

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held January 17, 2011 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 Maja Tait

STAFF PRESENT

Evan Parliament, Chief Administrative Officer
Bonnie Sprinkling, Corporate Officer
Sue-Lin Tarnowski, Deputy Director of Finance
Gerard LeBlanc, Planner
Elisabeth Nelson, Municipal Engineer
Al Fontes, Manager of Operations
Steve Sorensen, Fire Chief
Lisa Urlacher, Council Clerk
Staff Sergeant Steve Wright

ABSENT: Councillor Herb Haldane

1. **Call to Order**

The meeting was called to order at 7:03 p.m.

2. **Approval of Agenda**

MOVED to approve the agenda with the addition of Item 5 - Supplemental Information: Letter received from Pacific Centre Family Services Association.

CARRIED

MOVED that the Mobile Youth Services Team present prior to the Sooke R.C.M.P. 2011-2012 Policing Priorities.

CARRIED

3. **CRD Regional Sustainability Strategy**

Marg Misek-Evans, MCIP, Senior Manager, Planning and Protective Services, Regional and Strategic Planning, Capital Regional District provided a power point presentation detailing the nine policy option papers that have been developed to guide development of the new RSS:

- Climate Change
- Transportation
- Resource Management
- Social Wellbeing
- Sustainable Development
- Food Security
- Affordable Housing
- Economic Sustainability
- Ecological Health

It was explained that each paper provides a brief background, presents the policy goals and the status quo of policy in each area, and provides a number of policy options to consider. The policy options range in scope from moderate to significant change, compared to the status quo. The following questions were presented:

1. Sooke has developed or updated several plans recently, OCP, Town Centre, Liquid Waste Management, Trails & Parks, Transportation – what prevailing strategies could be applied to the RSS?
2. What role does Sooke see itself playing in the region over the next quarter century?
3. Is Sooke's vision for accommodating future growth consistent with the Region's?

It was noted that feedback is invited either individually or as a group submission. The deadline for submissions is February 11th in preparation for the Council Forum.

A discussion ensued involving questions and comments from members of Council, staff and CRD representatives. The following comments were made:

- Sooke has established policies within the 2010 Official Community Plan
- Developments in neighbouring communities affect the District's infrastructure – no referral process for input
- CRD Board submissions require unanimous consent – change legislation

Public Input:

Rick Gates, resident, asked for clarification as to the relationship between the municipality and the CRD regarding sustainability.

Ms. Misek-Evans acknowledged the shortcoming in the legislative framework and stated that the CRD identifies matters of a regional nature and ensures an over arching of the local policy mechanisms. Ms. Misek-Evans stated that local governments should include in their OCP a Regional Context Statement to demonstrate consistency with the Regional Growth Strategy.

Terrance Martin, resident, inquired as to the external cost of the Regional Sustainability Strategy and commented on the large scale removal of land affecting the tax base.

Ms. Misek-Evans invited Mr. Terrance to submit his concerns in regards to land being converted into park and explained that land acquisition is part of the Parkland Acquisition Strategy. There is an avenue for public process during the development of the Parks Management Strategic Plan. Ms. Misek-Evans noted that they are currently developing a process to interconnect and share concerns and issues throughout the organization.

After discussion the following **ACTION ITEM** was assign to staff:

To prepare a written submission:

- To identify additional policy options that are not currently captured
- To identify whether Sooke is looking for a moderate or significant shift in policy

- To provide ideas on implementation measures or actions that would put the policies into effect.

4. **Mobile Youth Services Team (MYST)**

Staff Sergeant Wright introduced Constable Theresa Tuttle.

Constable Tuttle provided an overview of MYST which addresses the issue of Sexually Exploited Youth in the CRD. Constable Tuttle reported that she has been involved in over 65 files since the New Year. Many of these were significant files that ended up in charges, locating missing youth, gathering intelligence, liaising with outside agencies and coordinating and sharing information. Also, Constable Tuttle has made over 10 presentations on Drug/Sexual Exploitation to school students in grade 10 planning.

Constable Tuttle has worked closely with the youth investigators, attends weekly intelligence meetings with the Victoria youth officers, Saanich youth officers, SCIT workers, and Social services. Monthly meetings for high risk youths, Regional Crime Unit, West Shore Probation and is also part of the Capital Region Action Team for Sexually Exploited Youth and FCYJ-Family Court Youth Justice. She also tries to attend youth court every week. Constable Tuttle provided examples of case files.

A discussion ensued as to the preventative measures of education.

It was noted that the minutes of the Family Court and Youth Justice Annual Report, Terms of Reference and meeting minutes are available through the council reader file.

Bill Mackery, resident, and chair of the Capital Region Action Team for Sexually Exploited Youth (CRAT-sey) explained that this position provided intermunicipal cooperation and coordinated activities throughout the region. Mr. Mackery implored Council to support the service.

Mr. Mackery explained the Taking Care of Ourselves, Taking Care of Others (TCO²) which is a unique and empowering interactive workshop designed and delivered by youth, for youth, about preventing sexual exploitation with the use of monologues, role-plays and engaging activities.

After discussion the following **ACTION ITEM** was assigned to Councillor Berger: to liaise with the Leadership class in regards to TCO².

5. **Sooke R.C.M.P. 2011-2012 Policing Priorities**

Staff Sergeant Steve Wright held an informal session to establish policing priorities for 2011-2012. It was explained that the consultation process includes the Electoral Area Regional Director and the T'Sou-ke First Nations. Staff Sergeant Wright reported that last year policing concentrated on Sooke Proper and this year on of the priorities will be expanding patrol to include the entire jurisdiction. Staff Sergeant Wright provided other policing priorities such as; traffic violations, property damage, communication, youth, drugs, crime reduction, cultural, personal safety and homelessness.

It was explained that Drugs and Youth are a priority mandated by the R.C.M.P. as well as crime reduction of prolific offenders. This year crime reduction will be expanded to drunk driving offences as well as motor vehicle accidents involving injury and collision. Staff Sergeant Wright reported that domestic violence reports have increased and education will be another priority.

Staff Sergeant Wright asked Council to provide policing priorities to be included in 2011-2012. The following is a summary of Council's submission:

- Domestic Violence
- Compliment good behaviour
- Pro-active, public awareness and education
- Visible within the community
- Presence and connection with youth
- Senior outreach
- Dialogue with licensed facilities
- Speed zone enforcement

Public Input:

Moonfist, resident, commented on the positive connection that MYST has on youth in need and stated that lights create safer streets and trail system. Moon fist also mentioned youth night, block watch and temporary alarms as tools to address the issues.

6. **Adjournment**

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

Certified Correct:

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held February 7, 2011 at 7:00 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

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

STAFF PRESENT

Evan Parliament, Chief Administrative Officer
Bonnie Sprinkling, Corporate Officer
Sue-Lin Tarnowski, Deputy Director of Finance
Gerard LeBlanc, Planner
Elisabeth Nelson, Municipal Engineer
Al Fontes, Manager of Operations
Steve Sorensen, Fire Chief
Lisa Urlacher, Council Clerk

ABSENT:

Mayor Janet Evans

1. **Call to Order**

The meeting was called to order at 7:01 p.m.

2. **Approval of Agenda**

MOVED to approve the agenda as circulated.
CARRIED

3. **Victoria Coalition to End Homelessness**

Debbie Thompson explained that the Greater Victoria Coalition to End Homelessness is a partnership of local service providers, all levels of government, business, community and the faith community.

Ms. Thompson provided a power point presentation highlighting the following:

- The Coalition as an organization
- Homelessness in general

Ms. Thompson stated that the Coalition brings together the right partners for each housing and support project, by helping with resource allocation, plans and home creation.

Ms. Thompson expressed opportunities to collaborate with the District of Sooke and identified key items within the District of Sooke's Strategic Plans:

- Well planned, sustainable community
- Diverse and vibrant local economy
- Sustainable financial management
- Support social/community initiatives, including homelessness
- Safe and caring community

Kevin Albers, CEO M'akola, provided information as to the M'akola Housing Society, a non-profit registered charity which provides affordable and appropriate homes primarily for Aboriginal people on Vancouver Island, and to enhance community partnerships.

In closing Ms. Thompson stated that the Coalition can facilitate dialogue with CRD, provincial & federal governments (Service Canada), about funding for future housing projects. Projects could be located in different municipalities, including Sooke. Projects can be earmarked for special populations such as seniors and youth.

Council discussed local context as to homelessness within Sooke and expressed the desire to start a dialogue to pursue housing projects within Sooke.

Public Input:

Nikki Logins, Sooke Family Resource Society, expressed support for discussion and engagement on the homelessness issues and asked Council to consider establishing a working group committee.

Roger Gerard, Sooke resident and member of the Leadership Council for the Victoria Coalition to End Homelessness, explained that he is currently exploring rural homelessness and stated that there is a need for bridging youth. Mr. Gerard expressed support as to the participation of the District of Sooke to create dialogue.

Joan Titus, Sooke Crisis Centre, expressed support for a committee and provided examples of poverty within the community. Ms. Titus suggested that a 4 unit house be explored with a games room and small library.

Ruth Montaldi, advocate for people with disabilities provided examples of monthly incomes in receipt of provincial disability (\$960) and explained that the maximum for shelter rent and utilities is \$375. Subsidy on income assistance to supplement rent over and above the \$375 comes out of the \$960. Ms. Montaldi expressed the need for singles or couples housing and subsidized housing in Sooke.

Council provided additional information to the delegates regarding a past proposed facility and explained that land has now been acquired. The organization is looking for funding and this would be a worthwhile beginning for dialogue.

MOVED to direct staff to contact Sooke Family Resource Society to coordinate a forum for an open meeting to discuss homelessness solutions in Sooke.

CARRIED UNANIMOUSLY

4. Community Prevention Education Continuum (CPEC)

Corporal Scott Hilderley, Drugs and Organized Crime Awareness Service (DOCAS), explained that CPEC is designed to provide a platform from which joint and coordinated prevention programs and activities are undertaken by the RCMP and its community partners. The CPEC is developed in each community in response to; and seeking to, fit local needs. As such, it is a forward-looking initiative. CPEC provides a prevention

platform unique to each community and to the individuals and organizations involved, with the local DOCAS officer working with partners to plan, coordinate and implement prevention programs and activities. CPEC framework offers effective opportunities for other assets of the detachment to be brought together in its preventive work.

Corporal Scott Hilderley provided a PowerPoint presentation summarizing the CPEC program:

- Basic Change Model - belief system, behaviours, needs, results
- Problem Centred Approach verses Asset Building Approach
- Developmental Assets – succeeding in life
- Assets and Risky Behaviour
- Present verses Presence – create the expectations

Corporal Scott Hilderley provided visual charts showing the decreases in alcohol and marijuana as a result of communities with CPEC programs.

It was explained that the core component of CPEC is the Drug Abuse Resistance Education (DARE) program. Sooke has in place the following programs; DARE (Elementary) CORE program, Anti-bully program, “Birthday Party” and PARTY program to build from. Corporal Scott Hilderley advised that he will be soliciting Sooke and advertising in the Sooke News Mirror asking for participation to create a “Presence” creating a common goal – healthy youth, healthy community. Corporal Scott Hilderley stated it takes a whole community to raise a child.

Council discussed:

- Importance of the position with Drugs and Organized Crime Awareness Service - turnover in small community; consistency in detachment
- Low attendance at EMCS alcohol forums
- Success of Youth Council alcohol free concert

Public Input:

Ruth Montaldi, resident, provided a DARE success story, her daughter attended a grade five DARE session with an officer in her grade 11 year.

Ellen Lewers, resident, expressed support for the DARE program as it provides opportunities for youth to make choices. Ms. Lewers noted that OCP youth survey (EMCS) identified that alcohol is a problem. Ms. Lewers suggested that leading by example and providing alcohol free events is one solution. Ms. Lewers stated that she would like to participate in the CPEC program.

5. **Rezoning Application for 2455 Phillips Road (SunRiver)**

Councillor Dumont left the meeting at 8:16 p.m. declaring that he has a working relationship with the applicant.

Gerard LeBlanc provided a power point presentation summarizing the purpose of the application for rezoning a portion of lands in the development Area C and Area E to create new Area F. Area F creates 23 fee simple lots. It was noted that 2.15 hectares is proposed to be rezoned.

Council discussed:

- fee simple verses bare land strata
- standard road width requirements and sidewalks
- secondary suites
- covenant and density limitations
- sewer generation charges and the volume on the system pertaining to suites
- compensation of amenities
- previous and current allowable uses
- stormwater – Sooke River
- adaptation of market conditions

Public Input:

David Mallett, resident, expressed support for the rezoning application and commented that Sunriver is a successful development offering a variety of housing and provides jobs within the community. Mr. Mallett stated that he agrees with fee simple lots in keeping with the rest of development and that roads should meet the residential standards with sidewalks.

Gail Hall, resident, stated that a bare land strata is the same as fee simple – you own the land. Ms. Hall suggested that bare land versus strata be defined and clarified.

Ellen Lewers, resident, suggested that the previous and current allowable uses be included in the report. Ms. Lewers asked for clarification as to townhouses/multifamily units. Ms. Lewers commented on affordable housing. Ms. Lewers stated that additional parkland in Sooke is not an amenity it is a liability.

Bill Patterson, applicant, provided an overview of the proposed development which will be a different product than Sunriver is currently offering. The intent is to produce an affordable home - market wise. Mr. Patterson clarified the fee simple decision. Mr. Patterson clarified that suites are not part of the design for this area, the homes will not contain basements which will keep construction cost lower creating the affordable homes.

Council inquired as to the Show Home and it was explained that a sample home will be built, not a sales office.

MOVED that the Committee of the Whole recommend to Council to introduce and give first and second reading to Bylaw No.479, *Zoning Amendment Bylaw (270-86)*; **AND** schedule a Public Hearing for Bylaw No.479, *Zoning Amendment Bylaw (270-86)* in accordance with the requirements of the *Community Charter* and the *Local Government Act*.

CARRIED

ACTION ITEM - staff to provide previous and current application

ACTION ITEM – staff to define and clarify bare land strata versus fee simple

Councillor Dumont returned to the meeting at 8:46 p.m.

6. **Amendments to Bylaw No, 422, Council Procedure Bylaw, 2009**

Bonnie Sprinkling provided an overview of the legislative requirements to allow for an open topic, public question and comment period at a Committee of the Whole meeting.

Council discussed the intention of having an open forum, which is to allow the public an open forum with no restrictions or submission procedures.

Council made the following comments:

- opportunities are presently available for public participation
- the need for open communication
- opportunity to share ideas and concerns
- time frame needs to be clarified

Public Input:

David Mallet, resident, stated he was not in support of an open mike format stating that there are currently many opportunities for the public to be involved. Mr. Mallett suggested that the open mike be limited to 30 minutes at the end of the meeting.

Ellen Lewers, resident, expressed support for an open mike and suggested that it be after the meeting. Communication is not being met and residents need to feel welcome and comfortable to come forward – “Talk with not at.”

Gail Hall, resident, suggested that the open mike be prior to the meeting with no minutes creating a less formal environment.

David Mallett, resident, suggested that the open session start at 6:00 p.m.

Ellen Lewers, resident, expressed that 6:00 p.m. is too early and 7:00 p.m. is preferred. Ms. Lewers noted that it is odd to be allowed to have a meeting outside the municipality as set out in the Council Procedure Bylaw. Ms. Lewers suggested that the meetings be taped.

MOVED to direct staff to bring forward amendments to Bylaw No. 422, *Council Procedure Bylaw, 2009* as required to allow for an Open Public Question and Comment Period for meetings of the Committee of the Whole.

DEFEATED

The motion was defeated by a tie vote.

MOVED to defer to staff to bring forward alternative options for a public question and answer period at a Committee of the Whole meeting.

DEFEATED

The motion was defeated by a tie vote.

Discussion ensued and several options were discussed to implement the intent of an open format:

- Waiving the requirement for the public to provide correspondence and other items for inclusion in the agenda.
- Three participating Councillors available to the public ½ hour or 1 hour prior to the meeting to avoid establishing quorum
- There is currently a motion resolved on December 13, 2010 that Council dedicate one Committee of the Whole meeting a month for a maximum of sixty (60) minutes to a public question and answer period, with the understanding that staff and Council may not be able to answer all of the questions brought forward.

7. Updates:

Evan Parliament provided an update on the following:

- Mariners Village
 - VIRL discussions
 - 1st phase 65 units
 - 2nd phase – 100,000 sq ft commercial space
- Prestige Hotel
 - April 1, 2011 limited opening
 - June 18, 2011 Grand Opening
 - April 15, 2011 Emergency Preparedness Conference
- Galloping Goose Connector and Highway 14 crossing
 - Report almost complete
 - 5 sites identified
 - Bridge crossing – utility corridor
- Connector Road Project
 - Phase I (Charters to Phillips) Completion December 2011
- Town Centre
 - 10m dedication
- Public Boat Launch
 - Provincial tenure
 - DFO fish window
 - Florence Filberg
- Snow Plow purchase
 - Legal opinion and KPMG language silent on operating capital

Council inquired:

- as to a bridge or culvert across the valley of the charters to Phillips connentor
- as to the legitimacy of the boat launch tender process and grant application

ACTION ITEM – it was noted that a copy of the General Services Agreement (HMM) will be distributed to Council for discussion of the item.

ACTION ITEM – it was noted that a copy of the Boat Launch Grant Application would be distributed to Council for discussion of the item.

Public Input:

Ruth Montaldi, resident, commented on her positive experiences with one on one conversations with a Council member at a local parish.

Ellen Lewers, resident:

- commented that the existing bridge has a gas line. It was noted by staff that no new utilities are allowed to cross the bridge.
- inquired as to public meetings for the Galloping Goose Crossing
- commented that there is a conceptual road plan within the Town Centre Plan
- stated that the DFO fish window document noted that approval was required from Integrated land Management
- commented that the snow plough package was not necessary

David Mallett, resident, commented that he was very pleased with the snow plough and that it has recently provided service to the residents of Sooke.

Gail Hall, resident, inquired if the foreshore lease has been issued and inquired if it allows Institutional public works. It was noted that the District of Sooke has received the licence.

ACTION ITEM - to provide a copy of the licence to Council

Ms. Hall asked for clarification regarding the 3m strip across municipal land and in front of the Prestige property and for confirmation as to the additional sections housing the Coast Guard and commercial use.

Ms. Hall cautioned Council as to being a covenantor, the municipality has to be the receiver of the benefit and the covenantee.

The open portion of the meeting adjourned at 10:15 p.m.

8. Motion to close the meeting to the Public:

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

- (a) labour relations or other employee relations;
- (b) 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;

(c) litigation or potential litigation affecting the municipality
CARRIED

8. **Adjournment**

The meeting was adjourned at 10:45 p.m.

Certified Correct:

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held February 14, 2011 at 4:00 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

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

STAFF PRESENT

Evan Parliament, Chief Administrative Officer
Bonnie Sprinkling, Corporate Officer
Sue-Lin Tarnowski, Deputy Director of Finance
Elisabeth Nelson, Municipal Engineer
Al Fontes, Manager of Operations
Steve Sorensen, Fire Chief
Michael Dillabaugh, Manager of Finance
Lisa Urlacher, Council Clerk

1. **Call to Order**

The meeting was called to order at 4:00 p.m.

2. **Approval of Agenda**

MOVED to approve the agenda as circulated.
CARRIED

3. **2011-2015 Five Year Financial Plan – Preliminary Review**

Sue-Lin Tarnowski gave an broad overview of the five-year financial plan which is intended to be in line with the 2011 Top Priority Projects. Ms. Tarnowski summarized the sources of revenue and expenditures for 2011 as well as the consolidated revenue and expenditure changes from 2010 to 2011.

The Committee reviewed the *Draft # 1 - 2011-2015 Financial Plan* as submitted. The following is a summary of the discussion:

- 2010 Five Year Financial Plan's projected increase for 2011
- The use of reserves to reduce to the 3.86% increase
- Concern of not receiving grants for targeted projects and the use of Gas Tax funding
- Attainable Housing/Homelessness Policy not listed as a key initiative for funding
- Seniors/Youth Centre not listed as a key initiative for funding
- Galloping Goose Crossing not listed as a key initiative for funding
- Staff to internally investigate cost for the District to manage SEAPARC
- Growth rate and assessment values - revenue
- Building Permit revenue
- Increase in utility costs
- Estimated yearly tax received from the hotel
- offset of the \$300,000 partnering agreement
- New commercial growth

- Building Green incentives
- Requisition costs
- FM frequency to be included in the EDC budget
- DCC breakdown of sewer and roads

The committee agreed to proceed with the Financial Plan Development Calendar as set out in draft # 1.

Public Input:

Ellen Lewers, resident, inquired as to solid waste, it was explained that \$75,000 will be used from Gas Tax funding to develop a Solid Waste Management Plan. Ms. Lewers commented on the 5% increase for BC Hydro and stated that a 10% increase is too low. Ms. Lewers inquired as to the \$5,000 funding for a community radio. It was explained that it will be part of the SEDC budget. Ms. Lewers inquired as to the growth rate increase, reserve transfers and general government serves.

Fred Vonllberg, resident, inquired as to room tax pertaining to the Prestige Hotel. It was explained that they will be taxed as commercial and room tax.

Ms. Tarnowski asked for direction as to the increase for sewer parcel tax: Council will discuss at an upcoming meeting.

4. **Adjournment**

The meeting was adjourned at 5:39 p.m.

Certified Correct:

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held February 21, 2011 at 5:30 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Janet Evans
Councillor Sheila Beech
Councillor Ron Dumont
Councillor Herb Haldane

Absent:

Councillor David Bennett
Councillor Maja Tait
Councillor Bev Berger

STAFF PRESENT:

Evan Parliament, CAO
Bonnie Sprinkling, Corporate Officer
Sue-Lin Tarnowski, Acting Director of Finance
Elisabeth Nelson, Municipal Engineer
Al Fontes, Manager of Operations
Steve Sorensen, Fire Chief

1. **Call to Order**

The meeting was called to order at 5:38 p.m.

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

MOVED 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 UNANIMOUSLY

3. **Call to Order Open Portion**

The open portion of the meeting was called to order at 7:00 pm

4. **Approval of Agenda**

MOVED to approve the agenda as circulated.

CARRIED

5. **Journey to Japan exchange Trip 2010**

Martha Gerow, Grade 6 Teacher, Journey Middle School and three past students, Jessie Wilson, Austin Wilson and Jessie Malloy, gave a presentation on their trip to Japan in 2010. Jessie Malloy gave the powerpoint presentation of the student tour to Japan.

6. **Year End Reports**

Committee reviewed and discussed the year end reports:

- Corporate Services
- Planning Department - Increase in development activity continuing steadily from 2009
- Building Department - Building permit revenue increased
- Engineering Department – four new davit arm streets lights
- Finance Department
- Geographic Services
- Approving Officer
- Fire Department

Public Input:

Moonfist, Sooke Resident, as to the Engineering Year End report stated that he was happy to see the four new street lights and suggested that one be installed on Kaltasin and that interlocking bricks be used for rainwater management.

7. **Adjournment**

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

Certified Correct:

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE

Committee of the Whole Minutes
Meeting held March 7, 2011 at 7:00 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

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

STAFF PRESENT

Sue-Lin Tarnowski, Deputy Director of Finance
Bonnie Sprinkling, Corporate Officer
Elisabeth Nelson, Municipal Engineer
Al Fontes, Manager of Operations
Lisa Urlacher, Council Clerk

ABSENT:

Councillor David Bennett
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 with the addition of NB-1 Motion to Close the Meeting to the Public immediately following item number five.

CARRIED

3. Sooke Bike Club

Tyler Newman, secretary of the Sooke Bike Club, introduced and provided information as to the mission statement and purpose of the club:

- build a friendly and organized local mountain bike community through events to engage youth and encourage them to take up mountain biking
- assist land managers/owners in their efforts to include mountain biking on trail systems in their lands
- provide volunteerism in the building and maintenance of mountain bike trail systems
- promote Sooke and its trail systems to the global mountain bike community

Mr. Newman explained the goals and activities the club intends to carry out:

- Promote a mountain biking destination to capitalize on the growing sport
- Promote an exciting healthy activity
- Educate users
- New dirt jump park
- Establish Sooke as a race destination
- Create a venue for a long distance race
- International Bike Festival (June)
- BC Cup race
- Annual Bike Festival

Mr. Newman announced the Mountain Bike Tourism website which features two film premiers filmed in Sooke (Harbourview and Broom Hill)
<http://mountainbikingbc.ca/community/sooke>

Council discussed mountain biking in the Sea to Sea Green Blue Belt. It was explained that the Sooke Bike Club is currently working on a trail plan identifying issues as to repair and maintenance as well as emergency plans.

It was noted that the Timber West lands connect with boneyard which includes a trail to Leech Town as a complete circuit for a long race.

Mr. Newman explained that they are investigating existing trail opportunities with landowners, the municipality and crown land. Once all options are exhausted the Club will come forward with a proposal. It was noted that the Club has a multitude of experience with building trails and they welcome the opportunity to partner in developing multi-use trails.

Public Input:

Moonfist, resident expressed concern with future trails within the Broom Hill area as there is a Garry Oak reserve within.

Stephen Hindrich, resident, expressed support for the Sooke Bike Club initiatives as it interconnects with the JDF Bike Coalitions directives. Mr. Hindrich stated that mountain biking is a positive sport for youth.

Mayor Evans asked Mr. Newman to work with staff to identify locations for the jump park.

4. Bicycle marking including bike lanes and sharrows

Al Fontes provided an overview of the staff report.

A discussion ensued as to sharrows and the following is a summary of the discussion:

- Creating a trail or sidewalk using the 4m frontage on south side of Rhodonite
- Connector will increase traffic demands on Rhodonite
- Creating a friendly bike aware road by using sharrows

Mr Fontes notes that a \$3,000 increase to the line painting budget could be considered in the 2011 budget. The sharrows would be installed during May/June, weather permitting.

Public Input:

Stephen Hindrich, resident, expressed support regarding the implementation of sharrows and commented on the speed of traffic on Rhodonite. Mr. Hindrich stated that educating the community is needed in making the sharrows a success.

MOVED to receive the bicycle markings including bike lanes and sharrows report.
CARRIED

5. **CRD Arts Development Program**

Sue-Lin Tarnowski provided an overview of the report as to the costs and requirements to join the CRD Arts Development Program.

Council discussed the group one and two options and agreed to not participate in the CRD Arts Program. It was noted to consider alternatives during budget discussions.

Public Input:

Marion DesRochers, member of the Sooke Program of the Arts Committee expressed concern as to the amount and that Sooke may not get enough out of the program. Ms. DesRochers recommended that Sooke not Join the CRD Arts Program.

Moonfist, resident, commented that Sooke should join the program and opt out if it is not suiting the needs of the Arts community. It was explained that there is no option, once committed the municipality has to become a fully funded member within five years at the estimated rate of \$94,800 annually.

MOVED to receive the CRD Arts Development Program report.
CARRIED

The open portion of the meeting adjourned at 7:37 p.m.

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

MOVED 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

7. **Adjournment**

The meeting was adjourned at 7:59 p.m.

Certified Correct:

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held March 21, 2011 at 4:00 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
Sue-Lin Tarnowski, Deputy Director of Finance
Elisabeth Nelson, Municipal Engineer
Al Fontes, Manager of Operations
Steve Sorensen, Fire Chief
Lisa Urlacher, Council Clerk

ABSENT: Councillor Ron Dumont

1. **Call to Order**

The meeting was called to order at 4:06 p.m.

2. **Approval of Agenda**

MOVED to approve the agenda as circulated.
CARRIED

3. **Purchase of Engineering Vehicles**

Sue-Lin Tarnowski provided an overview of the staff report as to the expenditure of vehicles purchased in 2010 from the general fund operating surplus which will be reimbursed in 2011.

MOVED to receive the report on the purchasing of engineering vehicles for information.
CARRIED

4. **Review of the District of Sooke Draft Financial Plan 2011-2015**

Sue-Lin Tarnowski gave an overview of the five-year financial plan which is intended to be in line with the 2011 Strategic Plan. The proposed average residential tax increase is 3.7% (municipal portion) which is estimated to be an approximate \$35 increase on an average residential home. The increase will generate an additional \$200,000 of revenue

A discussion ensued involving questions and comments from members of Council and staff. The following is a summary of the discussion.

General Government Services

- Clarification of Property Tax Stabilization Contingency - appeal for properties resulting in a decreased assessment
- Proposed 10% increase in BC Hydro costs
- Proposed increase in legal cost
- Proposed decrease in audit cost
- Proposed increase in off site storage - archiving
- Proposed increase in insurance contingency - additional insurance on top of deductible.
- Tangible capital asset evaluation
- Proposed increase of \$25,000 for election training
- The Committee inquired as to breaking down legal costs

Protective Services

- Proposed new RCMP member 2012
- Proposed increase in source information – TIP line
- Explanation as to training costs consolidated to education

The Committee asked that the 1.17 FE explanation be noted as a crib note at the bottom of the page. Also noted was that Staff will inquire as to CREST increases.

The Committee discussed offsetting business licence revenue for an additional inspector position for 2012. Staff will investigate options.

Engineering

- Proposed new staff (.5) - engineering technologist with ASAT CT experienced design skills
- Proposed increase in conferences, membership and training and the requirement of credits
- Proposed new Building Clerk position
- Proposed increase as to the addition of \$ 3,000 for sharrow implementation
- Clarification as to the measuring station of Nott's Brook Hydrometric maintenance for accurate measuring for the storm water management plan
- Clarification of Rainwater management plan study - individual plans contracted out 8-10 left
- Crossing guards and CRD contribution
- Proposed increase of ornamental lighting with the creation of new subdivisions
- Inquiry as to providing stormwater quality management being done in-house by a qualified staff member

The Committee asked that staff look into offsetting the new engineering services position with the design work contracting budget amount.

The Committee asked that staff communicate with the Ministry of Transportation to coincide line painting with the beginning of the school years.

The Committee asked that Ministry of Transportation be advised of the unsafe condition of Highway 14 unfinished upgrades.

Development Services

- Proposed new staff
- Increase in advertising costs – amending the bylaw to increase the fee for cost recovery
- Quarterly reporting
- Community radio line item
- Conference hosting line item - 2011 Communities in Bloom, 2012 Tourism Vancouver Island and 2013 AVICC
- Conference center payment based on occupancy permit

Staff will inquire as to the issuance of Prestige occupancy permit.

Recreation and Cultural Services

- Need crisis and Information and Sooke Residents in Need line item
- Proposed increase for Canada Day celebration
- Safe Halloween line item
- Proposed garbage can increase
- Toxic round up event

Fiscal Services

Sue-Lin Tarnowski provided an overview of debt payments and transfers to own funds.

Revenue Sources

- Licence and permit revenue – historical data for forecasting
- Development Cost Charges
- Capital grant revenue

Sewer

Sue-Lin Tarnowski gave an overview of the Sewer Operating Fund and the Committee discussed the parcel tax increase to \$515 and the deficit in 2012 for the charge in fund balance.

Public Input

There was no public participation.

5. **Adjournment**

The meeting was adjourned at 6:00 p.m.

Certified Correct:

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held March 21, 2011 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
Bonnie Sprinkling, Corporate Officer
Sue-Lin Tarnowski, Deputy Director of Finance
Gerard LeBlanc, Planner
Al Fontes, Manager of Operations
Steve Sorensen, Fire Chief
Lisa Urlacher, Council Clerk
Katherine Lesyshen, Planner
Tara Johnson, Planner
Laura Byrne, Engineering Technologist

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 Parks and Trails Maintenance and Services Contracts.

CARRIED

3. **Draft Zoning Bylaw**

Gerard LeBlanc introduced Bev Suderman and Chris Hall from Island Planning Services Consortium.

Chris Hall provided an overview of the process as to the development of the new Sooke Zoning Bylaw and explained the intent of the document as a key technical tool for implementation of the Official Community Plan (OCP). Mr. Hall advised that there are specific areas where further work will be needed to fully achieve the OCP and new bylaw intent; whether these areas are something to change now or grow into as a community.

The following is a summary of the key features of the new zoning bylaw:

- Introduction of a user guide
- Reduced the number of zones
- Consistent terminology, language and phraseology
- Re-organized general regulatory information

The following is a summary of the key policy direction:

- Addition of new zones
- Directing density to the Town Centre and the Sewer Specified Area
- Create minimum frontages in all zones
- Neighbourhood Commercial Zone reflects OCP requirements
- Manufactured Home Park zone upgrades
- Integration of food security, rainwater mgmt and green technologies

- Range of agricultural zones
- New Technical Industrial Business Park zone
- Provision for a variety of housing types within residential zones

The following is a summary of the specific areas where future work will be needed:

- Amenity policy needs refining
- Update subdivision bylaw
- Town centre parking tools
- Restriction of Commercial sizes (allowing large format retail – such as grocery store- without permitting “Big Box” stores
- Implementation of the agricultural strategy

Bev Suderman clarified the next steps:

- Community consultation – on-line survey and, 3 open houses
- Report back to the Committee of the Whole on April 26, 2011
- Agency referral and legal review
- Report back to the Committee of the whole – Late May
- Formal adoption process in June

Ms. Suderman explained that that the Zoning Bylaw Technical Review Committee has held two meetings; the first to identify what is working within the document and what is not from a readers view, and the second to review the preliminary draft.

Council discussed:

- Opportunities for public consultation – the Committee asked that paper questionnaires be available in addition to the on-line survey - it was noted that media coverage in regards to an over- the- counter survey will be released and that the paper questionnaire will be made available ahead of time
- Non-conforming – restaurants have been removed from Marina and there are two rental categories; equipment storage rental and Heavy duty storage
- Suite definitions and parking concerns – the consultants will bring forward a revision to the parking standards for suites
- Clarification of attached suites and detached suites
- General setback increases
- Crown Leases in the Whiffin Spit area – residential or commercial? The consultants will investigate.
- Building height in regards to alternative energy sources
- Electrical requirement for electric cars
- Live/Work dwelling clarification where business is the primary
- Home based business where home is the primary (can only sell your own work)
- Recession plane policy direction - water view or sunlight – not applicable to all 4 sides – requires policy direction
- Clarification as to the number of boarder and lodgers (up to 5 unrelated people)
- Swimming pool fencing - structure only enforceable
- Manufacture home, mobile home, modular home definitions – consultants will provide clearer definitions
- Encouragement to create Mobile Home Parks
- Height for singe family reduced from 13 to 12
- CD zones that are negotiated for specific properties

- Windmill are all based on saving energy - consultants will bring forward information within urban areas
- Campground maximum stay of 30 days – consideration of 90 days with an issued building permit
- Parking in the commercial centre
- Definition of height with structures on water - consultants will add an illustration
- Encouraging a walk able community
- Collection of money for the parkades
- MOT sidewalk relaxation to reduce parking requirements - arrangement with merchants
- Living fences - question at open house “what do you think about living fences?”
- Clarification as to greenhouses being “silent”

Dyck Thut, Resident, commented on the proposed round-about.

Gail Hall, resident expressed concern regarding tent lots and the comprehensive zone, concern about rural zones lumped together, concern about agriculture for everyone and suggested horticulture as an alternative in the permitted uses, concern in regards to an attached schedule to the bylaw as it may not meet regulatory standards.

The Committee was asked to provide their notes to staff.

MOVED to recommend to Council that the draft Sooke Zoning Bylaw as amended be presented to the public for review and consultation.

CARRIED

4. Parks and Trails Maintenance and Services Contracts

Laura Byrne provided an explanation of the division of three smaller contracts. The request for quotes will be posted on the District of Sooke website, Civic Info and advertised in the Sooke News Mirror. In addition, persons who have expressed an interest in the past will be notified. The deadline is April 1, 2011 will be brought forward to Council.

MOVED to receive the Parks and Trails Maintenance and Services Contracts report for information.

CARRIED

5. Adjournment

The meeting was adjourned at 9:02 p.m.

Certified Correct:

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held March 23, 2011 at 4:00 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 Maja Tait

STAFF PRESENT

Sue-Lin Tarnowski, Acting Director of Finance
Bonnie Sprinkling, Corporate Officer
Al Fontes, Manager of Operations
Steve Sorensen, Fire Chief
Lisa Urlacher, Council Clerk

ABSENT: Councillor Herb Haldane

1. **Call to Order**

The meeting was called to order at 4:09 p.m.

2. **Approval of Agenda**

MOVED to approve the agenda as circulated.
CARRIED

3. **Review of the District of Sooke Draft Financial Plan 2011-2015**

Capital Plan

Sue-Lin Tarnowski provided an overview of the reserve summary. The Committee reviewed each proposed capital project for 2011-2015.

The following additional requests were added:

- 2011 Building upgrades – painting stairwell
- 2011 Transit shelters – approach Ayre Manor and Homeschoolers
- 2011 Solid waste management - grant dependant
- 2013 Trail maps to identify difficulty and route
- Road and sidewalk improvement program – split \$500,000 between taxes and gas tax sources

Sue-Lin Tarnowski provided a verbal update as to the 2015 Capital Plan, highlighting phase II of the Grant Road connector (1.7 million) funding from taxes, reserves, DCC, gas tax and replacement fund. It was noted that trails and lighting are included. Sidewalks should be carried over and are project dependent. Eustace and Rhodonite are identified for sidewalks in the amount of \$170,000. It was explained that the boardwalk will be expanded and that there is no funding in the 5 year plan; it is subject to a grant.

The Committee discussed that the amenity policy includes funding to go into the boardwalk. Further to that the Committee asked that \$500,000 from amenity contributions , other sources and grants be added to 2015 Capital Plan.

Public Input:

There was no public participation.

5. **Adjournment**

The meeting was adjourned at 5:38 p.m.

Certified Correct:

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held April 4, 2011 at 4:00 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Janet Evans
Councillor Sheila Beech (4:38 pm)
Councillor David Bennett
Councillor Bev Berger
Councillor Ron Dumont
Councillor Maja Tait (4:50 pm)

STAFF PRESENT

Evan Parliament, Chief Administrative Officer
Bonnie Sprinkling, Corporate Officer
Sue-Lin Tarnowski, Deputy Director of Finance
Al Fontes, Manager of Operations
Elisabeth Nelson, Municipal Engineer
Gerard LeBlanc, Planner
Steve Sorensen, Fire Chief
Lisa Urlacher, Council Clerk

ABSENT:

Councillor Herb Haldane

1. **Call to Order**

The meeting was called to order at 4:09 p.m.

2. **Approval of Agenda**

MOVED to approve the agenda as circulated.

CARRIED

3. **Consolidated District of Sooke Draft Financial Plan 2011-2015**

Sue-in Tarnowski provided an overview of the revisions to the financial plan as recommended in previous meetings. Ms. Tarnowski advised that an increase of 3.94% for the municipal portion is reflected which results in a \$38 increase in municipal property tax for the average household. The total revenue increase is approximately \$243,000. The following is a summary of the changes:

- Protective services breakdown of FTE as requested
- SEDC increase \$35,000 based on work plan as resolved on March 28, 2011
- Development permit revenue \$50,000 forecast
- \$7,000 expensed from SPA reserve as a result of March 28, 2011 recommendation
- Records Management digital conversion
- Addition of the accessible walkway slope stabilization
- 2015 Capital - Road and sidewalk improvement program for Eustace and Rhodonite

A discussion ensued as to the consolidated financial plan involving questions and comments from members of Council and staff.

The Committee requested that staff bring forward a report regarding the hydrometric maintenance purpose and cost.

A discussion ensued as to legal costs, the committee requested that it be reduced by \$30,000 over the next 5 years. It was noted that as a result of reducing legal costs the decrease of \$20,000 for the Rainwater Management Plan Study and the duplication amount of \$10,000 in IT bringing the tax increase for 2011 to 2.99%

The Committee discussed staff researching within other municipalities when seeking advice and that a Council resolution be required prior to seeking legal advice. The Committee requested that staff bring forward a legal policy for Council consideration.

MOVED that the Committee of the Whole receive and review the proposed 2011-2015 Financial Plan;

AND THAT the Committee of the Whole recommend that Council approve the 2011-2015 Financial Plan as amended.

CARRIED

Public Input:

David Mallett, resident, expressed support to reduce legal costs, conferences hosting and commented on the networking benefits of members of Council attending conferences. Mr. Mallet commented on the recent sidewalk painting.

Ellen Lewers, resident, commented on the cost of seeking legal advice when most issues can be handled by staff. Ms. Lewers commented on the increase in population verses the increase in households and the effects on policing costs and fire services. Ms. Lewers commented on Hydro increases. Ms. Lewers inquired as to boat launch insurance costs and maintenance and asked for clarification as to conference bookings and hosting. Ms. Lewers inquired as to the \$400,000 expenditure in 2014 for the Fire Department.

4. **2011-2015 Financial Plan – Ancillary Bylaws**

Sue Lin Tarnowski provided an overview of the staff report regarding the housekeeping amendments for the following bylaws for consideration concurrently with the 2011-2015 Financial Plan Bylaw:

- Bylaw No. 486, *Capital Asset Replacement Reserve Fund Bylaw, 2011*
- Bylaw No. 487, *Sooke Core Sewer Specified Area Cost Recovery Amendment Bylaw (150-5)*
- Bylaw No. 488, *Fees Bylaw, 2011*
- Bylaw No. 490, *Development Procedures Bylaw*

The Committee discussed the changes and asked that staff notify the Sooke builder's Association in regards to the Development Procedures Bylaw.

MOVED that the Committee of the Whole recommend that Council consider the following bylaws as amended concurrently with the 2011-2015 Financial Plan Bylaw:

- Bylaw No. 486, *Capital Asset Replacement Reserve Fund Bylaw, 2011*;
- Bylaw No. 487, *Sooke Core Sewer Specified Area Cost Recovery Amendment*
- *Bylaw (150-5)*;
- Bylaw No. 488, *Fees Bylaw, 2011*
- Bylaw No. 490, *Development Procedures Bylaw*

CARRIED

5. **Adjournment**

The meeting was adjourned at 6:14 p.m.

Certified Correct:

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE

Committee of the Whole Minutes
Meeting held April 18, 2011 at 6:00 p.m.
Council Chamber, 2225 Otter Point Road
Closed Portion at 6:00 pm
Open Portion at 7:00 pm

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

Sue-Lin Tarnowski, Director of Finance
Bonnie Sprinkling, Corporate Officer
Gerard LeBlanc, Planner
Elisabeth Nelson, Municipal Engineer
Steve Sorensen, Fire Chief

1. **Call to Order**

The meeting was called to order at 6:02 p.m.

2. **MOTION TO CLOSE THE MEETING TO THE PUBLIC**

MOVED and seconded to close the meeting to the public under section 90 of the *Community Charter* to discuss:

90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

90(1)(e) 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 UNANIMOUSLY

3. **MOTION TO RE-OPEN THE MEETING TO THE PUBLIC**

Mayor Evans called the open portion of the Regular Council meeting to order at 7:00 p.m. in the Council Chambers.

Approval of Agenda

MOVED to approve the agenda with the addition of New Business – reports from Fire Chief Steve Sorensen as to Malahat incident and Emergency Preparedness Conference.

CARRIED

4. **Code Of Ethics**

Council discussed the draft policies and recommended amendments in:

1. Code of Ethics in section 3.9.7 and section 5.3;
2. Whistle Blower Policy in section 4.15;
3. Complaint Resolution Policy in section 10.3.

MOVED to direct staff to forward to Council for adoption the following policies with amendments as recommended by Committee of Whole:

- Policy No. 7.10, *Code of Ethics Policy, 2011*
- Policy No. 7.11, *Respectful Workplace Policy, 2011*
- Policy No. 7.12, *Whistle Blower Policy, 2011*
- Policy No. 7.13, *Anti-Harassment Policy, 2011*
- Policy No. 7.14, *Complaint Resolution Policy, 2011*
- Policy No. 7.15, *Conflict of Interest Policy, 2011.*

CARRIED

Public Input:

Gail Hall, Sooke Resident, does not support the policies and stated that they will be difficult to deal with; asked how can you force people to sign Code of Ethics statement; does not have an issue with the Whistleblower Policy but does not support the Conflict of Interest policy for staff.

5. **Quarterly Reports**

Council discussed the quarterly reports; affordable housing policy, bus stops, sign bylaw, tower crane training, chimney fires.

Public Input: None

MOVED to accept the Departmental Quarterly Reports.

CARRIED

6. **Grouse Nest**

Representatives for Atwater Landing:

John Kuharchuk (Daedev), Doug Regelous (Daedev), Peter Ferguson (ILC {?} Engineering), Paul Merrick (Merrick Architecture) and Christine Lintot.

Gerard Leblanc gave an overview of the staff report for the Atwater Landing (Grouse Nest) Neighbourhood Plan and Official Community Plan Amendment. There is a section of Roche Cove that has been designated as Comprehensive Development; it should be Park and requires an OCP amendment.

Council suggested holding a Public Hearing for the proposed OCP amendment bylaw concurrently with the proposed Zoning amendment bylaw.

Council requested further information on:

- Schools and transportation to schools
- Upgrade of roads and intersections
- Provision for sewage and water services
- Environmental studies; stormwater management

Mr. Leblanc advised that the applicants' consulting team is working on the studies and concepts for the comprehensive development and will provide Council with full information.

Council discussed further;

- Providing wiring for electric cars
- Accessible onsite trails – linkages to Galloping Goose
- Showcase of heritage portion of property – public art display (murals) to show history

The applicant, Doug Regelous, gave an update of the work since 2009:

- @500 hours of consultation, communication with various consulting groups, agencies, staff,
- Envisioning internally; vetted and assessed
- Met with a number of major stakeholders, including T'Sou-Ke Nation;
- Staff have been to property;
- Provided a Neighbourhood Plan as required and which has been critiqued by Staff.

The Neighbourhood Plan is an introduction to Atwater Landing and is the basis for further envisioning for the development plan that will be brought forward to Council. The applicant will provide water and sewer, traffic studies have been completed.

Public Input:

Gail Hall, Sooke Resident, stated that she had inquired as to the designation of this property and was advised that it is Rural Residential and that the Comprehensive Development would meet the rural designation; Public Consultation should take place before the OCP amendment.

Mr. Regelous advised that they were open to all inquiries as to the development and will be holding public information meetings over and above the required Public Hearing.

Mr. Regelous announced that they have entered into a Memorandum of Understanding with "Go Rowing Canada" which will be re-locating to Grouse Nest before the development actually starts.

MOVED TO recommend that Council confirm by resolution that the Atwater Landing Neighbourhood Plan is consistent with the District of Sooke Bylaw No. 400, *Official Community Plan, 2010 (OCP)*;

AND TO recommend that Council introduce and give first and second reading to Bylaw No. 493, *Official Community Plan Amendment Bylaw (400-1)* to delete the Rural Residential designation from Schedule "A" Official Community Plan Land Use Map and designate the Atwater Landing site as CD- Comprehensive Development and removing the Rural Residential designation from Roche Cove Park;

AND TO direct staff to schedule a public hearing in accordance with the Local Government Act and *Community Charter*.

CARRIED

7. **New Business**

Emergency Preparedness Conference

Fire Chief Steve Sorensen reported on the very successful Emergency Preparedness Conference; 253 delegates registered; trade show – 350-400 people; some parking issues, 6 members of ESS and 2 from amateur radio, presentations on Christchurch earthquake and flooding incident in Duncan. Prestige Hotel was very impressed with the organizational skills of group. Thank you to Deputy Fire Chief Rick McLeod for his volunteer contribution to the event.

Malahat Incident

Fire Chief Steve Sorensen gave a PowerPoint presentation on the Columbia Fuels Tanker Crash on the Malahat Drive on April 16th, 2011, including a review of the HazMat response units. The Sooke fire department HazMat technicians were first on scene; Langford will reimburse Sooke for supplies.

Council stated that they support the Sooke Fire Department for responding to the incident.

8. **Adjournment**

The meeting was adjourned at 8:37 p.m.

Certified Correct:

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held April 26, 2011 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

Sue-Lin Tarnowski, Director of Finance
Bonnie Sprinkling, Corporate Officer
Elisabeth Nelson, Municipal Engineer
Gerard LeBlanc, Planner
Al Fontes, Manager of Operations
Steve Sorensen, Fire Chief
Lisa Urlacher, Corporate Assistant

1. **Call to Order**

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

2. **Approval of Agenda**

MOVED to approve the agenda with the addition of supplemental information as to the District of Sooke Zoning Bylaw.

CARRIED

3. **District of Sooke Zoning Bylaw, 2011**

Chris Hall and Bev Suderman provided an overview of the proposed changes to the draft Sooke Zoning bylaw and a summary of the feedback received during the open houses and survey. The following is a summary of the recommended changes:

- Grade definition
- 20 a) Density Bonus Provisions
- 20 b) Density Bonus Provisions
- 22 c) Maximum fence height
- 42 e) Minimum lot area requirement for subdivision
- New section on Waterfront Uses, to minimize conflicts between the water lot and adjacent land uses
- Schedule 104, Rural Residential (RU4)
- Schedule 201, Large Lot Residential (R1)
- Schedule 301, Manufactured Home Park (RM1)
- Minimum frontage for subdivisions in commercial zones to permit a wide variety of small scale commercial development
- Addition of apartment building to meet the intent of the Town Centre Plan

Bev Suderman summarized the requested changes from individual property owners:

- CRD Parks lands, including Sooke Potholes and Camp Thunderbird
- 5449 Sooke Road
- 1836 Tomminny Road
- RU-3 parcels of 10 plus hectares to RU-1, to maintain their RU-3 status

A discussion ensued involving members of Council, staff and the consultants as to the recommended changes; the following is a summary of the discussion:

- Living fences on Sooke Road and within the District
- Universal flanking of 2m – it was noted that the consultants would look at that again
- Waterfront uses and commercial moorage – it was noted that they are currently being reviewed

The consultants explained that letters have been sent to approximately thirty affected property owners as to the proposed changes and have been asked to reply by May 24th.

Bev Suderman overviewed the areas where policy direction is best provided by Council:

- Living fences
- Recession plane
- Section 52.1 - excess parking prohibition in commercial areas

The consultants explained the rationale behind the parking prohibition relating to the Sustainability Strategy and Transportation Plan.

Council discussed:

- The need for parking in the Town Centre
- Restrictions within light industrial and no outside storage
- Grasscrete or other permeable surfaces for additional parking
- Heritage protection preservation policy
- Float Home Policy
- The need to stimulate rezoning was further clarified
- CRD Heritage Tree Bylaw
- Recession view and public view corridors
- Negotiated CD zones

The consultants clarified that the opportunity for further discussion and direction in regards to the policies from Council will be ongoing throughout the consultation process.

Public Input:

Randy Clarkston, resident commented that the intent of recession planes is to create view corridors. Mr. Clarkston stated that there is a need for residential zones in the Town Centre and additionally a new zone to facilitate an old age home .

Silvia Hallgren, resident, expressed opposition to the CD zone adjacent to her property and stated that her property should be rezoned equally to allow the same options. Ms. Hallgren stated that they have suffered a loss of business and invited Council to view the progress next door to understand her situation.

MOVED to recommend that Council forward, as amended the draft District of Sooke Bylaw No. 500, *Sooke Zoning Bylaw, 2011* for a three week period of agency and legal review, to start no later than May 2, 2011 and end no later than May 24, 2011;

AND direct staff to bring a report to an upcoming Committee of the Whole meeting as to the results of the agency and legal review no later than May 31, 2011.

CARRIED

4. **Adjournment**

The meeting was adjourned at 7:08 p.m.

Certified Correct:

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting Tuesday, May 3, 2011 at 4:00 p.m.
Municipal Meeting Room, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Janet Evans
Councillor Sheila Beech
Councillor David Bennett
Councillor Bev Berger
Councillor Ron Dumont
Councillor Maja Tait (arrived 4:23 pm)

STAFF PRESENT

Evan Parliament, Chief Administrative Officer
Sue-Lin Tarnowski, Director of Finance
Bonnie Sprinkling, Corporate Officer
Al Fontes, Manager of Operations
Elisabeth Nelson, Municipal Engineer

Absent: Councillor Herb Haldane

1. **Call to Order**

The meeting was called to order at 4:02 p.m.

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

MOVED to close the meeting to the public under section 90(1) of the *Community Charter* as the subject matter being considered relates to or is one or more of the following:

- 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- 90(1)(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;
- 90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED

7. **Adjournment**

The meeting was adjourned at 5:30 p.m.

Certified Correct:

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held May 9, 2011 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
Bonnie Sprinkling, Corporate Officer
Sue-Lin Tarnowski, Director of Finance
Elisabeth Nelson, Municipal Engineer
Steve Sorensen, Fire Chief
Al Fontes, Manager of Operations
Lisa Urlacher, Corporate Assistant

1. **Call to Order**

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

2. **Approval of Agenda**

MOVED to approve the agenda as circulated.

CARRIED

3. **Wastewater Franchise Agreement**

Evan Parliament reviewed the recommendations for proceeding with the Wastewater Franchise Agreement and the alternative approval process. It was explained that the content of the agreement has been vetted by the District's and Contractor's lawyers.

Sue-Lin Tarnowski provided a power point presentation reviewing the key terms of the Wastewater Franchise Agreement:

- Negotiation update
- Highlights of the Wastewater agreement
 - Provision of \$500,000 concession fee
 - Utility upgrades
 - Utility payment
 - Operation accountability
 - District control
- Termination clause – contractor default and District of Sooke default
- Other revision and analysis – DCC Bylaw, pricing structure, independent review
- Next steps – Public Information Session and Alternative Approval Process

The Committee discussed the contents of the contract and required clarification on the following:

- 1.1 (kk) Definitions - the management fee being the operation and maintenance cost divided by 0.875
- 1.1 (kk) Definitions - the management fee formula was agreed to by both parties

- Definitions 1.1 (uu) definition of surety as an undertaking or guarantee, a company that bonds
- Schedule H – the projected capital program is based on a moderate growth over 21 years
- Inquiry as to a recorded log for repairs and additional infrastructure be detailed by the proponent – staff mentioned that they are recorded in the GIS system – See Item 4.2 (l)
- Inquiry as to whether a LWMP or other requirement result in savings; will the rate be adjusted – It was explained that year 1 and 2 are fixed in schedule A and a rotating 3 year adjustment of projections would be applicable in a result of plus or minus results
- Clarification as to the *Community Charter* and how Section 22 applies to the service and management of the asset
- Clarification as to the 2 separate components of the Elector Response
- Discussion as to signing a 21 year agreement and the additional process to expand the sewer system and borrowing
- Clarification of the Wastewater Franchise Agreement forming part of the bylaw as a schedule
- Clarification as to the 24 million being the asset value of the sewer system
- Having the electoral response form 2 sided to ensure proper completion of the form
- Current deficit – the revenues do not support the expenditures – school district generation charges not generated as well as other anticipated revenues not received
- Inquiry as to the number of electors calculation
- Explanation as to paying interest on performance bond
- Schedule G Section 3.1.1 Clarification as to the sampling facility – obligations of the sampling certificate as delivered by EPCOR
- Clarification of the projected capital costs requiring a Council decision to amend the 5 year budget if the executed agreement goes through
- Schedule K – Threshold Amounts are not capital
- Explanation as to breakdown of Schedule A
- Explanation as to capital projects and accepting EPCOR quote (EPCOR assumes risk) or requesting a tender (District of Sooke assumes risk)
- Severance clause discussion as to being tied for the first 5 years – any party can terminate for no cause under Section 12
- Inquiry as to bio-solids being the property of the District of Sooke and if that portion can be removed when implementing cost saving alternatives
- Maintenance outside of the agreement - additional charges
- Section 8.4 - clarification as to the Estimated Project Cost - the District and the proponent agree that any funds remaining from revenue after servicing our current debt to pay the contractor over and above the operating and maintenance costs
- Use of concession fee – Council decision to determine where the money should be used
- Discussion as to borrowing – Council decision
- Within the first year the contract notes an expenditure under capital projects which would require an amendment to the financial plan

The Committee made the following suggestions:

- 1.1 (zz) Definitions “as constructed” should be in quotations or underlined
- Schedule E 44 may all or any of the ___be made and done – missing a word
- Schedule H – incorrect spelling – Gravity
- To use “ form and content” on the first page of the agreement
- Suggestion to have a Public Info meeting similar to a Public Hearing
- Having the electoral response form 2 sided to ensure proper completion of the form
- Notice of the Alternative Process – include the actual fees
- Add a Table of Contents
- Use “plus applicable taxes” where required

The following action items resulted:

- Schedule D (f) (v) paying to install the pipe and providing the insurance – It was noted that the inquiry will be questioned
- Inquiry as to the *Community Charter* Section 22 regarding the provision of one or more of the following – It was noted that staff will provide a specific answer to the question

Public Input:

Rick Kasper, resident, thanked EPCOR for their community support and corporate citizenship. Mr. Kasper submitted a spreadsheet from 2006 detailing the projected operating costs for 10 years and questioned the difference in amounts from what was provided in 2006 to current amounts included in the proposed Wastewater Franchise Agreement. Mr. Kasper noted the amount provided in 2006 for 2011 were \$488,326; the amount within the agreement for 2011 is \$924,752. Mr. Kasper questioned the benefit to the community and stated that there are many unanswered questions remaining in the contract after tonight’s discussion. Mr. Kasper expressed concern that relevant information has not been provided to Councillors to make an informed decision. Mr. Kasper stated that all the tax payers in Sooke will be responsible for this debt and not just the residents in the SSA.

Amber Leonard, resident and CUPE representative asked Council to make all the information available to the public and stated that the sewer service should be operated publicly not using a P3 model. Ms. Leonard advised that there are two decades of available documentation as to why publically owned services are the best choice. Ms. Leonard asked for openness and accountability, and requested that the wastewater service to be provided in-house.

Wendal Milne, resident, commented on the million dollar price tag and stated that he opposes the agreement. Mr. Milne asked why the agreement can not be for 5 years. Mr. Milne stated that this is a sole-source contract and commented that it is costing more than anticipated in 2006. Mr. Milne commented as to the increase to the operating and maintenance cost provided in 2006 and suggested further negotiation. Mr. Milne questioned proceeding with the agreement, even though the agreement costs are not

included in the 5 year budget. Mr. Milne suggested that a \$100,000 consultant fee to tender the contract is the responsible thing to do.

Gail Hall, resident, commented that this Council has been discussing this item in-camera for many months yet still has questions and expressed concern as to the limited public opportunity to ask questions regarding the agreement. Ms. Hall commented on the concession fee compared to what Langford received and stated the whole agreement rests on the definition of provision of service. Ms. Hall asked, is it your opinion that they provide the service? and referred to the definition in the *Community Charter* stating the system is the service. Ms. Hall stated that EPCOR is not providing the service, therefore, they are not entitled to a franchise.

Moonfist, resident, stated that he moved to Sooke because of the sewer service and expressed support for the 21 year agreement.

Ellen Lewers, resident, submitted questions to Council. Ms. Lewers inquired as to the 10% elector increase and whether all tax payers share the cost of the sewer charge. It was explained that the debt is paid for by those within the SSA and that the entire community votes because it is a long term agreement.

Ms. Lewers asked that the acronyms be spelled out within the contract and inquired as to the concession fee, the extension of the service and the rehabilitation fund. Ms. Lewers inquired as to whether the District has investigated managing its own wastewater system. Staff stated that they would provide the estimates and comparisons from other communities.

Ms. Lewers inquired as to the population growth and the total number of SFE in the SSA. Staff noted that there are currently 2552 SFE in the SSA. Ms. Lewers inquired as to the lift station at the public boat launch.

David Mallet, resident, stated that he lives within the SSA and expressed support for the Wastewater Franchise Agreement.

Laurie Wallace, resident, inquired as to how staff determines the number of electors and inquired as to the capital liability for all Sooke residents regarding the long term agreement.

Terrance Martin, resident, expressed concern as to a no tendering process and suggested that the provision of the service be placed on BC Bid. Mayor Evans explained that there is the protection of proprietary information. Mr. Martin stated that if the referendum fails the Municipality will go to tender and based on her comment, could be sued. Mayor Evans explained that if the referendum fails, Council determines the process and options for consideration.

MOVED to recommend that Council approve the form and content of the Wastewater Franchise Agreement with EPCOR WATER (WEST) INC. for staff to proceed with drafting a bylaw for the agreement with an alternate approval process for elector assent.

CARRIED **Councillors Haldane and Berger opposed the motion**

MOVED to recommend that Council introduce and give first and second reading to Bylaw No. 494, *Wastewater Franchise Agreement Approval Bylaw, 2011*;

AND TO direct staff to proceed with approval of the electors by an Alternate Approval Process under the provisions of section 86 of the *Community Charter* for Bylaw No. 494;
AND TO establish Monday, June 27th, 2011 at 9:00 a.m. as the deadline for receiving elector responses;
AND TO make a fair determination that the total number of electors of the District of Sooke is 9838;
AND TO approve the elector response form as presented;
AND TO direct staff to publish notice of the alternative approval process in accordance with section 86 of the *Community Charter* on Wednesday, May 18th, 2011 and on Wednesday, May 25th, 2011;
AND TO direct staff to schedule a Public Information Session for Bylaw No. 494 on May 25th, 2011.

CARRIED **Councillors Haldane and Berger opposed the motion**

4. **Adjournment**

The meeting was adjourned at 8:14 p.m.

Certified Correct:

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held May 30, 2011 at 7:00 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

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

STAFF PRESENT

Sue-Lin Tarnowski, Director of Finance
Bonnie Sprinkling, Corporate Officer
Elisabeth Nelson, Municipal Engineer
Tara Johnson, Planner II
Nikki Lewers, Engineering Technologist
Lisa Urlacher, Corporate Assistant

ABSENT

Councillor Bev Berger
Councillor Herb Haldane

1. **Call to Order**

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

2. **Approval of Agenda**

MOVED to approve the agenda with the addition of supplemental information.
CARRIED

Bev Suderman provided verbal clarification as to the change of item f) under General Commercial C2 – The Sooke River Hotel site lot coverage is too low for commercial neighbourhood at 30% and recommends the increase of 60% inside the Sewer Specified Area and outside 40% outside the Sooke Specified Area.

3. **Draft District of Sooke Zoning Bylaw**

Chris Hall and Bev Suderman provided an update on the legal and agency review process, the recommended changes to the draft zoning bylaw and Council policy direction. The following is a summary of the discussions:

Legal and Agency Review

Mr. Hall provided an overview of the comments received from agencies, legal council and individual property owners.

Recession Plane

Council discussed view corridors and suggested to remove the words “in the Town Centre” with the intent that it be unlimited - south of the highway.

MOVED to direct staff to remove the Town Centre component out and create a boundary on the south side of the highway for recession plane being everything south of the highway throughout the District of Sooke.

CARRIED

Parking Prohibition in Commercial Areas

Council discussed excess parking prohibitions in the commercial zones and agreed to the proposed regulation.

MOVED to maintain the existing proposed regulation as to Section 53.1 regarding excess parking prohibition in commercial areas.

CARRIED

Frontages

Council discussed the inclusion of frontage requirement pros and cons of status quo versus the inclusion of frontage requirements and agreed by consensus to the following:

MOVED to include frontage requirements within the zoning bylaw.

CARRIED

Development Permit Guidelines

Council discussed the different scenarios where a Development Permit is appropriate and agreed that the DP provisions be maintained within the schedules of the zoning bylaw.

Amenity Policy Refinement

It was noted that Council may direct staff to refine the amenity policy at a later date.

Proposed Changes

Chris Hall provided an overview of the proposed changes included within the schedules of the consultants report dated May 24, 2011.

The Committee asked that the upland zones match the water leases. It was noted that the property owners will receive notification.

Chris Hall provided an overview of the legal and agency comments received after the May 24, 2011 report. A table of recommended changes was submitted with the May 29, 2011 consultant's report.

Council discussed:

- Highway 14 and Sooke Road/West Coast Road
- Reference to music teachers as audible sound allowed – it was noted that the descriptor would be removed and rely on Bylaw Enforcement
- Removal of objectionable under light industrial – Bylaw Enforcement Officer
- Table of contents – Part 5 to have zones broken into page numbers
- Definition of gas bar? One parking space per pump
- Float house regulations and live aboard policy
- No dump zone policy
- P2 zones permit cemeteries

- Commercial development next to residential –buffer to be determined at DP stage

Public Input:

There were no comments.

MOVED to receive the Zoning Bylaw Consultants Memo dated May 24, 2011 with the results of the agency and legal review of the draft District of Sooke Bylaw No. 500, *Sooke Zoning Bylaw, 2011*;

AND to direct the Consultants and Staff to make final amendments to the Sooke Zoning Bylaw, 2011 as recommended and discussed.

CARRIED

MOVED to recommend that Council direct Staff to move appropriate subdivision provisions from the Sooke Zoning Bylaw, 2011 into Bylaw No. 65, *Subdivision and Development Standards Bylaw, 2003* when updating Bylaw No. 65.

CARRIED

MOVED to recommend that Council direct Staff to update Bylaw No. 261, *Parking Facility Reserve Fund Establishment Bylaw, 2006* to include the dollar amount required for cash-in-lieu contributions for Town Centre parking.

CARRIED

4. **Adjournment**

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

Certified Correct:

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE

Committee of the Whole Minutes
Meeting held June 20, 2011 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 Maja Tait

STAFF PRESENT

Evan Parliament, Chief Administrative Officer
Bonnie Sprinkling, Corporate Officer
Sue-Lin Tarnowski, Director of Finance
Gerard LeBlanc, Planner
Elisabeth Nelson, Municipal Engineer
Steve Sorensen, Fire Chief
Lisa Urlacher, Corporate Assistant

ABSENT: Councillor Herb Haldane

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. BC Ambulance – Shawn Carby, Executive Director for BC Ambulance on Vancouver Island

Mr. Carby reported that as of June 1st the BCAS are entertaining a 90 day trial deploying two ambulances that operate out of the WestShore during daytime hours to be reassigned to the central station on Douglas Street near Uptown. Mr. Carby explained that the Province does not consider municipal borders as the service is created where the need is by deployment to ensure the demand is met. Mr. Carby stated that the intent of this trial is to optimize resources and that it should not impact the service in Sooke. It was noted that the average response time in Sooke is 12-13 minutes.

A discussion ensued amongst Council and Mr. Carby as to the effects on service within Sooke. The following is a summary of the Committee's concerns:

- Concern that emergency response time will increase putting the residents at risk
- Fire Department as first responders to call-outs
- Providing coverage from Sooke to Port Renfrew
- Presentation to Council after the 90 day Trial
- No municipal consultation for support of the trial
- Semantics of the 45 minute border to Sooke and beyond
- No clinic or hospital service in Sooke

The Committee agreed to the following suggested actions:

- Presentation to Council after the 90 day trial to review the results
- Provide statistics from 10-15 years and when Sooke has no ambulance coverage within its border

Public Input:

Rick Atkinson representing the Ambulance Paramedics of BC Union (CUPE 874), expressed opposition to shifting recourses from the WestShore to ease the problem and commented that this trial has been exercised in the past. The Union objected to the trial as they would like to see an increase of full time staff. Mr. Atkinson noted that Sooke has always had a high call volume and is a long way from the hospitals. Mr. Atkinson stated that this past weekend Sooke was without coverage for 12 hours. Mr. Atkinson expressed concern that taking services from one place and putting them somewhere else does not solve the problem, the trial is unethical as time counts, minutes count. It was also noted that the cross coverage is a terrible waste of resources related to the policy for an ambulance to sit at Kangaroo Road. Mr Atkinson stated that a grievance has been filed as there are no facilities and no rest area. Mr. Atkinson referred to the commitments made to Council so that the WestShore has covered and expressed concerns as to the units being pulled into Victoria. The resources should be increased in the Victoria area. Mr. Atkinson suggested that Council send a letter to the BCAS Executive Director and noted that the round trip time should be questioned and that statistics will not show and account for the side trips into the WestShore area.

Moonfist, commented on borders being a non issue and stated that the trial may identify where the need for service is.

MOVED to send a letter to the BCAS Executive Director expressing the concerns as to the lack of municipal consultation and the impacts on coverage and response time for the service in Sooke.

CARRIED

4. **Sign Regulation Bylaw**

Gerard LeBlanc provided an explanation of the process to date and Bonnie Sprinkling introduced Mary Jane Rose, representing the Sign Bylaw Review Committee.

Ms. Rose provided the history of the Sign Bylaw Review Committee process and the mandate to review the current bylaw and make recommendations for Council consideration.

The Committee overviewed the changes to the regulatory bylaw and the following is a summary of the discussion:

- Difficulty with understanding the exceptions – it was explained that a regulatory bylaw must not be silent to enable enforcement
- Conforming signs are grandfathered
- Council of the day provides direction to enforce or not to enforce

- Checklist available on the form – It was noted that Development Services will be creating a new form
- Clarity on Open House Realtor Signage
- Large Pylon signs and Wayfinding signs to alleviate the need for sandwich board signage
- Sponsorship signage to be mounted on the inside of fencing
- Home based and commercial signage
- Third party signage clarification and examples
- Realtor signage removed 7 days after house is sold
- Electronic message board SEAPARC and High School – signage falls under government institution.
- Signage not allowed on the Hydro poles
- Construction signage allowed while constructing
- Special event signage
- A reserve fund for the fines and permit fees
- Definition of a billboard sign – prohibited due to size
- Garage sale and community event signage
- Banners

Public Input:

Moonfist, resident, inquired as to backlit signs and expressed concerns as to fluorescent lighting.

MOVED to receive from the Sooke Bylaw Review Committee draft Bylaw No. 480, *Sign Regulation Bylaw, 2011*;

AND direct staff to proceed with Bylaw No. 480, including:

- a. Forwarding Bylaw No. 480 to Council for first and second reading;
- b. Scheduling of public input meeting for Bylaw No. 480;
- c. Forwarding Bylaw No. 480 to the Sooke Harbour Chamber of Commerce and other stakeholders for comment.

CARRIED

5. **Wild Fire Protection Plan**

Fire Chief Sorensen provided an overview of the Wild Fire Protection Plan which indicates the lowest and highest threat of a wild fire. The Committee discussed using the document as a guide for staff when considering developments. Fire Chief Sorensen reported that there is an opportunity to apply for a grant for a fuel treatment demonstration project.

The Committee Discussed:

- Penticton Interface Vehicle has extensive knowledge and educational material
- CRD Watered areas and Wells within Sooke
- CRD Water Services and CRD Park involvement
- Fire Smart guidelines for developers

- Average Danger Class Per Month colours have two blue spectrums – hard to reference
- Key pad entry to replace locks on gates
- Evacuation plan

Public Input:

There was no public participation.

MOVED to receive the Final Draft of the Community Wildfire Protection Plan for review; **AND TO** direct staff to provide comments back to consultants for completion of the final document.

CARRIED

6. Fortis BC Agreement

Sue-Lin Tarnowski provided a power point presentation of the Interim Operating Agreement with Fortis BC as well as a negotiation update as to the new contract and franchise and operating fees.

The Committee discussed the high priority operation issues:

- Cross bores
- Construction standards
- Design and as-built drawing standards
- Defining standard gas main locations
- Field locates
- Reconstruction costs
- As-built and construction certification

Ms. Tarnowski explained the objective of negotiating as a group to ensure that the high priority operations are met and to opt out of the 3% franchise fee. The Committee inquired as to what the estimated 3% fee would be for the District of Sooke.

Public Input:

Wendel Milne, resident, commented on franchise agreements and the ownership of infrastructure. Mr. Milne inquired as to the current agreement being imposed on Vancouver Island municipalities.

Gail Hall, resident, quoted a resolution of June 9, 2003 relating to Terasen (Centra) Gas and that the executed agreement expires in 2019. Staff clarified that the agreement was not approved and not signed.

Ms. Hall provided information from the Nanaimo News Bulletin in regards to franchise fee regulations and responsibilities.

MOVED to receive the Fortis BC negotiation update report.

CARRIED

MOVED to direct staff to continue discussions with Fortis, other interested local governments, AVICC and provincial government to protect operational interests and to provide Council the future ability to access operating or franchise fees;

AND TO direct staff to bring forward further information as to the 3% franchise fee for council consideration.

CARRIED

7. **Motion to close the meeting to the public**

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

8. **Adjournment**

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

Certified Correct:

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held July 4, 2011 at 7:00 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

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

STAFF PRESENT

Sue-Lin Tarnowski, Director of Finance
Bonnie Sprinkling, Corporate Officer
Gerard LeBlanc, Planner
Steve Sorensen, Fire Chief
Lisa Urlacher, Corporate Assistant

ABSENT:

Mayor Janet Evans

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:

- E-mail received July 4, 2011 – Brian H. Butler
- Addition Section 36: Setbacks, Side Yard (Town Centre)
- Amendments to High Density Multi Family 3
- Remove and replace page 7 (Page 9 of agenda package)
- Remove and replace page 10 (Page 12 of agenda package)

CARRIED

3. **District of Sooke Zoning Bylaw**

Bev Suderman provided an overview of the consultant report highlighting the follow up items that Council requested:

- What are other jurisdictions doing about living fences; and recommended that the District of Sooke not try to regulate living fences through the zoning bylaw other than in the context of maintaining sightlines, until there is an opportunity for a further investigation within the context of a vegetation strategy or urban forest management study.
- How to manage side yard setbacks between new development and existing single family residential developments; and recommended that the District of Sooke direct the consultants to modify the side yard setbacks, specific to Town Centre zones, to permit flexibility adjacent to residential zones.

A discussion ensued with members of the Committee, staff and the consultants; the following is a summary of discussions:

- How to interpret odd shaped lots and provide references for staff – it was explained that the minimum frontages will provide standardization and that the language must have surety for interpretation. Another option for property owners is to request a variance for undue hardship.
- Use of acronym for Streamside Protection and Enhancement Area
- Correction of East of Sooke Road not East Sooke Road on page 127 and 128

Bev Suderman reviewed the recommended changes to the draft zoning bylaw in response to the Public Open House held on June 20, 2011.

The Committee discussed:

- Sunriver Park P1 to RU3
- Sunriver original ALR dedication and ALC application
- Sunriver Park intended use– correspondence regarding the covenant which references that it be used for agriculture and the provision of horticulture which permits a country market

Action Items:

- Sunriver 5% park dedication assurance – Gerard LeBlanc will report back as to the 5% park dedication
- ALR inclusion and exclusion confirmation for the development
- Consultants to investigate the negotiated CD Zone and bring it forward to Council
- Bring forward a copy of the covenant at that time

Bev Suderman reviewed the changes in the supplemental information packages.

The Committee discussed:

- Clarification as to 85% lot coverage in Town Centre Commercial
- Definition of development
- Definition of loading zone and screening
- Definition of Gas Bar
- Town Centre parking

Gerard LeBlanc provided an overview of the Butler Brother property proposed split zoning to accommodate an asphalt plant. Visual images were presented with three options for Council consideration.

The Committee discussed:

- Referral to First Nations
- Illegal use – Asphalt Plant
- Other businesses are legal non-conforming
- Heavy Industrial zoning for portion of Asphalt Plant
- Clarification of M2 and M3 zoning

- Small businesses within light industrial
- Referral process for M3 zoning – concerns of Environmental and noise impacts on neighbouring properties (Agricultural lands, First Nations and School Site)
- Ministry of Environment permitting process for asphalt plant
- Carbon credits for the reduction of trucking from Bear Mountain asphalt plant
- Requirement to submit valid permit from Ministry of Environment
- Zoning bylaw public process and servicing agreement
- Requirement for environmental study and impact with agricultural land and water courses

Gerard LeBlanc updated the Committee as to the next steps; the completion of a legal review prior to the draft zoning bylaw coming forward to begin the prescribed process.

Public Input:

Gail Hall, resident, provided information as to the riverside park dedication located on Sooke River Road pertaining to the Sunriver Development and stated that the dedication was not done, therefore the area is not a park. The only dedicated park is on DeMamiel Drive, which is Painter Pond Park.

Terrance Martin, resident expressed concern as to road access beyond Harbour View and stated that there is a pilot project within the Official Community Plan to investigate access. Mr. Martin informed the Committee that a *Freedom of Information and Protection of Privacy Act* request has been submitted to the Ministry to access records pertaining to Harbour View Road.

David Mallett, resident, expressed support for the recommended change to RU3 zoning for the Sooke River Park. Mr. Mallett asked that staff provide assurance that 5% land dedication was provided and stated that other parks as well as trails exist within the Sunriver Development.

Terry Currie, resident, expressed opposition to the change of zoning for his private dock and explained that he currently has an application submitted to the Ministry to obtain a group moorage lease. Mr Currie expressed concerns as to the impact on the value of his property.

Moonfist, resident, commented on the moving of dirt for agriculture purposes within 60m and the disturbance of earth near roads, ditches and creeks.

Gail Hall, resident, commented on the difference between 5% dedicated parkland and little community parks. Ms. Hall noted that to be a park it must be registered at the Land Titles Office.

The consultants explained the process related to the zoning review for the Sunriver 5% land dedication. The consultants explained that the road for Harbourview does not fall under the zoning bylaw process and that, as directed by Council, the zoning of the water leases complies with the type of lease issued by the Province. It was noted that staff will investigate the details for group moorage with the Integrated Land Management Branch.

MOVED to direct the consultants and staff to make amendments to Bylaw No. 500, *Sooke Zoning Bylaw, 2011* as recommended in the Consultants report dated June 27, 2011 subject to clarification of the zoning for the Butler property, Sunriver Park and Dufour Road water lease.

CARRIED

4. **Bylaw No. 494, *Wastewater Franchise Agreement Approval Bylaw, 2011***

The Committee discussed the one month contract for waste water services with EPCOR Water Services.

MOVED and seconded to receive the report.

CARRIED

Public Input:

Wendall Milne, resident, stated that the Alternative Approval Process for the Waste Water Franchise Agreement was democratic and provides the public the opinion to choose a referendum.

David Mallett, resident, stated that Council should go directly to referendum for the long term contract.

Terrance Martin, resident, inquired as to the 21 year agreement amount of \$924,000 and that \$69,000 is less than the 21 year amount divided by twelve.

Ms. Tarnowski clarified that the one month contract is for operation and maintenance only and that the 21 year agreement is enhanced with many services such as source control.

Moonfist, resident, questioned the math of the term.

5. **Adjournment**

The meeting was adjourned at 9:34 p.m.

Certified Correct:

Bev Berger
Acting Mayor

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held August 2, 2011 at 7:00 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

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

STAFF PRESENT

Sue-Lin Tarnowski, Director of Finance
Elisabeth Nelson, Municipal Engineer
Gerard LeBlanc, Municipal Planner
Steve Sorensen, Fire Chief
Lisa Urlacher, Corporate Assistant

ABSENT: Councillor Bev Berger
Councillor Herb Haldane

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. **Community Wildfire Protection Plan (CWPP)**

Fire Chief Sorensen provided a visual presentation overviewing the Draft District of Sooke Community Wildfire Plan and recommendations.

Fire Chief Sorensen explained that the recommendations are rated from low to high in priority. Many can be accomplished without additional resources although some have costs associated with their implementation.

Recommendations currently underway:

- Develop an Emergency Communications Plan for the District of Sooke
- Where applicable, acquire keys to access trails, parks and private property
- Continue with and update public education programs

Near term recommendations:

- Implement a multi-media campaign to educate residents and visitors on Urban Interface Fire Hazards
- Work with CRD Parks and District of Sooke Parks to educate parks and trail users on fire dangers - Install signage along trails
- Develop an emergency evacuation plan for the District of Sooke
- Consider emergency access routes through the parks and trails network
- Consider changes to District of Sooke policies on development and building that address urban interface hazards

- Work with CRD to establish a joint wildfire suppression group consisting of area fire departments and emergency services
- Consider initiatives that will require developers to undertake FireSmart vegetation treatments of subdivisions prior to construction, including any forested parcels to be given to the municipality as park or green space

Recommendations 2-5 years:

- The District of Sooke should consider employing a full-time Fire Prevention Officer to deliver education programs
- Work with CRD and BC Parks to develop emergency access policies and evacuation plans for large natural area parks
- In areas without 2 way road access - work with developers to improve access as growth continues
- Work to extend municipal water to areas not currently serviced - provide alternate water supplies in areas not serviced
- Consider constructing small satellite fire halls as development progresses (possibly with suites) in areas such as Atwater Landing, Sun River and Silver Spray
- Consider developing a post-fire restoration plan including sensitive eco-system mapping. Included should be a plan on dealing with weed control and invasive species

Long term Recommendations:

- The District of Sooke should consider implementing fuel treatment to high risk areas - treatments should be repeated every 10 to 15 years unless forests are converted to deciduous type
- The District of Sooke should consider encouraging residents, through education initiatives, to implement FireSmart treatments
- Work with BC Hydro, BC Parks, Ministry of Highways, CRD and other stakeholders to ensure that right of ways are maintained to help protect critical infrastructure that could be threatened during a wildfire event
- Council support the implementation of the District of Sooke Wildfire Protection Plan as budgets and staff time allow
- A public education program on the challenges and dangers of urban interface fires should be enhanced and delivered to the community including a public open house presentation of this plan
- The District of Sooke should seek additional funding and grants to assist in implementing the 21 recommendations presented

Fire Chief Sorenson explained that the District of Sooke and Sooke Fire Rescue Service are seeking approval to apply for a UBCM Grant for funding for a "Demonstration Project". This involves fuel treatment and FireSmart initiatives to an identified target hazard on a site of not more than 2 hectares in size. The goal is to partner with CRD Water, CRD Parks and the Sooke Salmon Enhancement Society to treat the area around Charters Creek.

Fire Chief Sorenson overviewed the next steps:

- Council support the implementation of the District of Sooke Community Wildfire Protection Plan as budgets and staff time allow

- A public education program on the challenges and dangers of urban interface fires be enhanced and delivered to the community including a public open house presentation of this plan
- The District of Sooke should seek additional funding and grants to assist in implementing the 21 recommendations presented

The Committee discussed:

- UBCM Grant for 75% funding for a Fuel Treatment Demonstration Project
- In-kind eligibility for the 25% portion of the municipal portion
- Danger areas in the west
- FireSmart brochures included in the tax notice mail out
- Dangers of cigarette fires
- Sooke being rated the highest fire danger area in the last two weeks
- Broom being an accelerant
- Campfire regulations
- Stage 1 water restrictions and the no enforcement directive
- Sprinkler protection unit – rent to province after upgraded

Public Input:

Ellen Lewers, resident, expressed support for FireSmart education and encouragement for maintaining risk. Ms. Lewers comments on the dangers of burning cigarettes and the importance of clearing and maintaining roadsides. Provincial littering signage was noted as awareness and that no-cigarettes could be added to the signage for awareness. Ms. Lewers provided an example in Switzerland for trained forest fire volunteers and commented that when more people become involved more awareness is created. A warning siren was suggested. Ms. Lewers expressed opposition as to the employment of a fire prevention officer.

MOVED to recommend that the Committee of the Whole receive the District of Sooke Wildfire Protection Plan;

AND to recommend that Council approve the recommendations as presented in the plan.

CARRIED

MOVED to recommend that Council endorse the proposal to conduct a Fuel Management Demonstration Project in the Charters Creek area provided funding from a UBCM grant is obtained and approval is obtained from all stakeholders.

CARRIED

4. **Amendments to Development Application Procedures Policy**

Gerard LeBlanc provided an overview of the proposed policy changes in order for the policy to be consistent with the bylaw.

MOVED to recommend that Council approve the amended Policy No. 8.4, Development Application Procedure Policy, 2011;

AND THAT Policy No. 8.1, Agricultural Land Reserve Application Procedure Policy be rescinded;

AND THAT Policy No. 8.2, Consultation Process Regarding Official Community Plan be rescinded;

AND THAT Policy No. 8.3, Processing of ALR Applications be rescinded.

CARRIED

5. **Application for Non-Farm Use in the ALR – 2250 Sooke River Rd**

Gerard LeBlanc provided a visual presentation of the development proposal of a horseshoe pitching facility by the Sooke Horseshoe Pitching Club at the Sooke River Road Park on the upper bench land.

The Committee expressed concern as to a gated facility not open to the public on public land. Mr. Hobbday explained that the pitch will be open to everyone and that the Clubhouse will be private. A discussion ensued as to the fencing, parking and the proposed concept plan.

Public Input:

Gail Hall, resident, acknowledged the clarification as to the pitch being open to the public and expressed concern as to a private club located on public land and that it is similar to the Prestige agreement where it can only be used as long as the club is not using the facility. Ms. Hall commented on the intended educational use for the salt marsh when the park was purchased with park reserve funds. Ms. Hall commented that horseshoes are very noisy and questioned it being the proper use in the park. Ms. Hall commented that the District of Sooke should wait for approval by the ALC prior to proceeding with the Horseshoe Pitching Club and questioned the fee of \$300 for the ALC application.

MOVED to recommend that Council forward the application to the Agricultural Land Commission (ALC) with a recommendation to support the non-farm use proposed for 2249 Sooke River Road.

CARRIED

6. **Adjournment**

The meeting was adjourned at 8:02 p.m.

Certified Correct:

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held October 3, 2011 at 7:00 p.m.
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Acting Mayor David Bennett
Councillor Sheila Beech
Councillor Maja Tait
Councillor Bev Berger
Councillor Ron Dumont

STAFF PRESENT

Evan Parliament, Chief Administrative Officer
Sue-Lin Tarnowski, Director of Finance
Elisabeth Nelson, Municipal Engineer
Steve Sorensen, Fire Chief

ABSENT:

Mayor Janet Evans
Councillor Herb Haldane

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. **School District 62 (SOOKE) Long Range Facilities Plan**

Wendy Hobbs, Board Chair, and Jim Cambridge, Superintendent presented the Sooke School District's Long Range Facilities Plan.

4. **Sooke Transition Town Society**

Michael Tacon provided an overview of the Sooke Transition Town Society which is a local group of concerned residents committed to working together with all existing groups to make Sooke a more resilient and sustainable community and provided information as to the twelve steps of the Transition Town model.

5. **Sooke Slow Food Cycle**

Lee Hindrichs, director of Sooke Slow Cycle provided an overview of the ride detail, the organizing partners, the budget outline, the benefits to the community and the future of Cycle Tourism.

MOVED to recommend that Council waive the commercial use fee for park use as per section 8 of Bylaw No. 101, *Community Parks Regulation Bylaw, 2002* for the Sooke Low Cycle event on October 9, 2011;

AND THAT Council Consider the Community Builder Sponsorship of \$3,000.
CARRIED

8. **Adjournment**

The meeting was adjourned at 8:35 p.m.

Certified Correct:

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held October 17, 2011 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
Bonnie Sprinkling, Corporate Officer
Sue-Lin Tarnowski, Director of Finance
Tracy Olsen, Planner II
Al Fontes, Manager of Operations
Steve Sorensen, Fire Chief
Lisa Urlacher, Corporate Assistant

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. **CRD Pedestrian and Cycling Master Plan (PCMP) – Marg Misk-Evans, Senior Manager and Sue Hallatt, Research Planner**

Marg Misk-Evans provided an overview of the travel choices and the directives that establish a regional approach to walking and cycling.

Sue Hallatt overviewed the phased approach to PCMP which identified four types of cyclists: Strong and Fearless (1%), Enthused and confident (7%), Interested but concerned (60%) and No way no how (33%). The project was overviewed:

- Engineering – Classifications and bikeway typology was defined and the goal is to upgrade the Primary Inter-Community Bikeway Network to Class I or “Low Stress” bikeways
- Examples of bikeway facilities on Sooke Road
- Creating pedestrian standards
- Education and encouragement
- Evaluation and enforcement

The next steps for implementation are to establish timeframe, scope, funding and priorities and report back to the CRD Board in January of 2012.

Marg Misek-Evans asked for consultation and guidance as to the following:

- Reconstitute the technical advisory committee to guide the process
- Be available to consult with municipal citizen advisory groups on request

The Committee discussed:

- Sooke Road being Ministry of Transportation jurisdiction
- Green paint bicycle lanes in high conflict zones
- Identified that no shoulder is available from Maple Avenue to Prestige Hotel
- High level planning map and the need to create user maps
- Identifying community priorities
- Technical committee and appointment of District of Sooke staff
- Extending of shoulder on Highway 14
- Promotion of pacific marine routes and circle route – Eco and cultural attractions
- Highway 14 being used for triathlon and as a training course
- Family and school courses for road rules and safety
- Galloping Goose crossings and intersections

Public Input:

Ellen Lewers, resident, inquired as to licencing bicyclists.

4. Records Management Bylaw

Bonnie Sprinkling provided an overview of the District of Sooke existing records management system and explained that the intent of the bylaw and manual which is based on the Local Government Management Association policy directive.

The Committee discussed:

- Microfiching
- Scanning
- Retention

Public Input:

Myke Colbert, Moonfist, resident, expressed the need for back-ups with electronic data and extra security using offsite storage.

MOVED to recommend that Council introduce and give first, second and third reading to Bylaw No. 508, *Records Management Bylaw, 2011*;

AND designate Lisa Urlacher as alternate Records Officer.

CARRIED

5. Proposed Road Closure, Removal of Highway Dedication, and Sale of Excess Grant Road Right of Way at 6826 Grant Road

The Committee discussed the process for selling the property to the adjacent owner, it was clarified that legislation allows Local Government to advertise and the *Road Closure and Sale Policy* provides direction as to adjacent property owners.

Public Input:

There was no public participation.

MOVED to recommend to Council to direct staff to proceed with the road closure, removal of highway dedication and sale of undeveloped Grant Road right of way fronting on 6826 Grant Road (Lot 2, Section 23, Sooke District, Plan 1849, Except Parcel A (DD 127341I) and Except part in Plans 47404 and 47833).

CARRIED

6. Secondary and Small Suites Policy

Tracy Olsen provided an overview of the *Secondary and Small Suites Policy* identifying the following:

- Life safety issues
- Leveling the “playing field” for taxation and utility charges
- Recognizing the role suites play in increasing the affordability of housing
- Establishing a consistent and defined approach to unauthorized suites
- Focus on administrative functions associated with suites
- Use of existing regulations and legislation
- Emphasis on the need for an inter-departmental approach to suites

Fire Chief Sorensen provided a visual presentation of the fire and safety hazards in illegal suites and reviewed the fire at 6894 Beaton Road on October 11th, 2011.

The Committee discussed:

- Life and safety issues
- Suites create housing and mortgage helpers
- Street numbering bylaw for suites
- Sewer generation charges
- Registration of existing suites
- Zoning issue – allow suites in all zones
- Potential homelessness when decommissioning illegal suites
- Examples of other suite policies and bylaws within the region
- Generating tax and sewer revenue by providing safe and legal suites
- OCP direction
- BC Building Code does not allow suites in duplexes
- Illegal suite scenarios – process for legalizing

The following direction was provided:

- Extension of 12 months for decommissioning suites
- Clarity for outside the SSA – septic system provision of VIHA

Public Input:

Adrian Cowden, property owner, expressed support for addressing the issues and expressed concern as to real estate affordability. Mr Cowden suggested to set a policy that assists those who do not qualify for legal suites and to acknowledge the suites to

provide the owners an amnesty policy to bring them up to code to keep the families with a roof over their head. Mr Cowden stated that the Sooke Community Development Association is able to work with staff to create policies and standards to address the issue and debate.

Moonfist, resident, commented on the legislation in place not being adhered to when buildings are passed with suites within.

Councillor Haldane inquired as to conflict of Interest with regard to owning a building with a suite. It was explained that owning a legal suite does not constitute conflict of interest.

Councillor Beech stated that she has a legal suite and left the meeting at 8:54 p.m.

MOVED to recommend that Council direct staff to proceed with the *Secondary and Small Suites Policy* with the amendment as to 12 months for decommissioning of suites and as to the addition of provisions for septic tanks and fields.

CARRIED

MOVED to recommend that Council revisit allowing suites in all zones providing that they meet BC Building Code and municipal parking regulations concurrently with the consideration of the *Secondary and Small Suites Policy*.

CARRIED

Councillor Beech returned to the meeting at 8:56 p.m.

The Committee of the Whole recessed the meeting at 8:56 p.m.

The meeting resumed at 9:01 p.m.

7. **Transit Bench Advertising Agreement**

Sue-Lin Tarnowski explained that the installation of the benches is operational and would normally have been included in a quarterly report and that staff were proactive in pursuing infrastructure at a no-net cost. It was also explained that the sign bylaw does not apply to municipal properties and that staff worked with the Ministry of Transportation (MOT) and BC Transit. MOT regulations supersede our bylaws.

The committee noted that the infrastructure is needed and being used by the residents.

The Committee expressed the following concerns:

- Local advertising first and foremost
- Process for advertising - Island Advertising has exclusivity
- Missed opportunity for local suppliers – purchasing policy
- Payment in advance to offset garbage pick-up
- Council being informed and involved in decision making
- Negotiating different style with new additions
- Functionality vs. visual charm
- District of Sooke sponsoring student art - student artwork on garbage receptacles
- Staff to provide update in 2012

After discussion the Committee asked that the company be contacted and that staff express the above concerns.

(b) Public Input

Moonfist, resident, expressed support for the implementation of new infrastructure and that advertising companies aim to please. Moonfist noted that in-lieu of garbage pick up the local supplier could receive free advertising space. Moonfist stated that the materials used are damage resistant.

8. **Adjournment**

The meeting was adjourned at 9:38 p.m.

Certified Correct:

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held December 12, 2011
immediately following the Regular Council meeting
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Wendal Milne
Councillor Bev Berger
Councillor Herb Haldane
Councillor Kevin Pearson
Councillor Rick Kasper
Councillor Kerrie Reay
Councillor Maja Tait

STAFF PRESENT

Evan Parliament
Bonnie Sprinkling, Corporate Officer
Sue-Lin Tarnowski, Director of Finance
Gerard LeBlanc, Municipal Planner
Al Fontes, Manager of Operations
Elisabeth Nelson, Municipal Engineer
Steve Sorensen, Fire Chief
Lisa Urlacher, Corporate Assistant

1. **Call to Order**

The meeting was called to order at 10:00 p.m.

2. **Approval of Agenda**

The agenda was approved as circulated.

3. **Current Issues**

Members of Council and public participated in an open discussion:

- Town Centre design and road safety
- Receiving public input
- Boat Launch Review Committee
- Fire Bylaw

4. **Adjournment**

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

Certified Correct:

Wendal Milne
Mayor

Bonnie Sprinkling
Corporate Officer