the current tent lot zoning and the inability to acquire amenities if the tent lots are rezoned. Council discussed affordable housing and the innovative methods other municipalities are utilizing to stimulate construction. A discussion ensued as to the advantages and disadvantages of being able to build a duplex on one tent lot. Development cost charges (DCC) were discussed relating to the ability to upgrade infrastructure on DCC roads only; staff mention that the DCC bylaw is being reviewed.

Shane Fedesenko, realtor, provided a real estate market update.

Shaun Welters, Solent Street North, provided information about the tent lots in Sooke and stated that the tent lots on Dover Street are the only lots with no existing buildings. Mr. Welters stated that providing rezoned lots will stimulate local development.

Jen Smith, Quartz Drive, provided a history of the zoning bylaw review and the past confusion of the bylaw. Ms. Smith expressed the need for protecting the interest of the residents in Sooke and stated that the Official Community Plan Review would facilitate the requirement for public consultation.

Gail Hall, Sooke River Road, expressed concerns with rezoning tent lots and the drainage from excess dwellings. Ms. Hall reiterated the confusion as to tent lots and duplex units within the Sooke Zoning Bylaw as to the tent lots and commented on form and character.

John Brohman, Manatu Road, expressed the need for the zoning bylaw to be refreshed and fine tuned addressing the tent lots and duplexes. Mr. Brohman suggested that Sooke investigate ways to encourage the legalization of suites and commented on sewers creating higher density.

Guy Scott, Tugwell Road, owner of four tent lots expressed the need for affordable housing and asked Council to look at the facts presented when making a decision.

After discussion Council agreed to recommended the following:

MOVED to direct staff to work with the Official Community Review Committee to discuss small lot infill development and provide a recommendation forthwith.

CARRIED

8. **MOTION TO CLOSE THE MEETING TO THE PUBLIC:**

Pursuant to Section 92 of the *Community Charter*

Motion to close the meeting to the public under section 90(1) of the *Community Charter* to discuss the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

The meeting was adjourned at 10:50 p.m.

Certified Correct:

**Sheila Beech
Acting Mayor**

**Evan Parliament
Chief Administrative Officer**

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held February 2, 2009 at 7:00 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Janet Evans
Councillor Sheila Beech
Councillor David Bennett
Councillor Bev Burger
Councillor Ron Dumont
Councillor Herb Haldane
Councillor Maja Tait

STAFF PRESENT

Evan Parliament, Chief Administrative Officer
Dave Devana, Director of Finance
Bob Kelsey, Fire Chief
Gerald Christie, Acting Director of Planning
Bonnie Sprinkling, Corporate Services
Manager/Deputy Clerk
Lisa Urlacher, Council Clerk
Al Fontes, Acting Director of Engineering
Katherine Lesyshen, Planner

1. **Call to Order**

The meeting was called to order at 6:59 p.m.

2. **Approval of Agenda**

MOVED to approve the agenda with the addition of New Business immediately following Item 4 - "Motion to Close the Meeting to the Public".

CARRIED

3. **David Suzuki Foundation – *Species and Ecosystem Protection Act***

Sean Nixon, Eco Justice gave a powerpoint presentation and overview of proposed legislation to protect British Columbia species and habitats. Mr. Nixon stated that currently British Columbia has the *Federal Species at Risk Act*, the *Wildlife Act* and the *Forest and Range Practices Act*. Mr. Nixon presented the *Species and Ecosystem Protection Act* as a solution. Mr. Nixon stated that British Columbia is one of only two provinces in Canada without a stand-alone law to protect at-risk species.

A discussion ensued as to the cost for municipalities to implement the proposed regulations. Council discussed the proposed regulation as to its effect on the forestry industry and development. It was acknowledged that further discussions and investigations need to take place prior to any decision by the municipality that will result in having cost implications and regulatory restrictions.

Council agreed to endorse any UBCM support of the proposed *Species and Ecosystem Protection Act*.

Barry Whiting, Grant Road West, expressed concern as to the trend of development in Sooke and urged Council to consider the environment as a priority.

4. **Development Permit - 3031 Phillips Road**

Katherine Lesyshen provided an overview of the staff report for the proposed 14-lot subdivision for the property located at 3031 Phillips Road.

Council discussed the Development Permit and raised the following concerns:

- Interior and exterior building fire protection
- Additional water supply such as reservoir or cistern
- Wildlife corridor and habitat protection
- Registered covenants for archaeological sites identified in report
- Drought resistant planting and native species
- Allowable suites

Clive Kitchener, Maple Avenue South, asked for clarification as to the fire sprinkler regulations and questions how current the provincial legislation is.

David Parsons, Phillips Road, expressed concerns as to the creek setbacks and the gravel pit and asked staff to provide further information as to the gravel pit operations.

Ken Van, Phillips Road, commented on the disruption of an environmentally sensitive area and expressed concern as to the gravel pit operation and asked for clarification on the following:

- Timeline for gravel pit operation
- Amount of material to be removed
- Reclamation Plan
- Hours of operation
- Dust control measures

Gail Hall, Sooke River Road, commented on the length of time for the issuance of the development permit to come forward and expressed concerns as to the environmental sensitive area within the OCP, gravel pit operation, and enforcement of drainage within a strata development. Ms. Hall stated that access to the river every 400m is required at subdivision and expressed concerns as to Bylaw No. 65, *Subdivision and Standards Bylaw*.

Scott Kendrew, applicant addressed concerns as to the mixed zoning and the gravel pit operations.

MOVED to recommend to Council the issuance of Development Permit (DP2008-0315) for the property located at 3031 Phillips Road.

CARRIED

5. **MOTION TO CLOSE THE MEETING TO THE PUBLIC:**

MOVED and seconded to close the meeting to the public under section 90(1) of the *Community Charter* to discuss the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

CARRIED

The meeting was adjourned at 9:15 p.m.

Certified Correct:

Janet Evans
Mayor

Evan Parliament
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held February 16, 2009 at 7:00 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Janet Evans
Councillor Herb Haldane
Councillor Sheila Beech
Councillor Ron Dumont
Councillor Maja Tait
Councillor Dave Bennett

STAFF PRESENT

Evan Parliament, Chief Administrative Officer
Dave Devana, Director of Finance
Gerald Christie, Acting Director of Planning
Bonnie Sprinkling, Corporate Services
Manager/Deputy Clerk
Al Fontes, Acting Director of Engineering
Lisa Urlacher, Council Clerk
Katherine Lesyshen, Planner
Tara Johnson, Planner

ABSENT:

Councillor Bev Berger

1. **Call to Order**

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

2. **Approval of Agenda**

MOVED to approve the agenda as circulated with half hour blocks allotted for the Draft Parks and Trails Master Plan and the Draft Transportation Master Plan presentations **AND THAT** one hour be allotted for the Town Centre Plan presentation.

CARRIED

3. **Draft Parks and Trails Master Plan**

Jana Zelenski, HB Lanark, provided a visual presentation over viewing the process of understanding the current system of the District of Sooke Parks and Trails, the community outreach, drafting the plan and finalizing the plan. Ms. Zelenski highlighted the following:

- Existing Parks and Trails
- Stakeholder, Public, District Staff and Consultant consultations
- Vision
- Project Ideas
- Parks and Trails Recommendations
- Capital Projects, Operational Projects and Funding Strategies

Ms. Zelenski provided an overview of the fourteen recommended Class "A" capital priorities:

- Galloping Goose - Sooke Connector Trail
- Waterfront Walk – Whiffin Spit to Sooke River Road
- Multi Use Trail – Throup/Grant Route
- Multi Use Trail – Phillips Route
- Sooke Road/West Coast Road
- Cycling Lanes
- Trail Connection and Trail Heads
- Trail Signage Strategy
- Public Boat Launch Site
- Future Sports Field Site
- New Neighbourhood Parks
- Shoreline Access Signage
- Rainwater Interpretation
- Broom Hill Crown Lands Recreational Trails

Ms. Zelenski provided an overview of the Class “B” priorities over the next 6-12 year timeframe, the Class “C” priorities over the next 13-20 year timeframe and the Class “D” priorities over the never 20+ years.

A discussion ensued involving questions from the members of Council as to the clarification of proposed dog parks, horseshoe pitch, lawn bowling, lacrosse box, disk golf, recreational off-roading, community gardens and existing neighbourhood parks.

4. **Draft Transportation Master Plan**

Nadine King, Boulevard Transportation, provided a visual presentation detailing the following:

- Master Plan Objectives
- Community Consultation
- Road Cross Section for Urban/Suburban Collector
- Road Cross Section for Urban/Suburban Local
- Road Cross Section Rural Collector
- Road Cross Section for Rural Local
- Potential Roundabout Locations
- Bicycle Facilities, Bicycle Lanes, Shoulders and Paths
- Long Term and Short Term Bicycle Parking
- Pedestrian Sidewalks, Connectivity, Accessibility and Crosswalks
- Transit – Bus Stops
- Transportation Demand Management

Ms. King highlighted the following on visual maps:

- 2008-2013 Capital Plan; install Grant Collector Roads, revise laning, add sidewalks and bike lanes, extend Gatewood Road, install downtown roads including Waterview and upgrade Sooke Road
- 2013-2018 Capital Plan; install bike lanes and sidewalk, improve Grant Road West and connect Maple Avenue North

- 2008-2013 Capital Plan
- 2013-2018 Capital Plan
- 2018-2013 Capital Plan
- 2023-2028 Capital Plan
- 2028 + Capital Plank

Ms. King explained the following available funding sources:

- Road Development Cost Charges
- Special Levies
- Strategic Budget Allocations
- Sponsorships
- Grants/Funds
 - Gas Tax Fund
 - Green Municipal Fund
 - Public Transit Infrastructure Funds
 - Canada Strategic Infrastructure Fund
 - Infrastructure Canada Program

The following are the recommendation of the Transportation Master Plan:

1. Implement the Capital Plans
2. Update the Subdivision and Development Standards Bylaw with:
 - New road cross-sections and classifications
 - Add roundabouts, bioswales and sidewalks
3. Add Bicycle Parking to Zoning Bylaw
4. Incorporate TDM and Transit Oriented Developments in OCP

A discussion ensued involving question and comments from the members of Council and Ms. King as to traffic projection data, roundabouts and traffic circles and Public Transit. It was noted that there is an informal Park and Ride located on Kaltasin and Sooke Road. Council inquired as to additional information for 0 emissions. Staff explained bioswale treatment and evaporation as well as overflow channels.

5. **Draft Town Centre Plan**

Denis Carlson, Dennis Carlsen Consulting, provided an overview of Draft Town Centre Plan. Mr. Carlsen highlighted the process, the context and the key recommendations. Mr. Carlsen stated that the assessment of the Town Centre recognized the strengths and barriers such as; the lack of streets, upgrading Sooke Road, the approval process, properties available for development and increasing access to the waterfront. Mr. Carlsen stated that the three critical components are; zoning, public investment within the Town Centre and infrastructure spending.

Frank D'Ambrosio, Consultant, provided visual images of the town centre transformations.

A discussion ensued involving questions from members of Council and the following concerns were raised:

- Townhouse with single family versus commercial component with condominiums
- Having the tools to make development happen
- East/west road connections
- The Plan has the concept of street sections and built areas but does not address density
- The need for density through building height
- The cost to the developer for infrastructure
- Encouraging development
- Having measurable goals or action within the plan
- Steep incline down to “Water Street”

Jeff Zigay expressed the need for density in the downtown core area and suggested density bonusing as a tool. Mr. Zigay expressed concerns that a large portion of his land is being proposed as road right-of-way and stated that the draft does not reflect the input received at the charette.

Jerry Liedtke expressed support for higher density and stated that development needs to begin in the Town Center.

6. Motion to close the meeting to the public:

Pursuant to Section 92 of the *Community Charter*

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

- (a) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- (b) the receipt of advise that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED

The meeting was adjourned at * p.m.

Certified Correct:

Janet Evans
Mayor

Evan Parliament
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held March 16th, 2009 at 7:00 p.m.
Council Chambers, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Janet Evans
Councillor Sheila Beech
Councillor David Bennett
Councillor Bev Berger
Councillor Ron Dumont
Councillor Herb Haldane
Councillor Maja Tait

STAFF PRESENT

Evan Parliament, Chief Administrative Officer
Dave Devana, Director of Finance
Gerald Christie, Director of Planning
Al Fontes, Director of Engineering
Bonnie Sprinkling, Corporate Services
Manager/Deputy Clerk
Steve Sorensen, Fire Chief

ABSENT:

1. **Call to Order**

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

2. **Approval of Agenda**

MOVED to approve the agenda as circulated.
CARRIED

3. **EPCOR Presentation**

Tammi Wetmore, EPCOR, gave a powerpoint presentation on the District of Sooke wastewater treatment system, how it evolved, current status and future opportunities:

- Project Overview
- Collection System
- Wastewater Treatment Plant
- Customer Service
- Environmental Successes
- Future Capabilities

Councillor Haldane asked that as most of the wastewater collection system works on gravity some properties must have pumps. Some of the pumps have had problems, is there any assist that EPCOR can provide for pump repair or replacement?

Ms. Wetmore advised that the pump system went through a lengthy review before choosing the model, including reliability of pump system. The pumps do come with a longer warranty than usual (2 year) and EPCOR is aware of failures; 20 out of 400 failures, one third of failures are the result of installation (electrical). EPCOR does monitor and will keep in touch with supplier, possibly set up programs to set up spare pumps, etc. When the District looks to expand, a gravity system is preferred. Central lift stations in the town centre are an issue; for environmental reasons a collection line cannot be placed on base of slope.

4. **Development Cost Charges Presentation**

Al Fontes, Director of Engineering, gave a powerpoint presentation on the principles and bylaw process for Development Cost Charges in the District of Sooke. Council directed staff to meet with the development community for input on the proposed DCC bylaw as part of the bylaw's development.

5. **Proposed Bylaw and Policy Changes**

Gerald Christie gave an overview of the report on proposed bylaw and policy changes.

Bylaw No. 270, Sooke Zoning Bylaw, 2006 Amendments

1. Permit duplexes on Tent Lot Residential Zone (CD-4) properties

MOVED that Committee of Whole direct staff to prepare a Zoning Bylaw amendment for Council consideration for the Tent Lot Residential Zone (CD-4) to permit duplexes on tent lot zoned properties (minimum 275 square metres).

CARRIED

Council discussed

- increased density on tent lots may not provide a mix of property uses in the sense that the OCP Review Committee recommended
- need for variety of building types and sizes, roof lines – make town more interesting
- parking is a real problem; number of parking stalls regulated in bylaw
- affordable housing – encourage economic opportunities
- few tent lots

2. Clarify zoning regulations and definitions of “Duplex” in regards to secondary suites:

MOVED THAT COMMITTEE OF THE WHOLE direct staff to draft for Council consideration a zoning bylaw amendment for all residential zones permitting duplexes to specifically exclude suites within such buildings

AND TO clarify definitions of “duplexes” and “suites” in the Zoning Bylaw to avoid confusion in the future and which are consistent with the BC Building Code.

CARRIED

3. Change to the definition of “Townhouse”:

MOVED THAT COMMITTEE OF THE WHOLE direct staff to draft for Council consideration a zoning bylaw amendment for an amended definition of “Townhouse” that better indicates actual use of the term in other local government bylaws and that is consistent with that of the BC Building Code.

CARRIED

4. Removal of amenity contributions in single-family residential zones:

MOVED THAT COMMITTEE OF THE WHOLE direct staff to draft for Council consideration a zoning bylaw amendment to remove amenity contributions from the Mixed Small Lot Residential Zone (RS-2) and the Small Lot Residential Zone (RS-3).

CARRIED

5. Allowance for Reduction in Minimum Lot Size for Trails:

MOVED THAT COMMITTEE OF THE WHOLE direct staff to draft for Council consideration a zoning bylaw amendment to include “ or trail” at the end of regulation 16.10.b to allow discretion by the Approving Officer to permit reduction in lot size for trail development as per the trail alignment recommendations in the Parks and Trails Master Plan.

CARRIED

Secondary Suites Policy

MOVED THAT COMMITTEE OF THE WHOLE direct staff to bring forward to Committee of the Whole a draft “Secondary Suites Policy” after further consultation has been conducted in regards to the OCP and its housing policies, and after the Subdivision and Development Standards Bylaw is reviewed by staff and Council to make sure there is consistency between these documents prior to moving forward with the policy.

CARRIED

Council discussed:

- reluctance of property owner to come forward with illegal suites because of cost of suite upgrades to meet building codes and bylaws
- important in new construction to make suites safe, provide parking area
- secondary suites provide affordable housing and income for homeowners
- sewer generation charge; need to know how many suites to manage capacity of sewer plant
- need to register suites to regulate and ensure public safety
- amnesty process for illegal suites
- legal non-conforming status

Amenity Policy

MOVED THAT COMMITTEE OF THE WHOLE direct staff to continue working with our consultants in regards to the ongoing plans and bylaw revision and to continually modify a draft Amenities Policy for presentation to the Committee of the Whole later this spring or summer after the OCP is complete. The Amenities Policy needs to accurately reflect the objectives of all of these documents, be reflective of the vision of the community and Council, and be comprehensive in its scope so that Council and staff are able to more accurately understand the economic impacts of such a policy on the District and developers.

CARRIED

Development Permit Delegation Bylaw

MOVED THAT COMMITTEE OF THE WHOLE direct staff to bring forward to an upcoming Committee of the Whole a draft Development Permit Delegation Bylaw that allows for the Director of Planning, or their delegate, to approve Development Permits for the municipality.

CARRIED

Waiver of Fees Bylaw

MOVED THAT COMMITTEE OF THE WHOLE direct staff to bring forward for Council consideration Bylaw No. 389, *Development Procedures Amendment Bylaw (255-2)*.

CARRIED

Board of Variance Bylaw

MOVED THAT COMMITTEE OF THE WHOLE direct staff to bring forward for Council consideration Bylaw No. 311, *Board of Variance Bylaw, 2008*.

CARRIED

Public Question and Comment

Shayne Fedosenko, Shields Road, supported the illegal suites registration stating that it should be successful as CMHC is only lending money on homes that have legal suites. As to the DCC presentations, lots in Sooke are selling for less than in Langford, therefore Langford's DCCs are not comparable to Sooke's. Mr. Fedosenko added that the streamlining of applications is important.

John Brohman, Manatu Road, agrees that mortgage companies need to know if suites are legal. Mr. Brohman commented that a Townhouse zone should offer a detached townhouse as it provides for greater safety and higher sale price, nicer look and good mix in neighbourhood.

Adrian Cownden, Church Road, commented on the DCCs, that when the District is looking at the new projects, Council should consider this economic climate and financial challenges facing the development community.

Sue Daniels-Ferrie, Sooke Road, asked Council to consider that not all illegal suites earn an income, some are for parents, children, not all have city water, nor sewer.

The meeting was adjourned at 9:20 pm.

Certified Correct:

Janet Evans
Mayor

Evan Parliament
Chief Administrative Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held April 6, 2009 at 7:00 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Janet Evans
Councillor Sheila Beech
Councillor Bev Burger
Councillor Ron Dumont
Councillor Herb Haldane
Councillor Maja Tait

STAFF PRESENT

Evan Parliament, Chief Administrative Officer
Dave Devana, Director of Finance
Bonnie Sprinkling, Corporate Officer
Gerald Christie, Director of Planning
Al Fontes, Director of Engineering
Steve Sorensen, Fire Chief
Staff Sergeant Roger Plamondon

ABSENT: Councillor David Bennett

1. Call to Order

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

2. Approval of Agenda

MOVED, SECONDED to approve the agenda with the addition of Item 8, Advance Purchase of "Jaws of Life".

CARRIED

3. Lease to HBM Canada Manufacturing Ltd. – Kaltasin Works Yard

Evan Parliament reviewed the staff report and stated that Council will be considering the expansion of rental facilities at the Kaltasin Works Yard; eventually creating an eco-industrial park. Modular buildings are being investigated to install for rental, dependant on the septic facilities required. The remaining RFEOI proponents for rental at the Kaltasin Works Yard will be contacted and offered another opportunity to rent.

PUBLIC INPUT: There were no questions or comments from the public.

MOVED, SECONDED to recommend that Council approve the form and content of the Lease of part of the Kaltasin Works Yard to HBM Canada Manufacturing Inc. and authorize the Mayor and CAO to execute the Lease.

CARRIED

4. Grant of Easement – Shields Road

Evan Parliament and Al Fontes reviewed the report and stated that the awning is overhanging the sidewalk.

Councillor Dumont stated that a survey should be done before the building foundations are poured to ensure that there is no encroachment onto sidewalks. The applicant should pay more to cover administrative costs.

Gerald Christie stated that in the future, if there is an easement required, it would be signed off before the Development Permit is issued.

PUBLIC INPUT: There were no questions or comments from the public.

MOVED, SECONDED to recommend that Council approve the form and content of the Easement over part of Shields Road to Ronald Shayne Fedosenko and to authorize the Mayor and CAO to execute the Easement.

CARRIED

MOVED, SECONDED that staff investigate the costs of the easement and ensure that the costs are the responsibility of the applicant.

CARRIED

5. 6838 Grant Road West – Road Closure and Exchange

Al Fontes reviewed the report and stated that the right of way to be closed is not required. The north side of Grant Road will be a two metre trail; the south side of Grant Road will have a sidewalk in accordance with the Parks & Trails Master Plan. In the meantime, there will be a parking pull out which may become a bus stop. The adjacent Lot 2 will join in to the design.

PUBLIC INPUT: There were no questions or comments from the public.

MOVED, SECONDED to recommend that Council approve Agreement for Disposition of Closed Road between the District of Sooke and Pacific Bulldog Construction Ltd. and authorize the Mayor and CAO to execute the agreement.

AND to recommend Council introduce and give first and second reading to Bylaw No. 397, *Grant Road West Road Closure Bylaw, 2009* and to direct staff to schedule a Public Input Meeting subject to notice in accordance with the Community Charter.

CARRIED

6. 2009-2013 Financial Plan

On behalf of the Finance Committee, Dave Devana introduced the 2009-2013 Financial Plan. Mr. Devana reviewed the highlights and challenges of the 2009-2013 Financial Plan; including the Capital Plan. Mr. Devana reviewed the new requirements under the *Community Charter* as set out in Schedule B of proposed Bylaw No. 396.

Mr. Devana identified the expense of \$150,000 for conference bookings and \$300,000 in subsequent years; the hotel tax revitalization bylaw was to encourage a hotel to come to Sooke and research revealed that if Sooke wanted to attract a hotel and conference centre, we would have to pre-book conference space for non-profit organizations.

Mr. Devana recommends that the fire extrication equipment budgeted in 2010 be moved to 2009. The funding comes from the fire reserve and has no impact on taxes.

PUBLIC INPUT:

Gail Hall, Sooke River Road remarked that this is the best District of Sooke budget she has seen, but is concerned about some items in the budget as to public process; in camera items should not be in a public document. Ms. Hall suggested to reduce costs, that Council consider not funding the Community Grants or entering into the agreement with the Sooke Harbour Chamber of Commerce.

Fred Von Ilberg, Tara Place, commended Mr. Devana on the excellent finance document and inquired what the value of the average house was used to base the average \$52 increase per property. The average house value used was \$356,000 and represents all ranges of housing types. Mr. Von Ilberg asked about the Building Canada grants as to whether or not those who received them were shovel ready and cautioned Council as to committing in principle to a conference centre that has yet to be built or that the public has yet to see; property purchase of \$350,000 from Gas Tax funds has to be used for parks. Mr. Von Ilberg does not support establishing a fire department in East Sooke and states that the revenue projections for 2010 and 2011 are overly optimistic. Mr. Devana explained how the projections are calculated. Mr. Von Ilberg stated that the lease buy out for Chevy truck could be negotiated for less, street lights should be the type that are shaded, the sale of parks must be discussed publicly and the all-terrain vehicle cost is too high.

Mr. Parliament explained that the timing for the negotiations of the purchase of the public boat launch property and the hotel agreement coincided with the production of the Financial Plan, but that the hotelier and property owner must be protected at this time by keeping the negotiations In Camera.

MOVED, SECONDED to recommend Council introduce and give first and second reading to Bylaw No. 396, *Five Year Financial Plan Bylaw, 2009*.
CARRIED

7. Open Air Fires Regulation

Fire Chief Sorensen stated that for the most part, the public is complying with the open fire regulations and he does not suggest changing the general open air fire regulations. The issue remains as to the larger burn piles on larger properties. Chief Sorensen reviewed the options for Council to consider in the report and the Ministry of Environment buffer zones.

Council discussed:

- people are getting used to the venting index format
- property owners are burning in Langford on first weekend of the month
- education is most important – what can be burned, how to prepare a burn pile, etc.
- Council needs to provide alternatives such as composting, chipping, etc.
- good venting index is limited

PUBLIC INPUT:

Dave McClimon, Kirby Road, thanked Council for re-considering the open fire regulations and supports the proposed amendment to the bylaw.

Chris Rumsby, West Coast Road, states that he would prefer a 6'x6'x6' fire on 2 acre property.

Shawn Welters, Solent Road, supports the proposed amendment.

MOVED, SECONDED to direct staff to amend the Bylaw No. 292 as to Options A, B,C and D set out in the report, with the amendment to be completed on or before October, 2009 and a further review of the Bylaw No. 292 in six months after the amendment.
CARRIED

8. Advance Purchase of “Jaws of Life”

Chief Sorensen reviewed the report – Council suggested the used equipment be offered to local fire departments.

MOVED, SECONDED to recommend Council authorize the purchase of two complete sets of Hurst “Jaws of Life” Tools in the 2009 budget year.
CARRIED

The meeting was adjourned at 8:45 p.m.

Certified Correct:

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held April 20, 2009 at 7:00 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Janet Evans
Councillor Sheila Beech
Councillor Bev Berger
Councillor Ron Dumont
Councillor Herb Haldane
Councillor Maja Tait

STAFF PRESENT

Evan Parliament, Chief Administrative Officer
Dave Devana, Director of Finance
Bonnie Sprinkling, Corporate Officer
Gerald Christie, Director of Planning
Al Fontes, Director of Engineering
Steve Sorensen, Fire Chief
Bill Hadikin, Head of Building/Bylaw Services

ABSENT: Councillor David Bennett

1. **Call to Order**

The meeting was called to order at 6:57 p.m.

2. **Approval of Agenda**

MOVED to approve the agenda as circulated.
CARRIED

3. **2009-2013 Financial Plan – Public Input Meeting**

Mayor Evans advised the Public Input Meeting was held to allow the public an opportunity to make submissions to Council on the 2009-2013 Five Year Financial Plan. Dave Devana, Director of Finance gave a PowerPoint presentation and then the public was provided an opportunity to ask questions and to comment.

There were no questions or comments from the public.

4. **Mariners Village**

Mitch Sakomoto and Paul Merrick, Merrick Architecture gave an overview of the Mariners Village concept plan. Focus and Condor Properties also attended the meeting.

Mr. Merrick stated that the Mariners Village proposition fits with the proposed Town Centre Plan as to road networks/ pathways and creating residential density mixed with commercial in the town centre.

Mr. Sakomoto stated that the development exists within several zones and proposes a comprehensive development zone with commercial residential nearest to Sooke Road, Commercial residential, multi-family residential, etc. The property is approximately 4.5 hectares, with the development proposing 90 units per hectare, keeping within required

setbacks. It is proposed that the marina will expand from the existing 30 slips to 150 slips. The development proposes:

- to keep pedestrians walking through the site
- provide landscaped courtyards between the buildings
- promote walking and transit use
- to keep building heights at 4 stories on Sooke Road, higher near to the water as the waterfront property slopes down to the water
- underground parking
- to, keep existing trees as much as possible
- to provide treed boulevards
- boulevards to encourage greater use of pedestrian sidewalks
- to install permeable pavers that can be textured for icy conditions
- rain gardens and bio-swales on the roads, with retention ponds so that water can filter down and through the property
- sustainable design technologies in the buildings – geo-thermal, natural ventilation, etc.
- to consider community gardens on the roof-tops or in the court-yards
- buildings with non-combustible construction mix with some wood frame.
- six phase project

Council asked about bike lanes on the side roads and when the rezoning proposal will come forward. Gerald Christie advised the referrals have been sent out and when received and reviewed, staff will bring forward the rezoning.

The pump station will be located by the water and the developers are discussing shared use of the pump by other developers. The developers have spoken to adjacent property owner on water and they accept the siting of the pump station.

E van Parliament advised that VIHA and local physicians have been in discussion with the District of Sooke staff concerning a new medical facility on this site. This would be a start of the commercial growth in the Town Centre; staff with Council approval will work to meet timelines for the medical facility.

Al Fontes, advised that this is good proposal using green technologies; permeable pavers, bio-swales, wide sidewalks. There is a concern about bike lanes which requires 3 metres, but the development has already provided 22 metre wide lanes. The development is very pedestrian friendly. Upgrading will occur on Slemco Road.

Gerald Christie stated that this development fits well with the proposed Official Community Plan and Town Centre Plan and it has integrated most of what was envisioned for the Town Centre. This development illustrates what a 90 units per hectare development and 2 to 6 story buildings looks like when integrated with the right slope.

Council discussed the need to consider how pedestrians can move through the town centre from other parts of the Town Centre in respect to this development; entrances for bikes at Dover, Goodmere, Lanark, Slemko, etc. Parks and Trail Master Plan proposes boardwalk or trail through this area and bike lanes on Sooke Road.

Troy, Bear Mountain asked if the existing boardwalk would meet with this development and connect with the Galloping Goose. Connection to the boardwalk is planned, but

there are private boat moorage and properties that must consent. When the Galloping Goose crosses the Sooke River, there may be access to the boardwalk via Sooke Road.

Mr. Christie advised that Staff are comfortable with moving ahead with the development proposal at this time, taking into consideration the status of the OCP and Town Centre Plan. Council suggested that an alternate bike lane could be incorporated into the development, perhaps on the shore.

Mr. Merrick stated that the developers have tried to configure the buildings and the development of the two cross and two water to Sooke Road arteries each to have different character; all existing in a broader fabric of the Town Centre and providing public pathways/trails and spaces. The purposeful treed area on the shoreline is meant to protect the embankment and provide a park land amenity.

5. **Tourism Implementation Action Plan**

Mayor Evans stated that many of the items recommended for “Short Term District Action” have been addressed. Council discussed the plan and suggested that a public awareness program should be undertaken as to be friendly to tourists.

MOVED to recommend that Committee of the Whole recommend Council approve the Tourism Implementation Action Plan.

CARRIED

6. **Sooke Zoning Bylaw – Text Amendments**

Gerald Christie gave an overview of the report and advised that Staff have received a legal opinion today on a similar but separate issue that raises other considerations. Staff requests that Committee of Whole recommend Council give first reading to Bylaw No. 399, as Staff may wish to make some changes and secondly, to consider a resolution moratorium on building permits for duplexes with secondary suites.

Bill Hadikin provided an explanation as to the BC Building Code as it relates to the Sooke Zoning Bylaw; it does not allow secondary suites in anything other than a single-family residence. The legal advice received mentioned that our zoning bylaw did not clearly define the terms of secondary suites; the definition is not the same as the building code. This small loophole creates an opportunity for a third suite in one building. This was not the intent of the zoning bylaw. Also, if a third unit is created, a development permit would be created.

Councillor Haldane reviewed how duplex and secondary suites were processed in the past and recommended that a policy be developed to set out how all building applications are processed and to require HPO approval at the time of submission of a building permit application.

Councillor Dumont requested that the Duplex definition be more specific as to “dwelling unit”.

MOVED to recommend that Council place a moratorium on the issuance of Building Permits for duplexes with any additional dwelling unit pursuant to section 929 of the *Local Government Act*.

CARRIED

MOVED to recommend that Council introduce and give first reading to Bylaw No. 399, *Zoning Amendment Bylaw (270-55)*.

CARRIED

Council discussed Town House definition as attached units. Gerald Christie reviewed the proposed amendment such that the zoning bylaw requirements for amenities contribution should be consistent throughout the bylaw. There is another zone with the amenity contribution requirement that should be included.

6. **Development Procedures Bylaw – Fees Amendment**

MOVED to recommend that Council introduce and give first, second and third reading to Bylaw No. 389, *Development Procedures Amendment Bylaw (255-2)*;

CARRIED

7. **MOVED** to direct staff to send a letter of thanks to all District of Sooke volunteers as this is Volunteer Recognition Week.

CARRIED

The meeting was adjourned at 8:45 p.m.

Certified Correct:

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held May 4, 2009 at 8:00 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Janet Evans
Councillor Sheila Beech
Councillor David Bennett
Councillor Bev Burger
Councillor Ron Dumont
Councillor Herb Haldane
Councillor Maja Tait

STAFF PRESENT

Evan Parliament, Chief Administrative Officer
Dave Devana, Director of Finance
Bonnie Sprinkling, Corporate Officer
Gerald Christie, Director of Planning
Al Fontes, Director of Engineering
Steve Sorensen, Fire Chief
Laura Byrne, Engineering Technologist

1. **Call to Order**

The meeting was called to order at 8:20 p.m.

2. **Approval of Agenda**

MOVED to approve the agenda.
CARRIED

3. **Town Centre Plan**

Dennis Carlsen gave a follow up of his presentation in March. He has worked with staff to make the Town Centre Plan more flexible and practical. The concerns as to density and height have been addressed. Mr. Carlsen encouraged Council to address the rezoning process (timelines) and bonus density options for development; there is a need to market what the District of Sooke has to offer and to look at ways of marketing the Town Centre Plan. Recommends that Council be careful not to compromise "small town character and waterfront."

Committee of the Whole discussed:

- Encouraging Commercial development by the water; Mr. Carlsen said that what needed to happen was to connect town centre and the water front and that the change may take a long time to happen.
- Sooke is the commercial hub for the outlying area, how can we provide for the parking for visitors; the Town Centre Plan is trying to get away from parking on Sooke Road, more appropriate to have the parking behind commercial buildings.
- Why does Artisan's Alley not start on Waterview street – more focus should be made on Artisan's Alley. Mr. Carlsen stated that the Plan promotes Waterview Street as being a collection of galleries and coffee shops as well as those on Artisan's alley.

- Waterview Street is too steep for shopping; look at the Plan as a vision.
- Consider existing Sooke Elementary School for a youth centre? Mr. Carlsen stated that in the event that school closes there is opportunity to include it as a community facility.
- Flexibility for the use on the different floors of storied building, at this point, is open.
- Mr. Carlsen stated that when we started this plan, Council wanted something for the short term.
- Many artists may not be able to afford to live/work in the Town Centre. Mr. Carlsen suggested that the Artisan's alley might offer a lower cost option.

Mr. Christie supports this draft of the Town Centre Plan; Mr. Carlsen has met with landowners and stakeholders.

Public Input

David Mallett, West View Terrace, does not support the Town Centre Plan and suggested the following recommendations:

- Pg 5 – delete “new main street” – Goodmere should be the main street.
- Add the “Charette” concept plans with the main routes being East West to the plan.
- Pg 6 – remaining streets should allow for higher density, but not four story townhouses
- Pg 13 – support residential re-development, change word “residential” to “commercial”. Waterfront should be commercial.

Jeff Zigay, Sooke Road, supports the Town Centre Plan in principle, but stated that the sanitary sewer issues should be addressed for the downtown area.

4. DRAFT Liquid Waste Management Plans – Rainwater Stage 2 & 3 and Sanitary State 3

Laura Byrne reviewed the process for the Liquid Waste Management Plan for rainwater and sanitary sewer to date and the upcoming public consultation process for the plans.

MOVED to recommend that Committee of the Whole receive for information the Draft Liquid Waste Management Plan, Rainwater Stage 2 & 3 and Sanitary Stage 3.

CARRIED

5. **Development Permit Delegation Bylaw**

Gerald Christie gave an overview of the staff report and Committee of the Whole discussed:

- Environmental development permits
- Councils role to hear from public on development issues

Public Input

David Mallett, Westview Terrace, stated that he supports the development permit delegation bylaw.

MOVED to recommend that Council introduce and give first, second and third reading to Bylaw No. 305, *Development Permit Delegation Bylaw, 2009*.

CARRIED **Councillor Tait opposed the Motion**

6. **Amendment to Sewer Generation Charges**

Dave Devana gave an overview of the staff report. Council discussed:

- comparisons to Ladysmith or other community with sewer
- EPCOR input on proposed bylaw amendment

MOVED to recommend that Council introduce and give first, second and third reading to Bylaw No. 402, *Sooke Core Sewer Specified Area Cost Recovery Amendment Bylaw (150-2)*.

CARRIED

The meeting was adjourned at 9:35 p.m.

Certified Correct:

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held May 19, 2009 at 7:00 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Janet Evans
Councillor Sheila Beech
Councillor David Bennett
Councillor Bev Berger
Councillor Ron Dumont
Councillor Herb Haldane
Councillor Maja Tait

STAFF PRESENT

Evan Parliament, Chief Administrative Officer
Dave Devana, Director of Finance
Bonnie Sprinkling, Corporate Officer
Al Fontes, Director of Engineering
Steve Sorensen, Fire Chief
Bill Hadikin, Head of Building/Bylaw Services

ABSENT:

1. **Call to Order**

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

2. **Approval of Agenda**

MOVED to approve the agenda as circulated with the addition of an in camera.
CARRIED

3. **Discussion - Illegal Suites / Secondary Suites**

The Mayor acknowledged receipt of a letter submitted by Bruce MacMillan.

Councillor Dumont asked about fire concerns for secondary suites. Fire Chief Sorensen reviewed his fire concerns for secondary suites in higher density zones: on-street parking narrow roads create difficulty getting access down the roads, plugs up of cul-de-sacs, lack of fire separations between suites (building code issue) leading to uncontrolled and rapid fire spread. Legalizing of a suite can get complicated depending on layout of building; access doors, heating sources, number of occupants.

Bill Hadikin reviewed the access requirements in the zoning bylaw; parking to be offsite. Extent of parking rarely complies once suites completed and some tenancy agreements do not permit parking on property. The standard lot size for municipal lots is 600m² which is workable for additional parking and amenity space for suites.

Councillor Bennett stated that the biggest challenge is to get illegal suite owners to come forward to bring the suites up to code; he would be interested in some statistics as to Sun River suites and if there are any problems with parking in that area. Inadequate parking is a concern. If lot size is adequate, owners should provide for onsite parking for suite. Need more input from the public and more background material from staff and other municipalities.

Councillor Berger stated that secondary suites are a huge issue for Sooke. Nelson established a program in 1997 that is successful; District of Sooke should look at what other municipalities have done; the main concern is addressing the compliance of illegal suites. We need to create a fair playing field for everyone. Proactive rather than reactive enforcement – consider whether we are using the correct enforcement method.

Councillor Beech would like more information as to minimum lot sizes required for suites for other municipalities. As a member of the OCP Review Committee, would be concerned about smaller lot sizes for suites and would like public input and more information.

Councillor Dumont stated that there may be health issues as there are some septic fields on properties with illegal suites; Sooke properties outside the sewer specified area would have to address septic systems.

Mayor Evans asked Council to consider what we are considering changing for suites? Mr. Parliament stated that secondary suites in dense zones are not supported by staff and that a report is coming to Council from staff as to secondary suites.

Councillor Haldane supports suites in mixed lot residential and suggested lowering to 550m² the minimum lot size with requirements for parking, etc.

Councillor Tait agreed that parking can be an issue with secondary suites and can cause congestion on roads; however, Council needs to consider that families need to be permitted to have suites for family members. Councillor Tait stated that there is a concern that people may not know what they are getting into with rental property management. We need to look at regulations and additional bylaw enforcement.

Mr. Fontes stated that while suites can address the affordable housing issue, we need to look at the zoning bylaw and the subdivision and development bylaw requirements such that they must be adhered to for road width. Staff is working on this together.

Councillor Haldane stated that upon his review of the draft OCP, he found sections as to sustainability, Smart Growth, Housing, etc. which address creating suites and a parking plan to look at reducing vehicle use.

Mayor Evans stated that Council will have to look at all the factions that will make suites work and determine how it is going to work in the small lot subdivision.

Councillor Beech stated that we need to be cautious about making our town look congested and offer no parking.

Public Input:

Randy Clarkston, Glenidle Road, stated that there is no problem putting suites in small lot dwellings at design stage when appropriate parking can be addressed. We need rules for legal suites to accommodate suites on all lots.

Shayne Fedosenko, Shields Road, supports suites on small lots as they will improve the economy and is aware there are illegal suites, but they need to be made to comply.

Marlene Arden, Sooke Road stated that this is an opportunity to go forward, we have a mess in Church Hill, but it can be fixed.

Troy Lovbakke, Grant Road W, stated that lot size should not have any bearing on suites; we should go forward with secondary suite regulation to deal with illegal suites.

Mayor Evans stated that the District of Sooke is not going after people with illegal suites; we are looking at sewage generation charges for existing suites. We are trying to make secondary suites legal and how to do it at new construction will be easier than existing suites.

Bill Hadikin stated that since incorporation, enforcement for illegal suites has been on a complaint driven basis. Health and safety issues are the main enforcement issue.

Councillor Haldane stated that we need to find a way to make illegal suites conform.

Councillor Beech stated that the zoning bylaw should be enforced; we should have a moratorium on small lots with suites that do not comply with the zoning bylaw until we have new policy in place.

Councillor Berger pointed out sections of the Provincial guide on secondary suites that we can use as a guideline for our proposed regulations.

Councillor Tait stated that the District of Sooke would want people out of unsafe illegal suites if we knew about the situation. We need to address the housing shortage separately and set up firm guidelines.

Mayor Evans stated that Council could look to mix up building sizes.

Councillor Tait stated that the market may direct what illegal suites are acceptable.

Dave Devana advised that the finance department charges the sewer generation charge when they find out about a suite only if it is permitted in the zone. If not, the suite is referred to bylaw enforcement. If there was a suite in a duplex (which is illegal), finance would not charge for the additional suite and refer it to bylaw enforcement.

Councillor Haldane stated that regulation and compliance options for secondary suites will bring owners on board to make the illegal suites conform; we need to fix existing problems.

Evan Parliament reviewed options for suites and encouraging affordable housing.

Shayne Fedosenko, Shields Road, stated that there currently are clusters of suites because neighbours will protect each other. If suites were permitted in certain areas, there would not be clustering.

4. **Discussion - Duplex on Tent Lots**

Councillor Haldane left the meeting at 8:05 pm stating he might have an interest in tent lots.

Councillor Dumont stated that the issue of duplexes on tent lots has been discussed by the OCP Review Committee; the committee does not want duplexes in tent lot zone and reminded Council that the zoning bylaw amendment for tent lots is going to public hearing.

Councillor Beech stated that duplexes on tent lots with one family on each side does not seem to be a problem at this time for parking, as long as there is not a suite.

Councillor Tait asked, if the properties are sloped, can lot lines be moved to accommodate the slope. Mr. Fontes said that the lot lines can be moved.

Councillor Berger confirmed that currently the zoning bylaw permits one dwelling unit per tent lots, no suites permitted. There is one duplex on one tent lot on Golledge Road and two behind.

Evan Parliament recommended that Council look at the tent lot area of Sooke before the Public Hearing.

Randy Clarkston, Glenidle Road, stated that duplexes are the same as suites, tent lots have 40% lot coverage, 3 parking stalls per unit and property owners can turn the lots sideways to make the buildings look more attractive.

Shayne Fedosenko, Shields, offered to show Council the units currently for sale.

Troy Lovbakke, Grant Road W, stated that he has changed the lot line on two tent lots to 50'x60'. It is not economically feasible for the developer to change the lot lines for just two lots as it is a full subdivision process and the cost is considerable. Duplexes can look attractive as long as the parking problem is addressed; maybe development permit should be required to address form and character.

Councillor Haldane returned to the meeting at 8:23 pm.

5. **Discussion - Amenity Contributions**

Staff will be bringing a report to Committee of the Whole on this issue.

Councillor Dumont stated that the initial intention was to determine what amenities would be required at subdivision development, but the number of lots should be considered.

Evan Parliament stated that Bylaw No. 399 will be eliminating amenities in certain zones and that there will be an amenity policy coming to Council. The amenity policy must address density bonusing and the discretionary amenities at subdivisions will be addressed in the new subdivision and development regulation bylaw.

Gail Hall, Sooke River Road, stated that the amenities for residential zones (ie. RS-2 and RS-3) were correctly written in the original Zoning Bylaw and when Bylaw No. 270 was adopted, they were changed.

6. **MOTION TO CLOSE THE MEETING TO THE PUBLIC:**

MOVED to close the meeting at 8:30 pm to the public under section 90(1) of the *Community Charter* to discuss 90(g) litigation or potential litigation affecting the municipality;

CARRIED UNANIMOUSLY

The Committee of the Whole re-opened to the public at 8:34 pm.

8. **Development Fee Refunds**

Section 131, *Community Charter*

- **Bylaw No. 389, *Development Procedures Amendment Bylaw (Fees Amendment)***
- **Rezoning Application Withdrawal with Fees Refund – 2075 Otter Point Road**

Mayor Evans read the May 15th, 2009 email from Dave Devana as to Bylaw No. 389 and Mr. Devana expressed his concern as to development application refunds. Council discussed Bylaw No. 389 as to:

- level of service due to the public
- authority to refund fees
- application fee to include referral
- hardship issues
- Council to make decision as to refund, waiver and reduction in fees
- consider review of development application process
- improve public education on application process – website, brochures, etc.

Public Input

Randy Clarkston, agrees with the \$200 non-refundable application fee and stated that the District should Insist on a complete application.

Gail Hall, Sooke River Road, stated that Bylaw No. 255, *Development Procedures Application Bylaw* sets out the application process.

Troy Lovbakke, Grant Road West, stated that staff is dealing with the small developer who does not understand the development bylaws and suggest that it should be a requirement that a developer should hire an engineer or consultant for the application. Speed up the process.

MOVED to recommend that Council rescind Bylaw No. 389, *Development Procedures Amendment Bylaw (255-2)* and to direct staff to draft a bylaw to address fees at application and the refund, waiver, and reduction of fees.

CARRIED

MOVED to recommend that Council rescind the resolution of May 11, 2009 to refund \$3,161.88 of the fees paid for rezoning application RZ2008-0387 of 2075 Otter Point Road, legally described as Lot A (DD E92708), of Section 10, Sooke District, Plan 16283.

CARRIED

9. Adjournment

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

Certified Correct:

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held June 1, 2009 at 7:00 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Janet Evans
Councillor Sheila Beech
Councillor David Bennett
Councillor Bev Burger
Councillor Ron Dumont
Councillor Herb Haldane
Councillor Maja Tait

STAFF PRESENT

Bonnie Sprinkling, Corporate Officer
Gerald Christie, Director of Planning
Al Fontes, Director of Engineering
Bill Hadikin, Building/Bylaw Enforcement

1. **Call to Order**

The meeting was called to order at 7:35 p.m.

2. **Approval of Agenda**

MOVED and seconded to approve the agenda.

CARRIED

3. **Spirit Square**

Jessica Gemellia reviewed the results of the Open House in May and presented the proposed concept plan for the design of the Sooke Spirit Square at Ed Macgregor Park. The Mayor reminded that the oak tree was donated by the T'Sou-ke First Nation in memory of past Mayor Ed Macgregor.

Council suggested:

- Solar lighting option for washrooms
- Green roof for performance building

Ms. Gemellia stated that budget constraints may not permit. Grants may be available.

Council discussed:

- Wind screening for stage
- Vandal proofing of facilities
- Space to allow for additional washroom
- Clear or Plexiglas removable walls
- Permeable surfacing
- Public art space – partnering with Sooke Program for the Arts committee
- Reflecting pond – 4" deep with overflow and drainage system
- Lighting focussed on stage and washroom; pedestrian lights in park and boardwalk and accessible ramp
- Locking washrooms at night depending on time of year

- Roofing style to accommodate the size of stage
- Accessible trail near Sundial garden
- Stage is designed for full 50 musicians
- Stage construction is a combination of wood, earth works and concrete

Public Input

Flo Tickner, Banford Street, questioned whether funding for the project would raise taxes and stated two bathrooms would be a necessity as Sooke is growing and a pump will be required for sewer.

Terry McGinty, Burr Drive, was concerned as to the roof height for the stage; 30.05 would be the lowest and stated that the orchestra has put on several performances there and the tent walls worked fine with see-through windows. The tent walls keep the wind off the performers. Mr. McGinty requested that the washrooms be moved up the fence line so that the audience would not be distracted by the washroom.

Stu Whitney, Ayum Road, stated that the area behind the stage has been used as a space for the performers to go during performances and to leave their valuables. Ms. Gemellia advised that the space between stage and washroom in the terraced area would allow for a 20x20' tent for the performers.

MOVED to recommend that Council approve the proposed concept plan for the design of Sooke Spirit Square at Ed Macgregor Park.

CARRIED

The meeting was adjourned at 8:15 p.m.

Certified Correct:

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held June 15, 2009 at 7:15 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Janet Evans
Councillor Sheila Beech
Councillor David Bennett
Councillor Bev Berger
Councillor Ron Dumont
Councillor Herb Haldane
Councillor Maja Tait

STAFF PRESENT

Evan Parliament, Chief Administrative Officer
Dave Devana, Director of Finance
Bonnie Sprinkling, Corporate Officer
Gerald Christie, Director of Planning
Al Fontes, Director of Engineering
Katherine Lesyshen, Planner
Bill Hadikin, Head of Building/Bylaw Enforcement

1. Change Time Meeting to Start

MOVED to change the start time of the Committee of the Whole Meeting to 7:15 pm.
CARRIED UNANIMOUSLY

2. Call to Order

The meeting was called to order at 7:18 p.m.

3. Approval of Agenda

MOVED to approve the agenda as circulated.
CARRIED UNANIMOUSLY

4. Secondary Suites

Katherine Lesyshen gave a brief outline of the report and draft policy for legalizing illegal suites in Sooke.

Council discussed:

- financial impact for ongoing monitoring by staff
- requirement for parking upgrade under Zoning bylaw
- possibility for variance for parking
- what size lot will suites be permitted
- draft OCP speaks to secondary suites as an affordable suites in residential zones; it is not specific as to size of lots for suites
- allow for mix in areas for secondary suites
- social issues that might arise with residences secondary suites
- 500m² or 600 m² lot size for secondary suites
- Smart Growth as to suites
- approving subdivisions that permit suites is more transparent for the buyer
- provide parking restrictions – one in one out
- increased staff time required
- incentives to voluntarily register suites

- Nelson's policy as an example to follow
- BC Building code provides minimum guidelines for suites
- existing illegal suites should conform with zoning
- fire safety; knowing how many people in building, etc.
- sewer generation charge
- not everyone will want a suite in their home
- majority do not use transit to commute; parking is still needed
- ensure suites in new construction address issues; ie. parking, etc.
- sewer generation charge applies unless suite is decommissioned

Staff requested direction from Council as to the policy for legalization of illegal suites at this time; the zoning bylaw amendments for lot sizes for suites is a separate issue.

Council discussed the proposed policy as to section 2.a, 2.1 in that there should be twelve months for decommissioning due to lack of alternative rental housing.

Public Input:

Shayne Fedosenko, Shields Road, supports suites on small lots at new construction with appropriate parking as home buyers qualify for funding if suites permitted; allows for better tax base as it increases property value.

Bob Wormsley, Birchview Way, questioned sewer generation charge calculation method for secondary suites.

Resident of Sooke, also questioned sewer generation charge calculation; recommends Langford model.

Bruce MacMillan, Deerlepe Road, supports suites in Sooke, but not on all zones or all lots.

Don Smith, Kaltasin Road, supports suites in Sooke as long as parking and safety is dealt with.

Sue Daniels-Ferrie, Sooke Road, supports 12 months for a home owner to legalize a suite; vacancy rate has been very low for many years, mortgage lenders will fund if a suite is in a home, and supports incentives proposed. Ms. Daniels-Ferrie read and submitted statistics as to the great need for suites in all areas of Sooke.

John Brohman, Manatu Road, supports suites in Sooke and stated that there will be some issues as to rezoning for existing suites due to costs to homeowner; under BC Building Code a stove constitutes a suite, suggests a wider driveway to provide more parking for renters.

Mike Williams, Solent Street South, supports suites as not everyone can afford a single family home.

Gail Hall, Sooke River Road, some of the rezoning applications for large development that have not been developed were supposed to build commercial with rental above;

when those types of rezoning come forward, the rentals should be done first and if suites were not part of the application at the time of rezoning, the rezoning should come back for consideration; in rezoning process, dwellings to have suites could be defined to create a mix or variety of housing options.

Councillor Dumont requested staff look at the septic requirements for properties with suites outside the sewer specified area and other such infrastructure issues affected by increased density.

Council discussed minimum lot sizes and lot coverage requirements for lots with suites; what is acceptable until the Zoning bylaw review.

- Is Council willing to have suites in all residential zones?
- What the minimum lot size for suites should be?

Council discussed waiting until Official Community Plan is completed before making zoning bylaw amendments for secondary suites.

MOVED to direct staff to hold the drafting of the Secondary Suite and Small Suite Policy and any amendments to the Zoning bylaw for minimum lots sizes for secondary suites until the Official Community Plan is adopted.

CARRIED UNANIMOUSLY

5. Bylaw Enforcement

The Committee of the Whole recessed for five minutes at 9:00 pm.

Councillor Berger reviewed her request for the discussion of bylaw enforcement strategies for the District of Sooke at the Committee of the Whole, especially as to complaints by neighbours as to illegal secondary suites.

Council discussed:

- Written complaints
- Requirement for two written requests for bylaw enforcement

Public Input:

No public input received.

MOVED to direct staff to bring forward for Council consideration the proposed Bylaw Enforcement policy with the amendment for the requirement for two written requests by bylaw enforcement at the discretion of the Chief Bylaw Enforcement Officer.

CARRIED UNANIMOUSLY

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

Certified Correct:

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held July 06, 2009 at 7:00 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Janet Evans
Councillor Sheila Beech
Councillor David Bennett
Councillor Bev Berger
Councillor Ron Dumont
Councillor Herb Haldane
Councillor Maja Tait

STAFF PRESENT

Evan Parliament, Chief Administrative Officer
Dave Devana, Director of Finance
Lisa Urlacher, Council Clerk
Gerald Christie, Director of Planning
Al Fontes, Director of Engineering
Steve Sorensen, Fire Chief
Tara Johnson, Planner

ABSENT:

1. **Call to Order**

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

2. **Approval of Agenda**

MOVED and seconded to approve the agenda as circulated.

CARRIED

3. **Rezoning – 2075 Otter Point Road**

Councillor Dumont left the meeting at 7:01 p.m. stating that his son owns the property located at 2075 Otter Point Road.

Tara Johnson gave an overview of the staff report. A discussion ensued involving questions as to urban collector and major road allowance for future infrastructure. It was suggested that the Transportation Master Plan be updated to include Otter Point as a major road.

Ms. Johnson stated the parking will be addressed at the building permit stage and that temporary usage of the road allowance will be permitted within the development agreement.

Council asked that a cross section drawing be provided.

Public Input

David Mallett, Westview Terrace, expressed support for the proposed rezoning.

MOVED to recommend that Council introduce and give first and second reading to Bylaw No. 391, Zoning Amendment Bylaw (270-53).

CARRIED

MOVED to recommend that Council schedule a Public Hearing for Bylaw No. 391, Zoning Amendment Bylaw (270-53) for July 27, 2009 at or after 7:00 p.m.
CARRIED

MOVED to recommend that Council prior to fourth reading of Bylaw No. 391, Zoning Amendment Bylaw (270-53), the owner shall enter into a Development Agreement with the District of Sooke regarding dedication of 1.5m of 2075 Otter Point Road for a future sidewalk.
CARRIED

4. **Rezoning- Lot 3 Silver Spray Drive**

Tara Johnson gave an overview of the staff report and Committee of the Whole discussed the

- Density of area A and B
- Fire Protection

Public Input

No public input received.

MOVED to recommend that Council introduce and give first and second reading to Bylaw No. 382, Zoning Amendment Bylaw (270-50).
CARRIED

MOVED to recommend that Council schedule a Public Hearing for Bylaw No. 382, Zoning Amendment Bylaw (270-50) for July 27, 2009 at or after 7:00 p.m.
CARRIED

5. **Proposed Strata – 6917 Charval Place**

Al Fontes provided an overview of the staff report and Committee of the Whole discussed:

- Access to the property
- Lot coverage

Public Input

No public input received.

MOVED to recommend that Council authorize the strata conversion of a property legally described as Lot 9, Section 22, Sooke District, Plan 40027 (6917 Charval Place) to allow for the construction of an additional duplex dwelling unit and subsequent approval of a strata plan, subject to all technical requirements being satisfactorily addressed.
CARRIED

6. **Council Discussion – Highway 14 (Sooke/West Coast Road)**

A discussion ensued involving members of Council and staff as to the information provided in the staff report and agreed by consensus to support relocating highway 14 North and the opportunity of obtaining jurisdiction of the existing bridge after a second crossing is built by the Ministry of Transportation. The following concerns were raised:

- 25m dedication and gaining jurisdiction of Hwy 14 verses 30m dedication
- Impacts on residents along connector route
- Commitment of 4 lane controlled intersections
- Expropriation and dedication of frontage
- Required road network to join the two major roads
- Positive media coverage

It was identified that the proposed alternative route would provide the opportunity to enhance the community with a second bridge, increased pedestrian safety, alleviating traffic in the Town Centre and revitalizing the Town Centre.

Council agreed that staff should explore all options for an alternate route and that letters should be sent to the residents who are directly impacted by the proposed connector route inviting them to an informal meeting to discuss the proposed plans.

Public Input

David Mallett, Westview Terrace, expressed support for an alternate route and opposed the increase of a 4 lane design.

The meeting was adjourned at 8:40 p.m.

Certified Correct:

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held September 21, 2009 at 7:00 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Janet Evans
Councillor Sheila Beech
Councillor David Bennett
Councillor Bev Berger
Councillor Ron Dumont
Councillor Herb Haldane
Councillor Maja Tait

STAFF PRESENT

Dave Devana, Acting CAO/Director of Finance
Bonnie Sprinkling, Corporate Officer
Gerald Christie, Director of Planning
Al Fontes, Director of Engineering
Elisabeth Nelsen, Municipal Engineer
Steve Sorensen, Fire Chief

1. **Call to Order**

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

2. **Approval of Agenda**

MOVED to approve the agenda with the addition of the Communities in Bloom Award item.

CARRIED UNANIMOUSLY

3. **Amendment to Sooke Zoning Bylaw for Lot Sizes for Duplexes**

Gerald Christie reviewed the staff report to Council. Council discussed:

- appropriate minimum lot size for corner lots
- CD zones for new developments for mix of lot sizes (Langford)
- criteria for parking requirements
- ensuring mix of buildings
- duplexes as affordable housing
- Ministry of Transportation and Infrastructure approval required due to density increase
- marketability or demand for duplexes
- amending zoning bylaw; infrastructure costs may become burden on rest of community
- back alleys

Public Input

John Brohman, supports reducing the minimum lot size for duplexes and advised that there is a real market for houses with legal suites and for duplexes, people are looking for rentals.

Gail Hall, stated that a house with a suite must pay sewer generation charge and that property owners should be required to re-zone the property to permit duplexes.

MOVED to direct staff to bring to an upcoming Committee of the Whole a report to amend the Sooke Zoning Bylaw to permit duplexes within the sewer specified area on lots of a minimum 600 m² with consideration of access, parking, infrastructure and drawings showing the various lot coverage.

CARRIED UNANIMOUSLY

4. **Communities in Bloom Award**

MOVED to receive the District of Sooke 2009 Evaluation Report for its participation in the Communities in Bloom 2009 program.

CARRIED UNANIMOUSLY

The meeting was adjourned at 8:11 p.m.

Certified Correct:

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held October 5, 2009 at 7:00 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Janet Evans
Councillor Sheila Beech
Councillor David Bennett
Councillor Bev Berger
Councillor Ron Dumont
Councillor Herb Haldane

STAFF PRESENT

Evan Parliament, Chief Administrative Officer
Dave Devana, Director of Finance
Bonnie Sprinkling, Corporate Officer
Gerald Christie, Director of Planning
Al Fontes, Director of Engineering
Elisabeth Nelson, Municipal Engineer
Steve Sorensen, Fire Chief
Acting Staff Sgt. Scott Hilderley, RCMP
Nikki Lewers, Deputy Approving Officer

ABSENT: Councillor Maja Tait

1. **Call to Order**

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

2. **Approval of Agenda**

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

3. **Prestige Hotel**

REZONING APPLICATION

Evan Parliament gave an overview of the rezoning application for 6923, 6931 and 6937 West Coast Road and the proposed parking area for the District of Sooke boat launch. The applicant has agreed to construct on the District of Sooke property the public boat launch parking lot and access from West Coast Road and the District will construct the boat launch and pier component.

Gerald Christie gave a further review of the proposed Comprehensive Development Zone for the Prestige Hotel development. Mr. Christie reviewed the specific uses for each Area A, B and C. Council discussed:

- protection of archaeological site
- possible increase in green space
- siting of transit stops
- access from West Coast Road is required by Ministry of Transportation & Infrastructure
- effect on neighbouring property

Public Input

Gail Hall, expressed her concern as to the Comprehensive Development zone for the Prestige Hotel must comply with the Official Community Plan; the inclusion of Parcel C in the CD zone, the use of District land for the hotel development; the number of parking spaces required for the Hotel; the area designated for the easement.

Jeff Zigay, would like to see the hotel built in the Town Centre and expressed his concern as to the costs to the municipality.

Ellen Lewers, agreed that the hotel should be built in the Town Centre within walking distance and stated that it is not going to revitalize the downtown area; inquired as to a feasibility plan for the hotel/conference centre.

Fred Von Ilberg, inquired as to the funding for the purchase of the boat launch property, location of utilities on boat launch property.

MOVED to recommend that Council introduce and give first and second reading of Bylaw 416, *Zoning Amendment Bylaw (270-62)* to rezone to Comprehensive Development Zone, Prestige Hotel & Resort Zone - CD-8 for:

- Parcel "A" (DD 60580-I) of Lot 10, Section 4, Sooke District, Plan 1282
- Parcel "B" (DD 60560-I) of Lot 10, Section 4, Sooke District, Plan 1282
- Parcel "C" (DD 61497-I) of Lot 10, Section 4, Sooke District, Plan 1282 Except Plan VIP56786

AND THAT COUNCIL schedule a Public Hearing for Bylaw No. 416, *Zoning Amendment Bylaw (270-62)* in accordance with the requirements of the *Community Charter* and the *Local Government Act*.

CARRIED UNANIMOUSLY

SUBDIVISION APPLICATION

Nikki Lewers gave an overview of the report as to the boundary adjustment subdivision to exchange of land on Parcel B and Parcel C.

Public Input

There were no questions or comments from the public.

MOVED to recommend that Council authorize staff to proceed with the disposition of a portion of Parcel C (DD61497- I) of Lot 10, Section 4, Sooke District, Plan 1282 Except Plan VIP56786 (District of Sooke) and the acquisition of a portion of Parcel B (DD60560 -I) of Lot 10, Section 4, Sooke District, Plan 1282 (Prestige Sooke Holdings Ltd.) by boundary adjustment subdivision;

AND TO give public notice and schedule a public input meeting for the proposed subdivision in accordance with section 26 of the *Community Charter*.

CARRIED UNANIMOUSLY

4. **Sooke Community Association - Request for Additional Funds**

Dave Devana gave an overview of the report as to the funding request from the Sooke Community Association. Council requested that the funding request by the Sooke Community Association be re-considered by the Finance Committee during the 2010-2014 budget discussions.

Public Input:

Lee Hindrichs, inquired as to grant for Sooke Community Hall repairs for emergency generator. Staff advised that a portable generator has been purchased.

Fred Von Ilberg, inquired as to the cost of the generator and the amount of the grant.

MOVED to recommend to Council that the District of Sooke pay the \$18,000 included in the 2009 budget to the Sooke Community Association.

CARRIED UNANIMOUSLY

The meeting was adjourned at 8:08 p.m.

Certified Correct:

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held October 26, 2009 at 6:00 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Janet Evans
Councillor Sheila Beech
Councillor David Bennett
Councillor Bev Berger
Councillor Herb Haldane
Councillor Maja Tait

STAFF PRESENT

Evan Parliament, Chief Administrative Officer
Bonnie Sprinkling, Corporate Officer
Gerald Christie, Director of Planning
Al Fontes, Director of Engineering
Elisabeth Nelson, Municipal Engineer
Sue-Lin Tarnowski, Deputy Director of Finance
Katherine Lesyshen, Planner
Steve Sorensen, Fire Chief (arrived at 6:15 pm)

Absent: Councillor Ron Dumont

1. **Call to Order**

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

2. **Approval of Agenda**

MOVED and seconded to approve the agenda as circulated.

CARRIED

3. **2205 Tara Place – Rezoning Application**

Katherine Lesyshen gave a powerpoint presentation reviewing the rezoning application for 2205 Tara Place.

Don McCarthy, representing the applicant, explained the trail connections to John Phillips Memorial Park, the four public parking spots, the retaining wall to create a one-level development and the Fire Chief's requirement for sprinkler systems or fire walls in the units.

Public Input

Jackie Desjardins, Tara Place area resident, inquired as to the drainage system.

Fred Von Ilberg, Tara Place area resident, stated that the rezoning sign was posted two years ago and objected that the District of Sooke does not have a planning land use committee, questioned the elevations on the drawings and stated that nine units do not fit into the developed neighbourhood.

Diane Taylor, Tara Place area resident, is concerned that Rhodonite Drive has become a very busy road and that the addition of a potential nine townhouses will add additional traffic and stated that Council should concentrate on addressing the serious traffic conditions in the town core.

Joe Odette, Tara Place Area resident, stated that he understood that when the Strata sold the lot, only three lots were to be developed; eleven children live in this neighbourhood and therefore safety and serious parking issues arise with the proposed development.

Jackie Desjardins, Tara Place Area Resident, concerned that the new development parking will be near her home and concerned that her three children may not be safe.

Fred Von Ilberg, Tara Place Area resident, stated he has lived in neighbourhood for 11 years and noticed in the past few years noticed drop in water pressure.

Mark Ferrell, Tara Place resident, stated that there is an awkward corner near the proposed development and is concerned that it creates a hazard to the neighbourhood.

Joe Odette, Tara Place resident, inquired as to the existing trail linking Tara Place to Otter Point.

MOVED to recommend that Council introduce and give first and second reading to Bylaw No. 411, *Zoning Amendment Bylaw (270-59)*;

AND TO schedule a Public Hearing for Bylaw No. 411, *Zoning Amendment Bylaw (270-59)* in accordance with the requirements of the *Community Charter* and the *Local Government Act*.

CARRIED UNANIMOUSLY

4. **Prestige Hotel – Development Permit (subject to Rezoning)**

Councillor Dumont arrived to the meeting at 6:41 pm.

Mayor Evans stated that this Committee of the Whole meeting is to discuss the Development Permit for the Prestige Hotel/Resort/Conference Centre and cautioned that there will be no discussion as to the rezoning application.

Gerald Christie gave a powerpoint presentation as to the proposed development agreement for the Prestige Hotel project.

Council discussed:

- Construction plan for erosion control
- Parking should be possible in two levels near the road
- Access and turn around for motor coach tours
- Zero lot line setbacks; fire separation/protection measures to meet the building code
- Water pressure; installation of two more fire hydrants
- Lot coverage, recession planes
- The development permit includes boat launch, including lot line setbacks
- Access for fire trucks has been confirmed by MOT
- Frontage landscaping includes vegetation and sidewalks on Highway 14
- The access onto Highway 14 from the Prestige should be level

- The references to “Amended as per Schedule A” refers to on site vehicle turning movement and driveway review
- View of hotel from Highway 14

Public Input:

Patricia Lindquist, Sooke resident, inquired if there were any changes to the design for the hotel.

MOVED to recommend that Council issue a Development Permit (PLN00726) to construct a Hotel/Resort/ Conference Centre located on Parcel A (DD 60580-I), and Parcel B (DD 60560-I) both of Lot 10, Section 4, Sooke District, Plan 1282 and Parcel C (DD 61497-I) of Lot 10, Section 4, Sooke District, Plan 1282 except Plan VIP56786 subject to the terms of the draft Development Permit and Bylaw No. 416.

CARRIED UNANIMOUSLY

The meeting was adjourned at 7:05 p.m.

Certified Correct:

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held November 2, 2009 at 7:00 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Janet Evans
Councillor Sheila Beech
Councillor David Bennett
Councillor Bev Berger
Councillor Ron Dumont
Councillor Herb Haldane
Councillor Maja Tait

STAFF PRESENT

Evan Parliament, Chief Administrative Officer
Dave Devana, Director of Finance
Bonnie Sprinkling, Corporate Officer
Gerald Christie, Director of Planning
Elisabeth Nelson, Municipal Engineer
Steve Sorensen, Fire Chief

1. **Call to Order**

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

2. **Approval of Agenda**

MOVED and seconded to approve the agenda as circulated with the removal of Item 3 – *Proposed Strata Conversion 6962 West Coast Road* from the agenda.

CARRIED UNANIMOUSLY

3. **Gillespie Road, Grouse Nest Development Presentation**

Gerald Christie introduced the Grouse Nest Development consultants, Paul Merrick, Architect and Doug Regelous, Development Planning Consultant. Kurt Bohn and Michael Ryan attended as representatives of the Grouse Nest property owners.

Doug Regelous gave an overview of the planning and envisioning completed to date by the property owners and consultants for the development of the 38 hectare Grouse Nest property and gave a powerpoint presentation of the proposed Grouse Nest development -- possibly 30-35 units/hectare with build out to be approximately 1000 to 1200 units, including three or four storied units. The planning is for a primarily residential community with multi-family housing, commercial and affordable housing. It would be a pedestrian based community with a focused activity use in the area of the existing resort.

The initial proposal incorporates the Galloping Goose trail; enhancing its value by creating Grouse Nest as a biking and hiking destination and possibly a marina on the existing foreshore lease. The commercial component will be designed to meet the needs of the community, locally owned and operated retail, and will not be a commercial centre in competition with Sooke Town Centre. Amenities for the development would be addressed in activities for the community in the green space, restaurants and possibly library. Mr. Regelous presented Council with a development proposal package for Council information.

Council addressed the following to the developer's consultant:

- What are the timelines for the development? Mr. Regelous stated that, subject to finalization of OCP and securing utilities, the developer could be ready before the region is ready. The developers will meet with staff and bring a proposal to Council in November. A public process will be presented to Council early in New Year, with possible final approval by June, 2010. The intention is to have full build out in 5 – 7 years.
- How many school age children could there be and how would this affect the school facilities required? Mr. Regelous advised that the development will include entry-level housing and there will be young families with school-age children; when land plan completed, there will be industry based projections on what housing would drive as to schools, day care, etc.
- How will the development address the additional traffic on and to Gillespie Road? Mr. Regelous advised that he has reviewed all current traffic data in the region and the District Transportation Master Plan and Grouse Nest will enter into discussions with the District as to traffic issues.
- Would the development have a consistent look? Mr. Regelous stated that the Grouse Nest property offers many view lots and development restrictive covenants will be registered on the properties to closely manage building design and viewscapes.
- What is the development proposing as to secondary suites? Mr. Regelous believes that, done properly, secondary suites can enhance a community and the development will follow Council's direction on secondary suites.
- Grouse Nest will draw East Sooke's residents to its commercial component, what will that commercial component be? Mr. Regelous stated that the intent is not to build large stores or to compete with Langford or Sooke; goal is not to build retail that could fail. Retail would be purpose built and compete on the basis that it is special.
- Council encouraged the developer to consider Leed built, solar community and other green initiatives, improved public transit, fire service, focussed schools (such as marine) for the development. Mr. Regelous advised that the development will address these issues in the plan.

Mr. Christie advised that the rezoning application will come before Council before the end of the year, with possibly a neighbourhood plan coming forward in 2010.

4. **Presentation of 2010-2014 Budget Opportunities and Challenges**

Dave Devana gave a powerpoint presentation on the 2010-2014 Budget Outlook.

Council discussed:

- CRD looking at 5% increase in taxes and both Transit and CRD Water are looking at increases as well
- Shortfall on sewer generation charge as it relates to those who have not connected to the sewer. Mr. Devana advised that the shortfall is not due to non-connection; the shortfall is due to the increase in costs such as the dumpage
- Subdivision of property or addition of a suite will add revenue through sewer parcel tax
- Road maintenance contract cost increase
- Secondary suite policy
- Sewer generation charge based on usage
- EPCOR agreement
- Sewer expansion
- Highway 14 restricting development
- School District sewer connection

The meeting was adjourned at 9:27 p.m.

Certified Correct:

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held November 16, 2009 at 7:00 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Janet Evans
Councillor Sheila Beech
Councillor David Bennett
Councillor Bev Berger
Councillor Ron Dumont
Councillor Herb Haldane
Councillor Maja Tait

STAFF PRESENT

Evan Parliament, Chief Administrative Officer
Dave Devana, Director of Finance
Bonnie Sprinkling, Corporate Officer
Gerald Christie, Director of Planning
Al Fontes, Director of Engineering
Elisabeth Nelson, Municipal Engineer
Steve Sorensen, Fire Chief

ABSENT:

1. **Call to Order**

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

2. **Approval of Agenda**

MOVED to approve the agenda as circulated.

CARRIED

3. **Extended Health and Dental Plan Coverage for Council**

Dave Devana provided an overview of the report. Council discussed:

- survey information provided
- cost of changing plans
- coverage rates if member not on Council
- partial or dual family coverage
- District or Council member to cover cost
- Offer to all Council to participate
- What should the percentage be?

Public Input

Jen Smith, Quartz Drive, questioned if Council member should receive benefits and asked Council to consider the remuneration increase Council received in 2009.

MOVED to recommend that Council introduce and give first and second reading to Bylaw 421, *Council Remuneration Benefits and Expenses Amendment Bylaw, (279-1)*; **AND TO** direct staff to bring back a report as to which Council members will participate in the benefit plan and what the costs would be.

CARRIED

4. **Council Procedure Bylaw, 2010**

Bonnie Sprinkling gave a PowerPoint presentation on the proposed Council Procedure Bylaw.

Council members discussed:

- Removal of public question and comment period
- COW meetings to start at 4:00 pm on 2nd and 4th Monday
- Agenda packages on Thursday at 4:30 pm
- Council member reports on the agenda
- Advisory Planning Commission

Public Input

Jen Smith, Sooke Resident, suggested that Council be specific about changes and that the bylaw comply with provincial legislation.

Gail Hall, Sooke Resident, spoke as to Advisory Planning Commissions.

MOVED to direct staff to proceed with the draft *Council Procedure Bylaw, 2010* with the following amendments:

- Add public question and comment period
- Committee of the Whole to be held on the 1st and 3rd Monday of each month at 7:00 pm

CARRIED

The meeting was adjourned at 8:30 p.m.

Certified Correct:

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held November 23, 2009 at 6:00 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Janet Evans
Councillor Sheila Beech
Councillor David Bennett
Councillor Bev Berger
Councillor Ron Dumont
Councillor Herb Haldane
Councillor Maja Tait

STAFF PRESENT

Evan Parliament, Chief Administrative Officer
Dave Devana, Director of Finance
Bonnie Sprinkling, Corporate Officer
Gerald Christie, Director of Planning
Al Fontes, Director of Engineering
Steve Sorensen, Fire Chief

1. **Call to Order**

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

2. **Approval of Agenda**

MOVED to approve the agenda as circulated.
CARRIED

3. **Official Community Plan Draft #5**

Gerald Christie and Felice Mazzoni gave a powerpoint presentation on the OCP Draft #5 and its current status:

- What is an OCP?
- The development of the OCP
- Public Input process
- Changes from Draft #4
- Structure of the OCP
- OCP highlights
- Land Use Designations
- Development Permit Areas
- Implementation
- Next steps

Council discussed:

- Addressing in the OCP water and sewer for areas outside infrastructure service area; services for industrial use
- Arts policy to be added in the listing of policies
- Remove on Page 31 opening of the Whiffin Spit for flushing
- Page 65 –5.1.4 “Amend the Sooke Zoning Bylaw . . .”
- Appendices will be added to final draft

- Transportation Master Plan Rhodonite Road to be investigated as a collector road.
- Consider a “Gateway Residential” area for the western area of Sooke

Public Input

Rick Gates, Member of OCP Review Committee, expressed his frustration that he has not had an opportunity to discuss a few key issues on the OCP and stated that the initial process for the public input was phenomenal; Mr. Gates suggested that the Director of Planning give public presentations on the OCP.

David Mallett, Member of OCP Review Committee, stated his support for the OCP and encourages Council to proceed with the OCP under the proposed timeline.

Jen Smith, resident of Sooke, asked if the agencies would receive draft #5 of the OCP. Staff advised that they would.

Gail Hall, resident of Sooke, stated that she understood that the OCP would identify the items under Page 49, Section 4.10.4(c).

MOVED to recommend that Council receive the Official Community Plan Draft #5 for information and authorize Staff to begin the formal referral of the OCP Draft #5 to external referral agencies for comments.

CARRIED

The meeting was adjourned at 7:31 p.m.

Certified Correct:

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held November 26, 2009 at 6:00 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Janet Evans
Councillor Sheila Beech
Councillor David Bennett
Councillor Ron Dumont
Councillor Herb Haldane
Councillor Maja Tait

STAFF PRESENT

Evan Parliament, Chief Administrative Officer
Dave Devana, Director of Finance
Bonnie Sprinkling, Corporate Officer
Gerald Christie, Director of Planning
Al Fontes, Director of Engineering
Elisabeth Nelson, Municipal Engineer
Steve Sorensen, Fire Chief
Sue-Lin Tarnowski, Deputy Director of Finance

ABSENT: Councillor Bev Berger

1. **Call to Order**

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

2. **Approval of Agenda**

MOVED and seconded to approve the agenda as circulated.
CARRIED

3. **Motion to Close the Meeting to the Public:**

MOVED to close the meeting to the public under section 90(1) 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

The meeting was adjourned at 6:10 p.m.

Certified Correct:

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held December 14, 2009 at 6:00 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Janet Evans
Councillor Sheila Beech
Councillor David Bennett
Councillor Bev Berger
Councillor Ron Dumont
Councillor Herb Haldane
Councillor Maja Tait

STAFF PRESENT

Evan Parliament, Chief Administrative Officer
Dave Devana, Director of Finance
Bonnie Sprinkling, Corporate Officer
Elisabeth Nelson, Municipal Engineer
Steve Sorensen, Fire Chief
Sue Lin Tarnowski, Deputy Director of Finance
Katherine Lesyshen, Planner
Tara Johnson, Planner

1. **Call to Order**

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

2. **Approval of Agenda**

MOVED and seconded to approve the agenda as circulated.
CARRIED

3. **Strategic Plan**

Council discussed the order of their Top Priority Projects and the 2010 Five Year Capital Program Priorities.

Public Input

Clive Kitchener, Sooke resident, inquired as to Item #6 on Page 12 as to a draft Memorandum of Understanding with Ministry of Transportation. The draft MOU will come to Council when completed; and as to Item #3.a on Page 14, stated that he is opposed to selling parks in the municipality.

Deb Wood, Sooke Resident, requested an extension of deadline beyond January 4th, 2010 for the Pineridge Park Disposal bylaw and a change to the elector response form to allow for multiple electors response.

MOVED to recommend that Council adopt the updated 2009-2011 Strategic Plan, the Council Top 15 Priority Projects and the 2010 Five Year Capital Program Priorities.

CARRIED

Councillor Herb Haldane opposed the motion

4. **Smaller Lot Sizes for Duplexes in Sewer Specified Area**

Councillor Bev Berger declared under legal advice received earlier today by the District of Sooke that she had a conflict of interest with this issue due to the fact that her husband is in the construction industry and excused herself from this portion of the meeting at 6:32 pm.

Councillor Herb Haldane declared under legal advice received earlier today by the District of Sooke that he had a conflict of interest with this issue due to his business in construction and excused himself from this portion of the meeting at 6:32 pm.

Tara Johnson, Planner gave a powerpoint presentation as to smaller lot sizes for duplexes in the sewer specified area.

Council discussed duplexes on smaller lots:

- Opportunities to acquire amenities
- Support in general for duplexes on 600m² lots
- Duplexes on corner lots with 600m²
- Zoning bylaw will provide time for more consideration

Larry Champagne, Sooke resident, duplexes on smaller lots would allow for reduced building costs and provide more affordable housing.

John Brohman, Otter Point Resident, stated his support of smaller lots sizes for duplexes; provides affordable housing.

Lorne Christensen, Sooke Resident, stated his support for duplexes on small lots.

MOVED to accept the report on smaller lot sizes for duplexes for information.
CARRIED UNANIMOUSLY

The meeting was adjourned at 6:55 p.m.

Certified Correct:

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer