



DISTRICT OF SOOKE

Committee of the Whole Minutes
Meeting held January 13, 2014 at 6:00 pm
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

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

STAFF PRESENT

Michael Dillabaugh, Director of Finance
Bonnie Sprinkling, Corporate Officer
Gerard LeBlanc, Municipal Planner
Elisabeth Nelson, Municipal Engineer
Tina Hansen, Corporate Assistant

Absent: Councillor Kevin Pearson

1. Call to Order

The meeting was called to order at 6:03 p.m.

2. Approval of Agenda

MOVED to approve the agenda with the following item as Supplementary Information:

- Agenda Item 3 Church Road Multi-Use Trail and Grant Road Connector – Church Road to Otter Point Road
 - Submission received January 10, 2014 from Ed Monteith
 - Submission received January 13, 2014 from Sooke Family Resource Society

CARRIED

3. Church Road Multi-Use Trail and Grant Road Connector – Church Road to Otter Point Road – Consultant Presentation, McElhanney Consulting Services Ltd.

Mayor Milne addressed Council and members of the public as to the Church Road Multi-Use Trail and Grant Road Connector Road project. Mayor Milne advised that the *Transportation Master Plan* identifies the lack of east-west connectivity on both the north and south side of Sooke Road and consequently Council is proceeding with network improvements that include the creation of a new road between Church Road and Otter Point Road to be completed by August 2014.

Mayor Milne further advised that the Connector Road project will ease congestion through the downtown core and will include a 3 metre paved multi-use trail for pedestrians and cyclists. The multi-use trail on Church Road from the Connector Road to Throup Road has already been completed and will be paved in early 2014. Mayor Milne reported that tree clearing for the Connector Road right of way is in progress. Mayor Milne stated that the *Transportation Master Plan* also proposes intersection improvements for Sooke Road at Evergreen Mall exit to what has been called Waterview in the form of a roundabout.

Mayor Milne Further advised this is an information meeting to outline the Connector Road Project and answer questions from the public. Mayor Milne introduced Nathan Dunlop, Project Manager and Peter Ferguson, Division Manager, McElhanney Consulting Services.

Peter Ferguson provided a PowerPoint presentation and overview of the project status for the Church Road Multi-Use Trail and Grant Road Connector – Church Road to Otter Point Road.

Mr. Ferguson overviewed the Project Design approach used for the design of the Connector Road advising that the consultants have taken design parameters from the 2009 Transportation Master Plan, 2009 Parks and Trails Master Plan, District of Sooke and Ministry of Transportation and Infrastructure.

Mr. Ferguson reported that the design presented this evening is for Stage 1 of the total project which shows a multi-use trail on one side of the Connector at this time. Mr. Ferguson overviewed Design Priority, advising that Pedestrians were given first priority, Cyclists second priority and Vehicles third priority. Mr. Ferguson overviewed how each of the three priorities was considered within the Design Parameters of the multi-use trail and Connector Road.

Mr. Ferguson explained the details of the design elements for each of the intersections at Anna Marie Road, Townsend Road, Church Road, and Otter Point Road. Mr. Ferguson noted that sidewalks will be constructed on the south side of the Connector and also the north side in order to connect to the entrance at CASA.

Mr. Ferguson spoke to environmental issues and how they were dealt with in the project design explaining that there were two areas that had a habitat for amphibians that will be enhanced with additional vegetation, tree planting and signage. In addition, there has been design for surface run off including bio-swales to detain some of the water run-off and increase water quality as it discharges.

Mr. Ferguson overviewed the timeline for the Connector project advising that it is currently in the design stage. There will be an open tender call out that will go out in February 2014 and the tender will be awarded in March 2014. The tender process will be in accordance with District of Sooke policies. The construction of the project should be complete in September 2014.

Committee discussion:

- Clarification as to the preparation of the tender documents and whether it would be possible to receive information from the successful bidder on how they can reduce their carbon footprint
- Consideration to the written submission from Sooke Family Resource Society requesting that the multi-use trail planned for the south side of the road, be developed on the north side of the Connector Road to have a direct connection to the Church Road multi-use trail
- There have been discussions at great length with respect to sidewalk locations and it was felt the south side would be the best location

- Once the Wadams property comes up for development, there will be an opportunity for sidewalks on the north side of the Connector
- Clarification as to the terms “full movement” and “indicators”
- Clarification as to bike lanes and road cross section
- Importance of having sidewalks on the south side as there are students from three schools who utilize the crosswalk
- Clarification as to the costs associated with including a pedestrian signal light at Townsend Road and the Connector intersection
- Concerns as to accessibility for the elderly and looking at including a sidewalk
- The Wadams property will be eventually redeveloped and the developer will be responsible for road improvements and sidewalks at that time
- The intent of the design for the Connector is to come up with a road that is practical with crosswalks added at a later date

Public Input:

Linda Slater, Sooke resident expressed concerns as to safety when vehicles are travelling along Townsend Road towards the Connector Road as there is a location near the mailboxes where drivers would have difficulties seeing over the hill and asked that this be taken into consideration with the design of the Connector Road.

Allan Eastgaard, Sooke resident commented as to the future extension of the Grant Road Connector asking that consideration be given to placing a cul-de-sac at the end of Grant Road where it intersects Otter Point Road to increase safety at the intersection.

Elaine Cooper, Chair Sooke Family Resource Society, took the opportunity to thank Council for referring to the Society’s recommendations on the Connector Road and for taking them into consideration. Ms. Cooper also expressed concern as to the debris from tree clearing on the CASA property and asked that consideration be given to the children playing outside in their playground.

Rick Gates, Sooke resident advised that he is pleased with the idea of the Connector Road. Mr. Gates expressed concerns as to safety at the proposed intersection of Church Road and the Connector Road as at certain times of the day, the sun can be blinding for drivers when travelling both east and west. Mr. Gates hopes that this will be considered with the design of the Connector Road. Mr. Gates also inquired as to the future re-alignment of Otter Point Road and whether Connector Road design takes the Nott Brook development into consideration.

Mark Poppe, Sooke resident expressed concerns as to pedestrian safety and the importance of extending the sidewalk on the north side of Townsend Road particularly in the construction phase of improving Sooke Road. Mr. Poppe advised that this section of Townsend Road is not pedestrian friendly and it is important to make this portion of the road as safe as possible for pedestrians.

Doug Bexson, Sooke resident addressed the Committee as to concerns of connecting Anna Marie Road to the Connector Road. Mr. Bexson advised that he has lived and operated his business on Anna Marie Road for 33 years; the road is a quiet dead end road Mr. Bexson further expressed concern as to the connection to Anna Marie Road

causing increased traffic and suggested that consideration be given to not connecting the roads until the Connector Road, Waterview Street and Sooke Road works have been completed. Mr. Bexson further advised of concerns of losing access from Sooke Road and how it will affect residents and businesses in that location. Mr. Bexson requested that consideration be given to not connecting Anna Marie Road to the Connector Road at this time.

Sylvia Hallgren, Sooke resident asked for clarification as to the overall plan for the Connector Road and whether the intent of the Connector Road was to take traffic including logging trucks from the downtown core. Ms. Hallgren expressed concern as to the number of logging trucks passing through the town centre each day and asked whether it was the intent for logging trucks to use the Connector Road.

Blake Barton, Sooke resident addressed the Committee as to concerns of pedestrian safety with the Connector Road being used to alleviate traffic in the town centre. Mr. Barton believes that by increasing traffic on roads such as Townsend Road there will be increased risk to pedestrians.

Jane Turnbull, Sooke resident inquired as to the feasibility of logging trucks going through the roundabout in the town centre as she is concerned that the trucks would have difficulties manoeuvring through the roundabout.

Ted Barclay, Sooke resident advised that he did not support opening up Anna Marie Road. Mr. Barclay expressed concerns that everyone from the north end of Sooke will use Anna Marie to get to the Library and the Hardware store including large trucks. Mr. Barclay asked that Anna Marie Road remain closed.

Committee further discussed:

- Concerns as to multi-use trail being located on the south side of the Connector road; giving consideration to locating the multi-use trail on the north side of the road
- Whether there has been discussions on the pros and cons of opening up Anna Marie Road now or in the future
- Connector Road allows for the movement of traffic around Sooke
- Anna Marie Road provides an alternate route out of the town centre through the Connector, this plan alleviates some of the traffic issues

MOVED and seconded to receive the report on the Church Road Multi Use Trail and Grant Road Connector – Church Road to Otter Point Road for information;
AND TO direct staff and the District's consultant to proceed with the final design of the Grant Road Connector.

CARRIED

Councillor Kasper opposed the motion

Committee further discussed:

- Clarification as to the provincial grant funding for the multi-use trail and whether the District would have to request an amendment with the province if the location of the trail is changed

- Clarification as to whether the cost of the multi-use trail exceeds the provincial grant funding
- Concerns as to removing a section of the multi-use trail between Townsend Road and Otter Point Road without receiving further information
- Concerns as to cyclists and pedestrians not having safe access if changing the design of the multi-use trails between Townsend Road and Otter Point Road; look further at both the pros and cons of changing this design
- There is funding set aside for sidewalks in the 2014 budget that could be used to complete the segment of sidewalk between Townsend Road and Otter Point Road
- Moving forward with the final design and to come back with cost estimate on completing the Townsend Road piece of the multi-use trail

MOVED and seconded to recommend that Council direct staff to remove the portion of the multi-use trail between Townsend Road and Otter Point Road;
AND THAT the funds for the removed multi-use trail be applied to a trail sidewalk on the north side of Townsend Road.

MOTION WITHDRAWN

4. **Current Issues**

No further public input.

5. **Adjournment**

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

Certified Correct:

Wendal Milne
Mayor

Bonnie Sprinkling
Corporate Officer



DISTRICT OF SOOKE

Committee of the Whole Minutes

Meeting held January 27, 2014

(immediately following the Regular Council Meeting) at 7:00 pm
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

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

STAFF PRESENT

Gordon Howie, Chief Administrative Office
Michael Dillabaugh, Director of Finance
Bonnie Sprinkling, Corporate Officer
Gerard LeBlanc, Municipal Planner
Elisabeth Nelson, Municipal Engineer
Tina Hansen, Corporate Assistant

ABSENT: Councillor Kevin Pearson

1. Call to Order

The meeting was called to order at 9:51 p.m.

2. Approval of Agenda

MOVED to approve the agenda as circulated.
CARRIED

3. Amalgamation within the CRD

Committee discussion:

- Concerns as to services going into Victoria
- Concerns as to larger municipalities having weighted votes
- Concerns as to false expectations with amalgamation
- Concerns as to Sooke losing its position in the greater scheme
- What does it mean having weighted votes as a Sooke perspective
- Including the question on the ballot provides an opportunity for public to say how they feel about amalgamation
- Importance to have dialogue and discussion
- Important issues such as fire services and police services should be considered
- Importance of having meaningful questions on ballots

MOVED and seconded to receive the correspondence from the City of Victoria regarding Amalgamation within the CRD for information.

CARRIED

4. **Current Issues**

Public Input:

Ellen Lewers, Sooke resident addressed the Committee as to the Sun River Estates Proposed Playing Fields advising that consideration will need to be given to parking, a concession and washroom facilities for the playing fields. Ms. Lewers asked for clarification around the funding that will be provided by the developer for the finishing (sod or seed) of the fields advising that this will need to be made clear.

5. **Adjournment**

The meeting was adjourned at 10:02 p.m.

Certified Correct:

Wendal Milne
Mayor

Bonnie Sprinkling
Corporate Officer



DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held February 3, 2014
at 6:00 pm
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

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

STAFF PRESENT

Gordon Howie, Chief Administrative Office
Michael Dillabaugh, Director of Finance
Bonnie Sprinkling, Corporate Officer
Steve Sorensen, Fire Chief
Tina Hansen, Corporate Assistant

Absent: Councillor Kevin Pearson

1. **Call to Order**

The meeting was called to order at 6:03 p.m.

2. **Approval of Agenda**

MOVED to approve the agenda as circulated.
CARRIED

3. **District of Sooke Emergency Plan Presentation
Deborah Exelby, Triangle Mountain Solutions**

Fire Chief Sorenson introduced Deborah Exelby, Emergency Management Consultant for Triangle Mountain Solutions.

Deborah Exelby provided a powerpoint presentation and overview of the District of Sooke Emergency Response and Business Continuity Plan and Emergency Operations Centre (EOC) Manual.

Committee discussion:

- Clarification as to deficiencies with Mutual Aid Agreements
- Clarification as to Mutual Aid Agreements with external agencies
- Clarification as to which portions of the Plan would be available to the public
- Clarification as to how the Emergency Operations Centre Manual will be made accessible to staff in the event of an emergency or disaster
- Clarification as to how to educate members of the public on what to do in the event of an emergency
- Clarification as to Council's roles and responsibilities if an event were to occur

Public Input:

There was no input from members of the public.

Mayor Milne took the opportunity to thank Ms. Exelby for contributing her time and expertise with the Emergency Plan.

5. **Adjournment**

The meeting was adjourned at 6:32 p.m.

Certified Correct:

Wendal Milne
Mayor

Bonnie Sprinkling
Corporate Officer



DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held **TUESDAY**, February 11, 2014
at 6:00 pm in Council Chamber
2225 Otter Point Road

COUNCIL PRESENT

Mayor Wendal Milne
Councillor Bev Berger
Councillor Herb Haldane
Councillor Kevin Pearson
Councillor Rick Kasper
Councillor Maja Tait (arrived at 6:05 pm)

STAFF PRESENT

Gordon Howie, Chief Administrative Office
Michael Dillabaugh, Director of Finance
Gerard LeBlanc, Municipal Planner
Elisabeth Nelson, Municipal Engineer
Tina Hansen, Corporate Assistant

ABSENT: Councillor Kerrie Reay

1. **Call to Order**

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

2. **Approval of Agenda**

MOVED to approve the agenda as circulated.
CARRIED

3. **Community Amenity Contribution Policy**

Gerard LeBlanc provided a powerpoint presentation and summary of the Community Amenity Contribution Policy Review.

Mayor Milne addressed the Committee as to the Community Amenity Contribution Policy advising that the key to any additional amenity contributions over the core density in the zoning bylaw should be done by mutual agreement.

Committee discussion:

- District of Sooke collects fees for new development infrastructure upgrades through Development Cost Charges (DCC's)
- Density bonusing is a direct connection to an Amenities Policy
- Previous Council's goals for adopting an Amenities Policy in 2010
- other municipalities do not have Amenity Policies and negotiate "amenities" on a case by case basis
- Concerns that Council has not achieved what was wanted through the current Amenities Policy
- Consideration to rescinding the District of Sooke Amenities Policy and negotiating amenities on a case by case basis
- Consideration to the use of existing zoning that is in place and negotiate amenities when applicants wish an uplift in zoning

- Concern as to the perception that developers are wanting amenity fees waived
- Importance that the Amenities Policy remains in place as there is no one to determine amenities on a case by case basis
- Clarification as to the public perception that roads and sidewalks come from amenities but the Amenities Policy is about “soft amenities” such as parks
- The District of Sooke Amenity Policy was brought in when the economy was at its peak
- Consideration to establishing the base density as per the current zoning in the Zoning Bylaw and amenity provisions would be in effect with a 10 percent lift in density
- Most properties have a s. 219 Covenant that list the obligations required by the developer when applying for subdivision or building permit
- District could grant a 10 percent lift to a developer without rezoning the property and the developer would provide amenities
- Development Cost Charges, park dedication and frontage improvements all apply through District bylaws
- The reference put in place that referred to the Official Community Plan (OCP) was well meaning but may have created a base that was not determined on the current zoning
- If the District is going to have an amended Policy it should be in accordance with what the legislation says
- Provisions are in the District’s OCP (wish list), Zoning Bylaw and Amenity Policy which are the guiding documents when it comes to density bonusing
- The economic downturn has also played a role in losing development
- For Amenity density bonus the zoning bylaw would define the base and the amenity density bonus provision would allow a 10 percent lift and then once agreed by both parties the requirement of the density provision would be in effect
- Clarification as to amending the Zoning Bylaw for different zones where density bonusing is permitted of what is expected from developers
- There are provisions in Section 904 of the *Local Government Act* to establish amenity bonusing in the Zoning Bylaw
- Developers are willing to do things for the community if they are going to receive additional density
- Consideration to amending the Amenity Policy to see what implications there are with relation to the Zoning Bylaw
- Look at keeping things simple and have the Policy mirror what the legislation states
- The purpose of the motion does not change the amenities identified in the current Policy
- Consideration to renaming the Policy to reflect the changes that have occurred
- Amenity Policy must meet the legislative requirements of the *Local Government Act*

Public Input:

There was no input from members of the public.

MOVED and seconded to direct staff to amend Policy No. 13.3, *Community Amenity Contribution Policy, 2010* to reflect base density established as per Bylaw No. 600, *Sooke Zoning Bylaw* provisions on any property.

CARRIED UNANIMOUSLY

4. **Current Issues**

There was no further input from members of the public.

5. **Adjournment**

The meeting was adjourned at 6:56 p.m.

Certified Correct:

Wendal Milne
Mayor

Bonnie Sprinkling
Corporate Officer



DISTRICT OF SOOKE

Committee of the Whole Minutes
Meeting held February 24, 2014
(immediately following the Regular Council Meeting) at 7:00 pm
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Acting Mayor Kasper
Councillor Bev Berger
Councillor Herb Haldane
Councillor Kevin Pearson
Councillor Kerrie Reay
Councillor Maja Tait

STAFF PRESENT

Gordon Howie, Chief Administrative Office
Michael Dillabaugh, Director of Finance
Bonnie Sprinkling, Corporate Officer
Gerard LeBlanc, Municipal Planner
Elisabeth Nelson, Municipal Engineer
Tina Hansen, Corporate Assistant

ABSENT: Mayor Wendal Milne

1. Call to Order

The meeting was called to order at 9:09 p.m.

2. Approval of Agenda

MOVED to approve the agenda as circulated.
CARRIED

3. Current Issues

Terrance Martin, Sooke resident addressed the Committee as to the December 9th, 2013 Council direction to move forward with the OCP provisions regarding public access through Harbourview Road and the lands beyond. Mr. Martin asked if staff could provide an update as to discussions with the CRD.

Gerard LeBlanc reported that he has met with the Manager and the Senior Planner with Regional Parks. Mr. LeBlanc reported that the CRD has confirmed that there is no motorized vehicle access through that area and that this has been included in the Regional Parks Strategic Plan. Mr. LeBlanc reported on the process for approaching the CRD Board and Regional Parks Committee.

Mr. Martin inquired as to Council's consideration to a Parks and Trails Advisory Committee that could engage various authorities over Harbourview Road. Mr. Martin addressed the Committee as to access to the lands beyond, materials he has collected as to the nature of Harbourview Road and pursuing the matter through an arbitration process. Mr. Martin would like to see staff engage the province and for the District to take a position on this issue in order to have it settled.

Mary Brooke, Editor Sooke Voice News invited Council members to visit the local businesses in the area of the Townsend Road and Sooke Road intersection. Ms. Brooke reported that in follow up to her presentation to Council in 2013, she has found that businesses and residents on Townsend Road still have concerns. Ms. Brooke advised there are still safety concerns due to the right hand turn into the crosswalk and that the no left hand turn has impacted businesses. Ms. Brooke indicated that MoTI have suggested waiting until the roundabout is constructed before any changes are made to the intersection. Ms. Brooke advised that she will be providing a report to Council at an upcoming Council meeting.

Councillor Haldane provided an update as to discussions that he, the Mayor and CAO have had with the Ministry of Transportation and Infrastructure (MoTI) to try to address some of these issues at some point in the future.

4. **Adjournment**

The meeting was adjourned at 9:19 p.m.

Certified Correct:

Rick Kasper
Acting Mayor

Bonnie Sprinkling
Corporate Officer



DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held March 10, 2014 at 6:00 pm
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Acting Mayor Kerrie Reay
Councillor Kevin Pearson
Councillor Herb Haldane
Councillor Maja Tait (arrived at 6:20)
Councillor Rick Kasper (arrived at 6:05)

STAFF PRESENT

Gordon Howie, Chief Administrative Officer
Michael Dillabaugh, Director of Finance
Bonnie Sprinkling, Corporate Officer
Gerard LeBlanc, Municipal Planner
Elisabeth Nelson, Municipal Engineer
Steve Sorensen, Fire Chief
Staff Sergeant Steve Wright
Sarah Temple, Finance and Administration
Assistant, recorder

ABSENT: Mayor Wendal Milne, Councillor Bev Berger

1. **Call to Order**

The meeting was called to order at 6:07 p.m.

2. **Approval of Agenda**

MOVED to approve the agenda as circulated.
CARRIED

3. **Policing Priorities**

Staff Sergeant Steve Wright addressed Council to seek input on the Policing Priorities for 2014. Council's direction will be shared with the incoming Staff Sergeant and will form the annual performance plan for the upcoming year.

Committee Discussion:

- Thank you to the Sooke RCMP for their successes in significantly reducing incidents of property crime in 2013. Council has heard from the public that the violation of personal property has a substantial effect on people and reducing this should be a priority.
- Council has heard from businesses that a downtown police presence is needed.
- Many property crimes happen when people do not lock their vehicles and homes. Council discussed getting the word out to the community that "target hardening" can protect them from being victims of property crime. Potential for messaging through the Sooke Lion's phonebook.
- Juan de Fuca Regional Park Watch Society and Citizens on Patrol assist as they are able. Auxiliary Constables also do walkabouts with seniors and advise on how to make their homes safer.

- Council discussed correlations between the economy, disenfranchised and unemployed people and crime. Staff Sergeant Wright could not speak to a direct correlation but could report that in Sooke, a large percentage of property crimes are related to drugs.
- Staff Sergeant Wright advised that Sooke faces special challenges when apprehensions come under the *Mental Health Act*. Requirements under this *Act* take local resources out of the community, often for extended amounts of time. At the request of Council, these types of calls will now be reported in the Monthly Mayor's Report.
- Council discussed current RCMP staffing levels. Staff Sergeant Wright advised that additional staff members would help to reduce property crimes.
- Traffic infractions are another policing priority identified by Council. Particularly speeding in playground zones.
- Discussion of RCMP attendance at Motor Vehicle Incidents. RCMP are required to attend if an accident is reported in order to ensure the driver is not prohibited or under the influence of drugs or alcohol.
- Staff Sergeant Wright advised that a Sooke officer is now a drug recognition expert and they have had a lot of success at roadblocks in identifying impaired drivers.
- Council discussed potential changes to how possession of marihuana in small amounts is handled. The Government of Canada is considering a change to a ticketing system, rather than a criminal charge.

Acting Mayor Reay presented Staff Sergeant Steve Wright with a card and a small gift as he is moving to the Westshore RCMP detachment next month. Staff Sergeant Wright thanked Council for their support over his years in Sooke.

4. **Current Issues**

There was no input from members of the public.

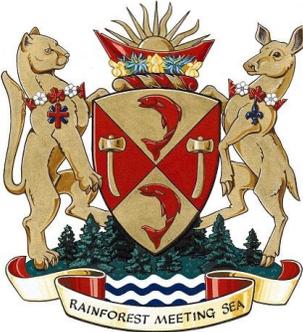
5. **Adjournment**

The meeting was adjourned at 6:43 p.m.

Certified Correct:

Kerrie Reay
Acting Mayor

Bonnie Sprinkling
Corporate Officer



DISTRICT OF SOOKE

Committee of the Whole Minutes

Meeting held March 24, 2014

(immediately following the Regular Council Meeting) at 7:00 pm
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

Gordon Howie, Chief Administrative Office
Brent Blackhall, Deputy Director of Finance
Bonnie Sprinkling, Corporate Officer
Gerard LeBlanc, Municipal Planner
Elisabeth Nelson, Municipal Engineer
Steve Sorensen, Fire Chief
Tina Hansen, Corporate Assistant

1. Call to Order

The meeting was called to order at 10:02 p.m.

2. Approval of Agenda

MOVED to approve the agenda as circulated.
CARRIED

3. Current Issues

Derek Lewers, Sooke resident addressed the Committee as to the Fire Department Capital Replacement Plan and concerns that the District has not set aside sufficient funds in the Capital Reserve Account for the purchase of trucks. Mr. Lewers indicated that Council should err on the side of caution and ensure that appropriate funds are placed into the Capital Reserve Account so that funds are not depleted next year.

Mary Brooke, Sooke Voice News addressed the Committee as to the Town Centre Design Guidelines and suggested that the no left turn at Townsend/Sooke Roads become a part of the town centre design. Ms. Brooke also spoke to the issue of smoking in parks reporting that most of the fires that start in parks and trails are from discarded cigarettes.

Mayor Milne clarified that the purpose of the Town Centre Guidelines is to provide guidelines for the design, esthetics and appearance of buildings and that streets are set out in the District's Transportation Master Plan.

Ms. Brooke responded that the Townsend/Sooke Road no left turn has affected businesses, tourists, residents, the Church and Sooke Family Resource Centre and that it remains an issue for the whole town.

In response to Mr. Lewer's comments, Councillor Kasper reported that there is \$93,000 in the Fire Department Capital Reserve Fund but that the direction from the Finance and Administration Committee was to hold off on a number of expenditures pending the Fire Department Apparatus Replacement Plan had been dealt with.

5. **Adjournment**

The meeting was adjourned at 10:07 p.m.

Certified Correct:

Wendal Milne
Mayor

Bonnie Sprinkling
Corporate Officer



DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held April 7, 2014 at 6:30 pm
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

Gordon Howie, Chief Administrative Office
Brent Blackhall, Deputy Director of Finance
Bonnie Sprinkling, Corporate Officer
Tina Hansen, Corporate Assistant

ABSENT: Councillors Berger, Kasper and Tait

1. **Call to Order**

The meeting was called to order at 6:35 p.m.

2. **Approval of Agenda**

MOVED to approve the agenda as circulated.
CARRIED

4. **Public Boat Launch Management Plan**

Gord Howie provided a summary of the staff report for the Public Boat Launch Management Plan. Mr. Howie advised that the purpose of this Committee of the Whole meeting was to review options for the operation of the public boat launch. Mr. Howie reviewed the proposed boat launch fees which would be established and available for users of the facility and parking fees. Mr. Howie noted that periodic inspections would be carried out by District staff.

Mr. Howie summarized results of a recent survey conducted at the March 25th, 2014 Community Open House on the management of the Public Boat Launch.

Committee discussion:

- Prestige Hotel guests pay for the use of the boat launch parking and be reimbursed by the hotel
- Council has previously not supported the installation of a pay machine or having municipal employees operate the public boat launch
- Seniors are the predominant users of the public boat launch and should pay the full annual fee for the boat launch
- Concerns as to establishing fees for the public boat launch as residents have already paid for the boat launch through property taxes
- The proposed boat launch business case did not include consideration for the need of additional parking; important to note that at the time the business case was given to the federal government they felt there was sufficient parking

- The Boat Launch Construction Contribution Agreement notes that in the first ten fiscal years, generated revenues do not exceed operating costs; there is not to be any profit made on the boat launch
- Consideration to a trial of renting the multi-use pay station vs a lease over the long term as Council previously did not support a multi-use pay station
- Important to look at having some type of operation in place for the upcoming fishing season
- The installation of a multi-use pay station would make things easy to enforce
- Importance of having a system to allow the District to manage the boat launch
- There was a good indication of the public's perspective on the operation of the boat launch at the Community Open House
- The neighbouring property owners who are currently collecting the boat launch fees currently offer the use of their facilities to users of the boat launch
- Concerns that the neighbours have been imposed on by the boat launch and by collecting the boat launch fees; the boat launch fees that are currently collected by the neighbours are going to local charity organizations and whether the neighbours still have an interest in continuing to collect the boat launch fees
- Whether there had been an estimate on what the costs would be to build a fish washing facility at the public boat launch
- Concerns as to the ongoing clean-up and maintenance that would be required if a fish washing facility was constructed
- Clarification as to whether the fish washing station is part of the foreshore lease
- Clarification as to whether there was a contractual agreement to complete the fish washing station

Public Input:

Terrance Martin, representing the RFP proponent, advised that some of the concerns raised by the Committee during discussion have already been addressed in their submission. Mr. Martin indicated that he believes residents do not want the boat launch operated by District staff. Mr. Martin stated their submission will cost the District nothing, add value to the facility and include an incentive to increase launch numbers. Mr. Martin urged Council to direct staff to move forward with the RFP negotiations and award of the contract. Mr. Martin reported that they did a large consultation process of people who use these types of facilities.

Mayor Milne inquired as to how Mr. Martin's proposal would deal with parking.

Mr. Martin indicated that there could be an opportunity to deal with parking through an arrangement with an adjacent property to the boat launch. The property would have to be rezoned in order to be used for parking. Mr. Martin advised that their proposal would not cost the District of Sooke anything.

Council further discussed:

- Clarification as to section 16 of the Boat Launch Contribution Agreement
- Concerns as to a third party providing a service that will be commercial in nature
- Clarification as to permitted uses in the CD Zone in Bylaw 600
- Benefits to having a third party at the boat launch to assist with flushing boats etc.

Derek Lewers, Sooke resident, spoke to the public boat launch and concerns as to having to pay twice for the boat launch through property taxes. Mr. Lewers addressed the Committee as to a proposal to enter into partnership agreements with the other boat launch facilities within the District of Sooke that would encourage local business and provide value to users as an alternative for Council to consider.

John Brohman, Otter Point resident, advised that he believes that the annual pass for the residents of Sooke is a good idea and that people from out of town should pay the full boat launch fees. Mr. Brohman suggested that Council consider an "Expression for Interest" for a "wharfinger" to ensure services are provided and fees are collected. Mr. Brohman also reported that there will be record fish runs coming this summer and urged Council to make a decision on the operation of the boat launch within the next month. Mr. Brohman advised that he has concerns as to the costs associated with the construction of a fish washing facility. Council could also look at the option of operating the boat launch through bylaw enforcement such as Nanaimo is currently doing.

Committee further discussed:

- Look at having the proponent come up with a solution to the parking issues
- There is a need to have someone collect and look after the funds that have been collected
- There should be certain times of the day when the boat launch parking should not be used by the patrons of Prestige Hotel
- The Committee is in favour of the annual passes

MOVED and seconded to direct staff to enter into discussion with the RFP proponent, 881301 BC Ltd., on an agreement for the operation of the Public Boat Launch;
AND THAT a report be brought forward to Council on the proposed agreement and a new Boat Launch Management Plan which includes options for parking.
CARRIED UNANIMOUSLY

MOVED and seconded to support the proposed boat launch fees in the proposed Bylaw No. 491, *Fees Amendment Bylaw (488-3)* with the exception of removing the Seniors fee and amending the Resident fee to \$60.00.
CARRIED UNANIMOUSLY

5. **Current Issues**

There was no further input from members of the public.

6. **Adjournment**

The meeting was adjourned at 7:32 p.m.

Certified Correct:

Wendal Milne
Mayor

Bonnie Sprinkling
Corporate Officer



DISTRICT OF SOOKE

Committee of the Whole Minutes

Meeting held April 14, 2014

(immediately following the Regular Council Meeting) at 7:00 pm
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

Gordon Howie, Chief Administrative Office
Michael Dillabaugh, Director of Finance
Bonnie Sprinkling, Corporate Officer
Gerard LeBlanc, Municipal Planner
Elisabeth Nelson, Municipal Engineer
Steve Sorensen, Fire Chief
Tina Hansen, Corporate Assistant

ABSENT: Councillor Kevin Pearson

1. **Call to Order**

The meeting was called to order at 9:56 p.m.

2. **Approval of Agenda**

Moved to approve the agenda as circulated.
CARRIED

3. **Current Issues**

Terrance Martin, Sooke resident inquired as to whether there would be clarification as to his emails he submitted to Council. Mr. Martin addressed the Committee as to concerns that Councillor Haldane's Notice of Motion from 2010 to work with CRD Parks staff on motorized vehicle access to Harbourview Road has not been acted upon. Mr. Martin suggested that staff engage the Province regarding Harbourview Road and the public right of way. Mr. Martin would like Council to endorse the letter he has sent to the Province.

Mayor Milne asked Mr. Martin to provide him with a copy of the letter that he submitted to the Province.

Dave McClimon, Sooke resident asked for clarification as to Class A burning permits in the Fire Protection Services Bylaw.

4. **Adjournment**

The meeting was adjourned at 10:02 p.m.

Certified Correct:

Wendal Milne
Mayor

Bonnie Sprinkling
Corporate Officer



DISTRICT OF SOOKE

Committee of the Whole Minutes

Meeting held May 12, 2014

(immediately following the Regular Council Meeting) at 7:00 pm
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

Gordon Howie, Chief Administrative Office
Michael Dillabaugh, Director of Finance
Gerard LeBlanc, Municipal Planner
Elisabeth Nelson, Municipal Engineer
Brent Blackhall, Deputy Director of Finance
Tina Hansen, Corporate Assistant

1. Call to Order

The meeting was called to order at 8:50 p.m.

2. Approval of Agenda

MOVED to approve the agenda as circulated.
CARRIED

3. Current Issues

Rosemary Jorna, Otter Point resident addressed the Committee as to access to Harbourview Road and the definition of "public roads" advising that there are thousands of miles of forestry roads in the area that are now closed to the public or have been decommissioned. Ms. Jorna suggested that motorized recreation look at the other side of Sooke River Road. Ms. Jorna also spoke to comments that referenced the CRD taking lands away from Sooke.

Sid Jorna, Otter Point resident addressed the Committee as to Harbourview Road commenting that there would not be opposition to someone taking a family car to the parking lot and venturing out from there but the reality is the road is in hopeless condition and would cost millions of dollars to get the road to a point where vehicles could travel on it. Mr. Jorna expressed concern that opening the road is a way to get off road vehicles in the part and that once this is done, it would be impossible to regulate.

Terrance Martin, Sooke resident addressed the Committee as to the zoning of the park which permits ATV access. Mr. Martin spoke to concerns raised as to the condition of Harbourview Road. Mr. Martin congratulated Council in getting the Province involved and working on getting the issue settled.

Michelle James, Sooke resident addressed the Committee as to concerns of noise from the use of motorized recreation vehicles in the park. Ms. James would like to see the park remain as park.

Rosemary Jorna, Otter Point resident commented that Sooke prides itself on being “wild by nature” and “where the rainforest meets the sea.” Ms. Jorna further commented that there has not been any expression of gratitude for the purchase of green space by the CRD and that Sooke has not had a better return on its money. Ms. Jorna advised that there needs to be clarity on the road but also needs to be clarity on the park and that these issues need to be determined separately. Ms. Jorna stated that there needs to be a place for people to go and a place that offers refuge to wildlife.

4. **Adjournment**

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

Certified Correct:

Wendal Milne
Mayor

Bonnie Sprinkling
Corporate Officer



DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held **TUESDAY** May 20, 2014
at 6:30 pm
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Wendal Milne
Councillor Bev Berger
Councillor Herb Haldane
Councillor Kevin Pearson (Chair)
Councillor Kerrie Reay

STAFF PRESENT

Gordon Howie, Chief Administrative Office
Bonnie Sprinkling, Corporate Officer
Gerard LeBlanc, Municipal Planner (left
at 7:15 p.m.)
Elisabeth Nelson, Municipal Engineer
Rob Howat, Approving Officer
Tina Hansen, Corporate Assistant

Absent: Councillor Rick Kasper
Councillor Maja Tait

1. **Call to Order**

The meeting was called to order at 6:34 p.m.

2. **Approval of Agenda**

MOVED to approve the agenda as circulated.
CARRIED

3. **Delegation: Jared Sklepowich – 6519 Steeple Chase – fencing on front yard**

Jared Sklepowich, property owner, addressed the Committee as to the fence that he constructed on a portion of the municipal boulevard at 6519 Steeple Chase. Mr. Sklepowich reported that his residence is the gathering place for children in the neighbourhood and that the fence acts as a barrier to keep the children away from the street. Mr. Sklepowich indicated that the fence does not restrict any sight-line views for drivers turning onto Steeple Chase and that it is not a permanent structure. Mr. Sklepowich's expressed concerns as to the speed that vehicles travel in the area and that he would like to work with the District of Sooke on the issue of the fence in order to ensure the safety and security of his family.

Committee discussion:

- Whether there are any neighbours that have concerns with the location of the fence
- Whether the placement of the fence is an issue that should be dealt with through the Board of Variance
- Look at a solution that will please the property owner and the District of Sooke
- Concerns as to setting a precedence with other bylaw contraventions if Council approves the location of the fence on municipal property and whether the District would be liable for any sight-line issues
- Whether the fence is a temporary solution while the property owner's children are young

- Requires a current survey on the property
- Consideration to a Licence to Occupy for the fence on District property

MOVED and seconded to direct staff to work with the property owner at 6519 Steeple Chase on a Licence to Occupy for the existing fence;

AND THAT the Licence to Occupy include an appropriate term agreeable to the property owner and the District of Sooke.

CARRIED

Mayor Milne opposed the motion

4. **Sooke Town Centre Revitalization Amendment Bylaw**

Gerard LeBlanc provided a powerpoint presentation a summary of the staff report for the Committee.

MOVED and seconded to recommend THAT COUNCIL introduce and give first, second and third reading to Bylaw No. 590, *Sooke Town Centre Revitalization Amendment Bylaw (480-3)*.

CARRIED UNANIMOUSLY

5. **Bylaw No. 404, Subdivision and Development Standards Bylaw, 2014 – Preliminary Draft**

Gord Howie provided a summary of the staff report for the Committee.

Committee discussion:

- Providing further clarity by incorporating the delegation of authority for the Approving Officer in Bylaw No. 404
- Importance of having the application process more streamlined
- Importance of having applicants treated equally and the importance of following the same standards with everyone when using discretionary powers
- Clarification as to section 7.1 and the context of the word “official”
- Clarification as to section 7.3 and the reference to “building permits”

The Committee asked staff to look at the following suggested changes to Bylaw No. 404, *Subdivision and Development Standards Bylaw, 2014*:

- removing the words “*providing the minimum frontage is not reduced by more than 10% of the amount stated in this Bylaw.*” from section 7.5 – Approving Officer – Administration
- removing the words “*Where possible existing trees and vegetation must be preserved within the right-of-way. Any disturbed area must be re-vegetated to the satisfaction of the Municipal Engineer.*” from Schedule 4 - section 19
- changing the road dedication for the Connector Road (SDD-R11) from 25 meters to 20 meters
- including a component that allows for the use of pavement in section 8.12 of Schedule 8 (Sidewalks and Trails – Sidewalk Standards) in order to reduce costs for the construction of sidewalks and increase mobility around the town
- using concrete curbs and asphalt as a suitable option in the Suburban Areas (in a trail-like circumstance)

- changes to wording in section 8.12 (b) of Schedule 8 (Sidewalks and Trails – Sidewalk Standards) to include asphalt as a suitable option in the Suburban Area
- including a section in Bylaw No. 404 for commercial and industrial properties to go through a Development Variance Permit and not go to the Board of Variance
- including additional tree species in Table 9.1 (Street Trees) in order to provide property owners with further varieties of trees to choose from
- clarification as to MMCD drawings

MOVED and seconded to direct staff to incorporate the changes to Bylaw No. 404, *Subdivision and Development Standards Bylaw, 2014* as discussed;
AND TO provide a revised draft of the Bylaw with additional schedules to an upcoming Committee of the Whole meeting.
CARRIED UNANIMOUSLY

6. **Current Issues**

There was no input from members of the public.

7. **Adjournment**

The meeting was adjourned at 7:44 p.m.

Certified Correct:

Wendal Milne
Mayor

Bonnie Sprinkling
Corporate Officer



DISTRICT OF SOOKE

Committee of the Whole Minutes

Meeting held May 26, 2014

(immediately following the Regular Council Meeting) at 7:00 pm
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

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

STAFF PRESENT

Michael Dillabaugh, Director of Finance
Bonnie Sprinkling, Corporate Officer
Gerard LeBlanc, Municipal Planner
Elisabeth Nelson, Municipal Engineer
Tina Hansen, Corporate Assistant

ABSENT: Councillor Rick Kasper

1. **Call to Order**

The meeting was called to order at 9:36 p.m.

2. **Approval of Agenda**

MOVED to approve the agenda as circulated.

CARRIED

3. **Belvista Road and Whiffin Spit**

The Committee discussed works carried out at Belvista Road and Whiffin Spit and the source of approval for completion of the works.

Michael Dillabaugh advised that Policy 5.6, *Purchasing and Disposal of Assets Policy, 2012* was amended two months ago. Prior to the amendments, any project with a budget less than \$5,000 was permitted to be direct awarded. Mr. Dillabaugh explained that in this particular case, the works fell within the Policy but that there were unexpected additional works which brought the budget over \$5,000. Mr. Dillabaugh advised that with the recent amendments to the Purchasing Policy, the District is no longer able to direct award contracts even under \$5,000. Mr. Dillabaugh reported that earlier this year, staff issued a Request for Qualifications for a number of services in order to put together a local contractor preferred list that will be gone through on a rotational basis. Mr. Dillabaugh advised that in the case of Belvista and Whiffin Spit, the Purchasing Policy was followed.

Committee discussion:

- Concerns that some contactors are being given preferential treatment when it comes to the provision of works from the District
- Clarification as to the Five Year Financial Plan and where in the plan authorization is given to staff to award District work
- That clarification be given to Council during the budget process as to staff's spending authority

- Concerns as to how far items in the budget should be broken down; Council leaves this up to staff within their authority
- Concerns as to the public perception that the process is not being followed when giving preference to one particular contractor
- Staff has worked on establishing a list of preferred local contractors and will follow the Policies that are in place
- Collecting names of local contractors from the local phone book as concerns that a small ad is not sufficient in producing a list of preferred local contractors
- Ensuring fairness and openness with District Policies
- It is not the District's responsibility to solicit names of contractors to include on the preferred local contractors list, it is the responsibility of the business

4. **Current Issues**

Derek Lewers, Sooke resident asked for clarification as to the budget process and staff's spending authority. Mr. Lewers also addressed the Committee as to the Townsend Road intersection advising that he had concerns as to the reports from ICBC and Ministry of Transportation indicating a reduction of accidents and severity. Mr. Lewers provided information to the Committee as to statistics on accidents at the various intersections at Highway 14 (Sooke Road). Mr. Lewers will forward this information on to the Mayor.

Mary Brooke, Sooke Voice News addressed the Committee as to the Townsend Road intersection. Ms. Brook advised that both ICBC and MoTI agree that the intersection should have greater enforcement and asked whether staff will be speaking with the RCMP to see whether they are willing to do this. Ms. Brooke also inquired as to whether recommendations from the reports from ICBC and MoTI will be followed through (removal of the planter and additional yield signage). The ICBC report advised that they are looking for further statistics on how many people are turning left at the intersection. Ms. Brooke encouraged the Committee to get these stats to ICBC prior to the next meeting. Ms. Brooke advised that safety is important but that traffic flow in the town centre and the importance of businesses has not been addressed.

The Committee asked Ms. Brooke to assist with providing Mayor Milne with the statistics on left hand turns at the Townsend Road intersection prior to his meeting with the Minister of Transportation.

Brenda Parkinson, Sooke resident reported that she met with Regional Director Mike Hicks regarding the Harbourview Road and suggested that Council invite Mr. Hicks to a Council meeting to receive information from Mr. Mike Hicks regarding Harbourview Road. Ms. Parkinson also suggested that Council provide more concise motions for staff to that they are able to follow through on what they are asking staff to do. Ms. Parkinson further spoke to the issue of the District receiving "quotes" for works and services noting that often quotes can be unexpectedly higher than estimated. Ms. Parkinson also addressed the Committee as to the \$7,000 community grant to the school.

Ellen Lewers, Sooke resident addressed the Committee as to the community grant for Camp Barnard suggesting that Camp Barnard's website be linked to the District of Sooke and the Sooke Region Tourism Association websites. Ms. Lewers also expressed concerns that Conservation Officer advised that Sooke has the largest population of black bears in B.C. and that there has been incidents in the area where bears have killed domestic animals.

5. **Adjournment**

The meeting was adjourned at 10:07 p.m.

Certified Correct:

Wendal Milne
Mayor

Bonnie Sprinkling
Corporate Officer



DISTRICT OF SOOKE

Committee of the Whole Minutes

Meeting held June 9, 2014

(immediately following the Regular Council Meeting) at 7:00 pm
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

Gordon Howie, Chief Administrative Office
Michael Dillabaugh, Director of Finance
Bonnie Sprinkling, Corporate Officer
Gerard LeBlanc, Municipal Planner
Tina Hansen, Corporate Assistant

1. **Call to Order**

The meeting was called to order at 8:01 p.m.

2. **Approval of Agenda**

MOVED to approve the agenda as circulated.

CARRIED

3. **Current Issues**

Terrance Martin, Sooke resident, advised that he had a meeting today with the Sherwin Group and inquired as to whether the District had received a reply from the recent letter sent to the Ministry of Forests as to the Harbourview issue.

Ellen Lewers, Sooke resident, inquired as to whether there will be a rise and report by the Council members who attended the FCM Convention in Niagara Falls. Council members will provide verbal reports during the Mayor and Council Reports at the last Regular Council meeting of the month.

4. **Adjournment**

The meeting was adjourned at 8:07 p.m.

Certified Correct:

Wendal Milne
Mayor

Bonnie Sprinkling
Corporate Officer



DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held June 16, 2014
at 6:30 pm
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Wendal Milne
Councillor Bev Berger (arrived at 6:58 pm)
Councillor Kevin Pearson
Councillor Rick Kasper
Councillor Kerrie Reay

STAFF PRESENT

Gordon Howie, Chief Administrative Office
Elisabeth Nelson, Municipal Engineer
Rob Howat, Approving Officer
Tina Hansen, Corporate Assistant

Absent: Councillor Herb Haldane
Councillor Maja Tait

1. **Call to Order**

The meeting was called to order at 6:34 p.m.

2. **Approval of Agenda**

MOVED to approve the agenda as circulated.
CARRIED

3. **Wadams Way Connector Road Project**

Peter Ferguson, McElhanney Consulting Services provided an update as to the Wadams Way Connector Project. Mr. Ferguson reported on the current progress and items achieved to date with the Project including clearing, grubbing, excavation, subgrade, sanitary sewer, watermain, retaining walls and contaminated site area clean-up. Mr. Ferguson further reported that road and multi-use trail sub base, grading, road shaping and drainage are currently underway. Mr. Ferguson advised that the Project is on schedule and that there are no concerns with being able to achieve the completion date of August 31, 2014. Mr. Ferguson further advised that the actual cut and fill volumes will be confirmed at the end of June as they are the unknown items in the contract. To date, it appears the Project is on budget and that approximately 30 percent of the contract value has been paid as of the end of May.

Committee discussion:

- Clarification as to the contingency amount of \$255,000 and how much of this was dealing with additional materials brought in; Council will need to clearly demonstrate all changes to the contract award
- Clarification as to the submitted bid of \$1,706,000

Public Input:

There was no input from members of the public.

Mayor Milne took the opportunity to thank Mr. Ferguson for his presentation.

Mayor Milne asked Councillor Pearson to take over as Chair of the meeting.

4. **Bylaw No. 404, *Subdivision and Development Standards Bylaw, 2014* – Preliminary Draft**

Gord Howie provided a summary of the staff report. Mr. Howie reported that the draft sections of the Subdivision Bylaw for Committee review this evening are Schedule 3 – Rainwater Management and Schedule 6 – Electrical, Telephone and Street Lighting. Mr. Howie further advised that the remaining Sections of the Bylaw will be provided for review at upcoming Committee of the Whole meetings.

Committee discussion:

- Including the Committee's comments as to 2m sidewalk width being wide enough to accommodate mobility scooters in the downtown
- Reference to "net increase of lots" under Definitions in the Bylaw and whether it should be included in order to trigger park dedication and cash in lieu for amenities
- Clarification as to "additional" and "net" lots meaning "3 additional lots"
- Clarification as to section 1.1 in Schedule 5 Sanitary Sewage System and whether lots created by subdivision are connected to the municipal sewer system as part of the subdivision approval
- Concerns as to the provision of water and use of the term "potable source of water" and concerns as to leaving it up to the proponent or Island Health to certify what the source of water is outside of the service area; look to include a mechanism that gives the Approving Officer comfort that water supply meets the statutory requirements from a health perspective
- Whether it is possible to subdivide a lot with no potable water on site
- Public concern that flow testing for potable water wells is being done at the time of year when the water levels are high and not at the time of year when the water level is low and whether this will be looked at in the bylaw
- Wording in the current Subdivision bylaw around "lot line adjustments;" If there is no net increase in density there should not be a requirement to have to do improvements or provide amenities
- Timeline as to when staff expect to have the Bylaw ready for Council consideration as it is important to have it complete by the end of September prior to the election

Public Input:

There was no input from members of the public.

5. **Current Issues**

There was no input from members of the public.

6. **Adjournment**

The meeting was adjourned at 7:02 p.m.

Certified Correct:

Wendal Milne
Mayor

Bonnie Sprinkling
Corporate Officer



DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held June 23, 2014
at 6:00 pm
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

Gordon Howie, Chief Administrative Office
Michael Dillabaugh, Director of Finance
Bonnie Sprinkling, Corporate Officer
Gerard LeBlanc, Municipal Planner
Elisabeth Nelson, Municipal Engineer
Tina Hansen, Corporate Assistant

1. **Call to Order**

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

2. **Approval of Agenda**

MOVED to approve the agenda as circulated.
CARRIED

3. **Town Centre Design Guidelines**

Gerard LeBlanc provided a powerpoint presentation and summary of the staff report.

Committee discussion:

- Consider creating tax incentives for business and property owners in order to encourage improvements in the Town Centre for new and existing buildings under the Design Guidelines
- Concerns as to a voluntary program for the Guidelines
- Whether wayfinding signage will be installed by the District of Sooke or whether they are to be installed by the business owners
- Importance of including a variety of building materials such as metals to make building and improvements more cost effective for developers and builders
- Importance of providing more flexibility for developers around street tree varieties
- Staff to look at including language in the Town Centre Illustrative Design Handbook for safe bike lock-up within the town centre

Public Input:

Michael Nyikes, President, Sooke Region Chamber of Commerce, addressed the Committee as to the recommendations provided by the Chamber on the Town Centre Design Guidelines. Mr. Nyikes reported that people have been asking for a West Coast

architectural theme that provides options for developers. Mr. Nyikes indicated that the Guidelines should not be strictly voluntary but should be mandatory whenever possible. Mr. Nyikes reported that the Design Guidelines are a step in the right direction.

Ellen Lewes, Sooke resident, expressed support for the Design Guidelines advising that she would like to see an option for metal cladding, including coloured metals that would blend in nicely with rock. Ms. Lewers also spoke to building LEEDS, wayfinding signs, landscaping and including a well for downtown irrigation.

Frederique Philip, Sooke resident, addressed Council as to the importance of doing things properly and encouraging quality construction in order to save money over the long term. Ms. Philip used the Sooke Harbour House as an example.

MOVED and seconded to recommend that Council approve Town Centre Illustrative Design Handbook and consider the Handbook in conjunction with the consideration of introducing and giving first and second reading to Bylaw No. 598, *Official Community Plan Amendment Bylaw (400-6)*;

AND to direct staff to look into a Town Centre Improvement incentive program for developers and property owners;

AND THAT COUNCIL direct staff to schedule a Public Hearing for Bylaw No. 598, *Official Community Plan Amendment Bylaw (400-6)* in accordance with the requirements of the *Community Charter and Local Government Act*.

CARRIED UNANIMOUSLY

4. **Current Issues**

Ellen Lewers, Sooke resident, inquired as to the financial impact of the Sooke Town Centre Revitalization Bylaw and the reduction of development cost charges. Ms. Lewers also expressed concern as to the rezoning of lands for waste transfer stations, the proposed location for the Horseshoe Pitch in John Phillips Memorial Park, the long term borrowing bylaw for a Community Centre, the Site Specific Floodplain Exemption for 2896 Sooke River Road and Climate Change Action Committee recommendations on Corporate Carbon Neutrality.

Brenda Parkinson, Sooke resident, provided her apologies to the Committee for the spelling errors in the last report on the Mayor's Advisory Panel for Arts and Beautification.

Ken Stratford, Sooke Region Chamber of Commerce, addressed the Committee as to the importance of the Town Centre Design Guidelines and the positive affect the Guidelines will have on the town centre, economic development, increasing tax base and bringing people to the community. Mr. Stratford congratulated Council on moving forward with the Guidelines advising that he hopes to see changes to the facades of buildings in the town centre.

Loretta Boerkamp, Sooke resident, addressed the Committee as to how the residents of Kimberley, BC pulled together to make the town the Alpine Village it is today that people enjoy visiting. Ms. Boerkamp suggested that this is what needs to be done in Sooke.

5. **Adjournment**

The meeting was adjourned at 6:47 p.m.

Certified Correct:

Wendal Milne
Mayor

Bonnie Sprinkling
Corporate Officer



DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held July 7, 2014
at 7:00 pm
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Wendal Milne
Councillor Herb Haldane
Councillor Rick Kasper
Councillor Kerrie Reay
Councillor Maja Tait

STAFF PRESENT

Gordon Howie, Chief Administrative Office
Elisabeth Nelson, Municipal Engineer
Rob Howat, Approving Officer
Tina Hansen, Corporate Assistant

Absent: Councillor Bev Berger, Councillor Kevin Pearson

1. **Call to Order**

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

2. **Approval of Agenda**

MOVED to approve the agenda as circulated.
CARRIED

3. **Bylaw No. 404, Subdivision and Development Standards Bylaw, 2014 – Preliminary Draft**

Gord Howie provided a summary of the staff report. Mr. Howie reported that the Land Use and Environment Committee and Committee of the Whole have been reviewing the various aspects of the *Subdivision and Development Standards Bylaw* and that the remaining sections for review are application forms, fee structure, requirements for water service and submission standards. The next steps will be to complete the administrative schedules which deal with Municipal Ticket Information (MTI) and to forward the Bylaw to the municipal lawyer for legal review. There will be a public consultation meeting, and any refinements will be made to the bylaw prior to bringing it forward to Council.

Committee discussion:

- Whether application fees in the bylaw have changed or remain the same
- Lot Line Adjustment Application Fee has been included in Schedule 2 of the new bylaw
- Clarification as to the timeframe for the extent of work for Lot Line Adjustments
- Staff to include the Final Approval Fee of \$1,500 on Schedule 2 – Application Fees
- A base fee of \$500 was added to the Design Drawing Assessment Fee
- Clarification as to Boundary Lot Adjustments vs. Lot Line Adjustment

Public Input:

There was no input from members of the public.

Gord Howie advised that staff will ask the municipal solicitor to address the issue around delegation of authority to ensure the Subdivision Bylaw is fully within the legal parameters that it should be.

Rob Howat advised that staff will review the Subdivision Bylaw to ensure that there are no further omissions, in particular with the fee structure.

Mr. Howie reported that the new Subdivision Bylaw is easy to follow and to understand what the requirements are in particular around the graphic work that lays out the various road designs.

MOVED and seconded to receive for review the proposed Bylaw No. 404, *Subdivision and Development Standards Bylaw, 2014*;

AND direct staff to proceed to finalize the draft Bylaw No. 404 with any amendments proposed by the Committee;

AND direct staff to schedule a Public Information meeting for Bylaw No. 404 on September 8th, 2014.

CARRIED

4. **Current Issues**

There was no input from members of the public.

5. **Adjournment**

The meeting was adjourned at 7:11 p.m.

Certified Correct:

Wendal Milne
Mayor

Bonnie Sprinkling
Corporate Officer



DISTRICT OF SOOKE

Committee of the Whole Minutes

Meeting held July 14, 2014

(immediately following the Regular Council Meeting) at 7:00 pm
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

STAFF PRESENT

Gordon Howie, Chief Administrative Office
Brent Blackhall, Deputy Director of Finance
Elisabeth Nelson, Municipal Engineer
Tina Hansen, Corporate Assistant

ABSENT: Councillor Maja Tait

1. **Call to Order**

The meeting was called to order at 9:01 p.m.

2. **Approval of Agenda**

MOVED to approve the agenda as circulated.
CARRIED

3. **Current Issues**

There was no input from members of the public.

4. **Adjournment**

The meeting was adjourned at 9:01 p.m.

Certified Correct:

Wendal Milne
Mayor

Bonnie Sprinkling
Corporate Officer



DISTRICT OF SOOKE

Committee of the Whole Minutes

Meeting held July 21, 2014

(immediately following the Regular Council Meeting) at 7:00 pm
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

STAFF PRESENT

Gordon Howie, Chief Administrative Office
Bonnie Sprinkling, Corporate Officer
Brent Blackhall, Deputy Director of Finance
Tina Hansen, Corporate Assistant

ABSENT: Councillor Maja Tait

1. **Call to Order**

The meeting was called to order at 8:12 p.m.

2. **Approval of Agenda**

MOVED to approve the agenda as circulated.

CARRIED

3. **Current Issues**

Ellen Lewers, Sooke resident, addressed Council as to waste transfer stations advising that the Idlemore and Kaltasin Road areas should be zoned Community Residential and the Goodridge Island area should be Gateway Residential. Ms. Lewers expressed concern as to the reasons for Council's decision to zone these properties to allow for waste transfer stations.

Candice Kerr, Sooke resident provided background information as to the decision of Fort St. James' Council to take a public stand on the Northern Gateway Pipeline. Ms. Kerr further addressed Council as to the importance of Sooke residents being provided an opportunity to have their say on the issue of oil tanker traffic.

4. **Adjournment**

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

Certified Correct:

Wendal Milne
Mayor

Bonnie Sprinkling
Corporate Officer



DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held September 8, 2014
at 6:00 pm
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Wendal Milne
Councillor Bev Berger
Councillor Kevin Pearson
Councillor Kerrie Reay
Councillor Maja Tait

STAFF PRESENT

Gordon Howie, Chief Administrative Office
Michael Dillabaugh, Director of Finance
Bonnie Sprinkling, Corporate Officer
Elisabeth Nelson, Municipal Engineer
Rob Howat, Approving Officer
Steve Sorensen, Fire Chief (arrived at 6:10 pm)
Tina Hansen, Corporate Assistant

ABSENT: Councillor Kasper, Councillor Haldane

1. **Call to Order**

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

2. **Approval of Agenda**

MOVED to approve the agenda as circulated.
CARRIED

3. **Public Information Meeting for Bylaw No. 404, *Subdivision and Development Standards Bylaw, 2014***

Gord Howie provided a powerpoint presentation and summary of the review for Bylaw 404, *Subdivision and Development Standards, Bylaw, 2014*. Mr. Howie advised that the Bylaw has gone through considerable review at the Land Use and Environment Committee and Committee of the Whole levels. Mr. Howie reported that Council directed staff to hold a Public Information Meeting on the Bylaw which is the purpose of this evening's meeting in order to provide an opportunity for members of the public to provide comments. Mr. Howie overviewed the changes made in the bylaw for the Committee.

Committee Discussion

- Bylaw No. 404 has achieved what Council has set out to achieve; the goal was to simplify the *Subdivision and Development Standards Bylaw* and make it more consistent with District Plans
- Clarification as to Section 3.2 a) i. "unless tying to an existing sidewalk that is narrower"

Public Input: There was no input from members of the public.

MOVED and seconded to forward Bylaw No. 404, *Subdivision and Development Standards, Bylaw, 2014* with the recommendation that Council consider introduction and first, second and third reading of the Bylaw No. 404.

CARRIED UNANIMOUSLY

4. **Current Issues**

There was no input from members of the public.

5. **Adjournment**

The meeting was adjourned at 6:16 p.m.

Certified Correct:

Wendal Milne
Mayor

Bonnie Sprinkling
Corporate Officer



DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held September 15, 2014
at 6:00 pm
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Wendal Milne
Councillor Kevin Pearson
Councillor Rick Kasper
Councillor Kerrie Reay
Councillor Maja Tait

STAFF PRESENT

Gordon Howie, Chief Administrative Office
Michael Dillabaugh, Director of Finance
Bonnie Sprinkling, Corporate Officer
Elisabeth Nelson, Municipal Engineer
Steve Sorensen, Fire Chief
Tina Hansen, Corporate Assistant

Absent: Councillor Bev Berger, Councillor Herb Haldane

1. **Call to Order**

The meeting was called to order at 6:03 p.m.

2. **Approval of Agenda**

MOVED to approve the agenda with the following item as supplementary information:

- Submission received September 15, 2014 from Carmen Neumann

CARRIED

3. **Public Information Meeting: Proposed Horseshoe Pitch in John Phillips Memorial Park**

Michael Dillabaugh provided an overview of the staff report for the Committee. Mr. Dillabaugh advised that the proposal from the Sooke Horseshoe Pitching Association is to build eight horseshoe courts for a total of 16 pits. The Association has provided cost estimates for the horseshoe court project.

Rich Hobday, Sooke Horseshoe Pitching Association, provided a powerpoint presentation and overview of the Association's proposal for the construction of eight horseshoe courts in John Phillips Memorial Park. Mr. Hobday reported that the trees in the area next to the proposed horseshoe courts would not be touched, and the area next to the proposed location could eventually be developed for lawn bowling or bocce ball. Mr. Hobday pointed out locations that could be suitable for future washrooms and picnic tables and indicated that Mulligan's parking lot could be a possible parking area. Mr. Hobday advised that the landscaping around the courts and the trees would be maintained by the Association.

Council Discussion:

- Whether the Sooke Horseshoe Pitching Association will be fundraising to go towards the costs of developing the horseshoe courts
- There is an additional funding request from the Association for approximately \$12,000 in funds from the Park Enhancement Fund

- Whether there would be an opportunity to connect the old existing trail near Wadams Way to the John Phillips Memorial Park trail
- Whether the Association has had discussions with the current owners of Mulligan's regarding parking
- Whether the horseshoe courts was one of the potential uses identified in the John Phillips Memorial Park Study

Public Input:

Ron Dumont, Sooke resident, provided comments as to the existing trail, and the public submission to Council. Mr. Dumont expressed concerns that the Horseshoe Pitching Association spent close to \$3,000 clearing the parking lot on Sooke River Road on the original proposal and that they are not able to get these funds back; people donated their time and their equipment to develop the area.

Carmen Neumann, Sooke resident, reported that she recently visited the horseshoe pitch in Ladysmith and feels that the park and chain link fence are an eyesore. Ms. Neumann expressed concerns as to dividing up John Phillips Memorial Park, concerns that the public meeting was advertised well in advance, concerns of being able to raise adequate funds, reliance on volunteers and concerns that the horseshoe courts are not encompassing of a large enough draw for a wider population. Ms. Neumann inquired as to whether the proposed clubhouse would be paid for by taxpayer's dollars. Ms. Neumann further expressed concerns that the proposal will be pushed through without people being aware it is occurring.

Gail Hall, Sooke resident, commented that a horseshoe pitch was not part of the original Park Plan for John Phillips Memorial Park and that there was never public input for the addition of a horseshoe pitch in 2011. Ms. Hall expressed concerns that there was not sufficient notice given for this public input meeting and that the public input meeting for the bike skills park was well advertised ahead of time. Ms. Hall believes that the John Phillips Memorial Park Committee came up with good recommendations for the use of the park and that the Plan stated very clearly that services should be put into the park before beginning uses in the park. Ms. Hall further expressed concerns as to the term "lease", that there was not a draft agreement with the staff report, concerns as to issues around Sooke River Road Park and concerns as to the Association's request for up to an additional \$17,000.

Dorothy Butts, President, Sooke Horseshoe Pitching Association, reported that she has been involved in horseshoe clubs since 1982. Ms. Butts addressed the Committee s to the successes she has experienced being involved in horseshoe clubs both provincially and nationally. Ms. Butts advised that the Association is a group of dedicated people who want to provide an opportunity to others to participate in the sport.

Ellen Lewers, Sooke resident, advised that she agrees with the comments made by Ms. Hall and that we need to look at the costs for connecting water, sewer, and lighting to the park and having facilities for people to use the park prior to making decisions on the use. Ms. Lewers advised that we ned to find out what uses people want and that it would not be prudent for Council to approve the horseshoe pitch use prior to going to the public.

Sifu Koshin Moonfist, Sooke resident, expressed his support for the horseshoe pitch use as he had positive experiences playing horseshoes as a child. Mr. Moonfist addressed the Committee as to having the horseshoe courts on Sooke Community Association property as they already have some facilities. Mr. Moonfist advised that he support the Sooke River Road location for a horseshoe pitch.

Ron Dumont, Sooke resident, commented as to Ms. Butts public submission advising that both Ms. Butts and her husband are certified to train in horseshoe and that the group is looking to train and get youth involved in the sport. Mr. Dumont spoke to the success the tournaments are in Ladysmith and to the draw it has on public spectators.

Committee Discussion:

- John Phillips Memorial Trust Committee was set up some time ago and the community has changed since that time. Support to go back to the community for a full consultation process to see what citizens want for John Phillip's Memorial Park
- Concerns as to the request for an additional \$12,000 as Council needs to be careful with the incumbent on the taxpayers
- Concerns as to the 4 years the Sooke Horseshoe Pitching Association has been looking for a location for the courts
- Concerns as to not having the infrastructure in John Phillips Memorial Park or uses for the public
- Consideration to the Sooke River Road as a more suitable location for the horseshoe courts
- Concerns that this issue has gone in circles over the past three years; this proposal is an opportunity to establish something in the park as per the JPMP Plan
- The horseshoe courts would not be a severe impact to the park; once there the public may support additional uses in the park

MOVED and seconded to recommend that Council enter into a Use Maintenance and Site Management Agreement with the Sooke Horseshoe Pitching Association for the approved location of the Horseshoe Pitch in John Phillips Memorial Park;

AND TO provide direction to staff as to the Sooke Horseshoe Pitching Association request for up to \$12,000 from the Park Enhancement Program to assist in constructing the horseshoe pitch in John Phillips Memorial Park.

DEFEATED

Mayor Milne, Councillor Pearson and Councillor Reay opposed the motion

MOVED and seconded to direct staff to provide a report to Council on a proposal to locate the horseshoe pitching facilities to the Sooke River Road Park;

AND THAT staff include information as to parking and the Agricultural Land Commission (ALC) approval for the use of the Park for the horseshoe pitching facilities.

CARRIED UNANIMOUSLY

4. **Preliminary Draft of Bylaw No. 606, *Building Regulation Bylaw, 2014***

Gord Howie provided an overview of the staff report for the Committee. Mr. Howie reported that staff has been working on the preliminary Draft for Bylaw No. 606, *Building Regulation Bylaw, 2014* in order to bring the bylaw more in line with Municipal Insurance Association's recommendations and also in compliance with the *2012 Building Code*. Staff will bring the bylaw forward to Council for review once drafting is complete.

Committee Discussion:

- Timeline for coming forward to Council; prior to or following the 2014 Local Election
- Concerns as to liability issues using the wording "and includes" under Section 2 Definitions "Building Official" - Staff to look at a suggested word change from "and includes" to "such as" Building Officials, Plan Checkers ...etc.

The Committee agreed by general consensus to receive the preliminary draft of Bylaw No. 606, *Building Regulation Bylaw, 2014* for information.

5. **Current Issues**

There was no input from members of the public.

6. **Adjournment**

The meeting was adjourned at 6:59 p.m.

Certified Correct:

Wendal Milne
Mayor

Bonnie Sprinkling
Corporate Officer



DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held Tuesday, October 14, 2014
6:00 pm
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Wendal Milne
Councillor Rick Kasper
Councillor Kerrie Reay

STAFF PRESENT

Gordon Howie, Chief Administrative Office
Michael Dillabaugh, Director of Finance
Bonnie Sprinkling, Corporate Officer
Tina Hansen, Corporate Assistant

Absent: Councillor Pearson, Councillor Berger, Councillor Haldane, Councillor Tait

QUORUM NOT MET – MEETING ADJOURNED AT 6:15 P.M. UNTIL THE NEXT SCHEDULED MEETING.

Certified Correct:

Wendal Milne
Mayor

Bonnie Sprinkling
Corporate Officer