



DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held January 5, 2015
at 7:00 pm
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Maja Tait
Councillor Bev Berger
Councillor Ebony Logins
Councillor Brenda Parkinson
Councillor Kevin Pearson
Councillor Kerrie Reay

STAFF PRESENT

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

ABSENT: Councillor Rick Kasper

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. **Presentation: Primary Health Group**

Linda Nehra introduced Primary Health Care Services Working Group (PHCSWG) members Emma Isaac, and Marlene Barry. Ms. Nehra provided a powerpoint presentation and addressed the Committee as to the work of the PHCSWG. Ms. Nehra reported that the working group was formed in December 2013, to build on the work of the Mayor's Advisory Panel on Community Health and Social Initiatives and to address specific gaps in the health care system in Sooke and surrounding areas. Ms. Nehra overviewed issues for Sooke such as shortage of family physicians, limited availability of diagnostic services, the need for housing and care for seniors and other gaps in the health care system. Ms. Nehra explained that Mayor and Council have a vital role to play in the creation of health services in the community. The Primary Health Care Services Working Group is recommending that Council appoint a liaison to the Working Group.

A discussion ensued between the Committee and Ms. Nehra as to the following:

- Whether physicians in rural practice still receive a subsidy for working in rural areas
- Whether the Juan de Fuca Electoral Area is included in the work of the Primary Health Care Services Working Group
- How often the Primary Health Care Services Working Group meets
- Council will be discussing Committee Structure during its Strategic Planning Session in February 2015.

MOVED and seconded to receive the report on the Primary Health Care Services Working Group (PHCSWG) for information;
AND THAT Mayor Tait is to attend the PHCSWG meetings until Council has completed its Strategic Planning Session in February 2015.

CARRIED UNANIMOUSLY

4. **Town Centre Sidewalk Verbal Update**

Nathan Dunlop, McElhanney Consulting Services provided an update as to the Town Centre Sidewalk Project from Church Road to Otter Point Road which will be done in conjunction with resurfacing of Highway 14 by the Ministry of Transportation and Infrastructure (MoTI). Mr. Dunlop advised that they are working with MoTI, electrical contractors and the consultant for the roundabout on the sidewalk design. The tendering for the resurfacing and sidewalks will be done by MoTI in March 2015 with the award of construction to follow.

A discussion ensued between the Committee and Mr. Dunlop as to the following:

- Timeline for the award of construction for the roundabout on Sooke Road
- Whether there has been an indication from MoTI of what portion of Sooke Road will be resurfaced
- Concerns as to the curves and dips at the intersection of Sooke Road and Otter Point Road and whether the District can look into having this rectified during construction
- Whether ground work (drainage works) are being discussed at the sites of the roundabout project and sidewalk projects

MOVED and seconded to receive the update report on the Town Centre Sidewalk Project for information.

CARRIED UNANIMOUSLY

5. **District of Sooke Council Committees**

Mayor Tait advised that the District of Sooke Council Committees report is to provide information to Council for consideration and discussion during the upcoming Council Strategic Planning Session.

Committee Discussion:

- Clarification as to when the CRD Committees meet (i.e. CRD Housing Trust Committee)
- Council will need to consider whether there is value in having some of the Committees
- Once Council has completed their strategic priorities, Council will know what they wish to accomplish and have a better idea of what Committee they will want to liaise with
- Council will want to consider ways of eliminating duplication, and to consider what will and what will not work within the Committee structure

MOVED and seconded to receive the District of Sooke Council Committees Report for information.

CARRIED

6. **Public Input**

Ellen Lewers, Sooke resident addressed the Committee as to the Town Centre Sidewalk project and concerns as to the large number of entrances/exits coming off of Sooke Road that can make sidewalks hazardous. Ms. Lewers suggested that Council consider discussing the possibility of relocating some the entrances/exits away from Sooke Road with the project Consultant.

7. **Adjournment**

The meeting was adjourned at 7:41 p.m.

Certified Correct:

Maja Tait
Mayor

Bonnie Sprinkling
Corporate Officer



DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held February 2, 2015
at 7:00 pm
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Maja Tait
Councillor Ebony Logins
Councillor Brenda Parkinson
Councillor Kevin Pearson
Councillor Kerrie Reay

STAFF PRESENT

Gordon Howie, Chief Administrative Officer
Elisabeth Nelson, Municipal Engineer
Tina Hansen, Corporate Assistant

ABSENT: Councillor Bev Berger, Councillor Rick Kasper

1. **Call to Order**

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

2. **Approval of Agenda**

MOVED to approve the agenda with the following as supplemental information:

- Correspondence received February 2, 2015 from Susan Palmer, Senior Project Coordinator, Planning and Protective Services/Regional Planning, CRD
- Correspondence received February 2, 2015 from Heather Phillips

CARRIED

3. **Capital Regional District – Regional Sustainability Strategy**

Nils Jensen, Board Chair provided a powerpoint presentation and addressed the Committee as to Capital Regional District (CRD) services and initiatives. Mr. Jensen advised that the CRD is immense, complex and diverse and includes 70 islands, 13 member municipalities, three electoral areas and 11 First Nations. The CRD provides over 200 services to these areas. Trying to balance the interests of all the areas can be challenging and each area's needs' will be considered when going through the process for the Regional Sustainability Strategy.

Mr. Jensen reported that the CRD has over 1,100 employees and is supported by a large number of volunteers. Mr. Jensen further reported that there are currently 60 Commissions within the CRD in which volunteers participate.

Mr. Jensen introduced the CRD Executive Leadership Team:

Bob Lapham Chief Administrative Officer advised that as CAO, he reports to the Board directly to ensure that the Board's policies, objectives and major priorities are implemented through the CRD. Mr. Lapham provided a short overview of the core services and programs of the Capital Regional District.

Diana Lokken, General Manager Finance and Technology provided an overview of CRD departments that Finance and Technology is responsible for including Finance, Information Technology, Geographic Information Systems, Facilities, Real Estate and Arts Development. Ms. Lokken is also a trustee on the Municipal Pension Board.

Larisa Hutcheson, General Manager Parks and Environmental Services provided an overview of departments and programs through the Parks and Environmental Services including Regional and Community Parks, Recreation Centres (SEAPARC, Panorama Rec Centre), Liquid and Solid Waste Management Programs, Environmental Programs and Environmental Education Programs.

Ted Robbins, General Manager Integrated Water Services reported that the Integrated Water Service is responsible for the operation and engineering of delivering Capital Projects associated with the CRD water and waste water utilities including regional water supply services, sub-regional water supply services and waste water utilities. Mr. Robbins provided information as to the recent integration of water supply and waste water services within the CRD.

Kevin Lorette, General Manager Planning and Protective Services provided an overview of Planning and Protective Services functions including Planning for Juan de Fuca Electoral Area, Building Inspections for three Electoral areas, regional and strategic planning including the Regional Growth Strategy and Regional Sustainability Strategy and Regional Information Systems. Mr. Lorette further reported on Protective Services functions including the 911 Program, Emergency Management, Fire Dispatch, Bylaw Enforcement and Animal Care. Planning and Protective Services also includes CRD Housing, Affordable Housing and the Capital Regional Hospital District.

Signe Bagh, Senior Manager Regional and Strategic Planning reported that the Regional Sustainability Strategy is one of the items within her portfolio. The Capital Regional District is currently getting public input on the DRAFT Regional Sustainability Strategy.

Mr. Jensen provided an overview of the following Capital Regional District Services and Systems:

- Regional Infrastructure
- Emergency Management
- Housing Systems
- Regional Drinking Water
- Regional Parks and Regional Park Systems
- Regional Wastewater Management
- Solid Waste Management
- Solid Waste Engagement
- Monitoring and Testing
- Recreation and Culture
- Sea to Sea Regional Park Reserve

Mr. Jensen additionally overviewed the following current Capital Regional District challenges:

- Core Area Wastewater Treatment
- Regional Kitchen Scraps Processing

A discussion ensued between the Committee, Mr. Jensen and CRD Staff as to the following:

- The sustainability of the regional drinking water supply
- Whether water supply itself is used to control growth and development
- Whether there are concerns as to the structural integrity of the Sooke Lake Reservoir dam
- Council's concerns as to residents in the Otter Point Road area that do not have water as the provision of water is reflected in the District of Sooke Official Community Plan (OCP)
- The use of Hartland Road Landfill as a composting facility for the Kitchen Scraps Program and other Recycling Programs

Signe Bagh, Senior Manager Regional and Strategic Planning addressed the Committee as to the development of the Regional Sustainability Strategy. Ms. Bagh advised that this is an opportunity for CRD Staff to hear directly from Council as the Strategy progresses. Ms. Bagh explained that a municipality's Official Community Plan is unique to each community and that the CRD is trying to identify issues that are regional so that they can be addressed as part of the Regional Growth Strategy. Where there are regional issues, there are opportunities for regional cooperation and mutual benefit.

Ms. Bagh explained that the Regional Sustainability Strategy document sets out ideas for discussion and as they continue to receive feedback, the document will continue to evolve. Ms. Bagh advised that each municipality will have to sign off on the Regional Sustainability Strategy before it becomes a bylaw. Once the Regional Sustainability Strategy is adopted as a bylaw, each municipality will have to develop a Regional Context Statement.

Ms. Bagh overviewed the following six key objectives in the Regional Sustainability Strategy:

- Reduce greenhouse Gas Emissions
- Be Resilient
- Manage Growth
- Foster Wellbeing
- Enhance our Natural Environment
- Optimize Infrastructure

Ms. Bagh clarified for the Committee the deadlines for the Regional Sustainability Strategy online survey and feedback form.

Diana Lokken, General Manager, Finance and Technology provided an overview of where the District of Sooke fits in the Capital Regional District 2014 Budget. Ms. Lokken explained costs associated with direct services, mandated services and delegated responsibilities for Sooke and costs associated with contractual and emergency services for Sooke. Ms. Lokken further explained requisitions for MFA Debt and the Capital Regional Hospital District.

Robert Lapham, Chief Administrative Officer reported that the CRD are working to enhance financial reporting on asset management and reserves. Additionally the CRD is placing information on current Capital Projects around the region onto the CRD website. The CRD is working on putting more information out routinely, proactively and are working with people directly to satisfy the growing need for services.

Mr. Jensen thanked the Committee for allowing CRD Staff to make their presentation. Mr. Jensen advised that the CRD is a shared service organization and that the Staff are there to answer any questions and provide information that is required during the process of the Regional Sustainability Strategy.

Mayor Tait took the opportunity to thank Mr. Jensen and CRD Staff for their presentations and thanked members of the public for attending the meeting.

Public Input:

Heather Phillips, Otter Point Resident, provided comments as to the Regional Sustainability Strategy and concerns as to the effect the Sustainability Strategy will have on Sooke, the Juan de Fuca Electoral Area and Port Renfrew. Ms. Phillips asked that Port Renfrew be identified as a “rural centre” for planning purposes and that Sooke and the Juan de Fuca Electoral Area’s not be included with “WestShore.”

4. **Public Input**

There was no further input from members of the public.

5. **Adjournment**

The meeting was adjourned at 8:33 p.m.

Certified Correct:

Maja Tait
Mayor

Bonnie Sprinkling
Corporate Officer



DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held
February 16, 2015 at 7:00 pm
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Maja Tait
Councillor Rick Kasper
Councillor Ebony Logins
Councillor Brenda Parkinson
Councillor Kevin Pearson

STAFF PRESENT

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

ABSENT: Councillor Berger, Councillor Kerrie Reay

1. **Call to Order**

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

2. **Approval of Agenda**

MOVED and seconded to approve the agenda with the following items as supplemental information:

- Correspondence received February 16, 2015 from Gail Hall
- Correspondence received February 14, 2015 from Patricia Marsh

CARRIED UNANIMOUSLY

3. **Off-leash Dog Park Discussion**

Mayor Tait advised that the purpose of this evening's meeting is for Council discussion on the off-leash dog park as the District has received inquiries on the issue. There is interest in the community to have a dedicated off-leash dog park as well as requiring dogs on-leash only for Whiffin Spit Park.

Gord Howie provided an overview of the timeline for the off-leash dog park to date. Mr. Howie reported that the off-leash dog park group was able to raise \$500 in funds towards the preferred location at Ponds Park Corridor.

Committee Discussion:

- The raising of additional funds by the off-leash dog park group to go towards the Park
- Importance of receiving input from members of the public on the issue of dogs in community parks
- Status of the Spiritwood Development proposal to develop an off-leash dog park in the Spiritwood Development location
- There is an identified need for an off-leash dog park somewhere in the community but the budget process should be completed prior to making any decisions on the issue
- Concerns as to costs associated with the additional parking at Ponds Park Corridor and concerns as to the close proximity of the dog park to residences

- Council may need to look at revisiting the John Phillips Memorial Park Plan and also look at other parks that could be suitable locations
- Council to consider off-leash dog parks when reviewing new development applications
- Importance of making a decision on the issue as sport facilities (Throup Road ball park and Fred Milne soccer fields) are experiencing problems with dogs and refuse

Public Input

Ellen Lewers, Sooke resident, provided comments as to the Off-leash dog park and how the dog park will affect the upcoming budget. Ms. Lewers also advised that people do not leash their dogs on the Galloping Goose Trail and on Whiffin Spit and are leaving dog waste bags along the side of the trail. Ms. Lewers does not support the amount in the budget for “doggie bags.”

Mayor Tait advised that Council will need to take the budget into consideration and that there will need be public input for members of the public on the issue of the off-leash dog park. In terms of “leashing” dogs, there is the issue of how that would be enforced.

Bonnie Sprinkling advised that the “off-leash dog park” group was advised that Council would be discussing the issue this evening.

Council further discussed:

- The City of Kelowna has a “Take a Bag Leave a Bag” Program which could help reduce the costs of “doggie bags”
- Concerns that dog owners are leaving the bags on the side of the trail
- Additional garbage cans have been installed in various locations in order to help control the used “doggie bags” that are being left behind

MOVED and seconded to receive the two Public Information Packages on the Off-Leash Dog Park.

CARRIED UNANIMOUSLY

Action item: Staff to provide Council with the current statistics as to dog licences issued within the District of Sooke and the amount of funds allocated for doggie bags in the financial plan.

4. **Current Issues**

There was no further input from members of the public.

5. **Adjournment**

The meeting was adjourned at 7:27 p.m.

Certified Correct:

Maja Tait
Mayor

Bonnie Sprinkling
Corporate Officer



DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held March 2, 2015
at 7:00 pm
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Maja Tait
Councillor Bev Berger
Councillor Rick Kasper
Councillor Ebony Logins
Councillor Brenda Parkinson
Councillor Kevin Pearson
Councillor Kerrie Reay

STAFF PRESENT

Michael Dillabaugh, Director of Finance
Bonnie Sprinkling, Corporate Officer
Tina Hansen, Corporate Assistant

1. **Call to Order**

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

2. **Approval of Agenda**

MOVED to approve the agenda as circulated.
CARRIED

3. **Presentation of Preliminary 2015-2019 Five Year Financial Plan**

Michael Dillabaugh provided an overview of the proposed 2015-2019 Five Year Financial Plan for the Committee.

Mr. Dillabaugh advised that the Financial Plan is being presented later this year than in previous years as a decision was made by the newly elected Council to wait until after the strategic planning session to bring forward the budget.

Mr. Dillabaugh reported that the tax increase projected for 2015 in the 2014-2018 Five Year Financial Plan was 2.38%. The proposed 2015-2019 Five Year Financial Plan sets more money aside into reserves, has an increased capital plan and is driven by better cost information which has resulted in the increase from 2.38% to the 2.49% percent that is being presented.

Mr. Dillabaugh further reported that Council's 2014-2015 Corporate Strategic Priorities have been the primary guidance for the proposed 2015-2019 Five Year Financial Plan. In addition, the current Council has met to set a new Strategic Plan and these priorities have been incorporated into the proposed Plan.

Mr. Dillabaugh advised that the Town Centre has been a significant priority of Council and continues in the proposed 2015-2019 Five Year Financial Plan and includes the following projects:

- Design and begin construction of Phase 2 of the Connector Road (Phillips Road to Charters Road)

- Highway 14 Roundabout construction
- Highway 14 improvement from Church Road to Otter Point Road
- Design and construction of sidewalks along Highway 14 from Church Road to Otter Point Road
- Continued funding for road and sidewalk improvements programs
- Downtown art bench
- Transit stop improvements

Proposed projects in 2016-2019 include:

- Completion of Phase 2 of the Connector Road (Phillips Road to Charters Road)
- Improved Rainwater Management in the Town Centre
- Continued funding for road and sidewalk improvement program
- Church Road widening (Sooke Road to Helgeson Road)
- Connector Road Phase 3 (Otter Point Road to Gatewood Road)

Mr. Dillabaugh noted that the percentage tax increase in 2017 is a direct result of the decision during the 2014 budget to use surplus funds to offset the tax increase in 2014 to 2016.

Mr. Dillabaugh advised that staff presentations on the budget will be made at the March 10th and March 11th Committee of the Whole meetings. Following presentations, a revised Financial Plan will be presented to the Committee and then forwarded to Council for preliminary approval with final approval by Council in April and May 2015.

Committee discussion:

- Timeline for when staff anticipate receiving the 2014 Actuals
- Committee discussion of Strategic Priorities and Capital Project items

Public Input:

Margarita Dominguez, representing Sooke Animal Food and Rescue Society (SAFARS) addressed the Committee as to the CRD Animal Control Contract that will be coming forward to Council at an upcoming Council meeting. Ms. Dominguez advised that SAFARS is rescuing a large number of cats and that they are wanting Council to recognize that they are providing a service to the community and should be provided funding support.

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

5. **Adjournment**

The meeting was adjourned at 7:19 p.m.

Certified Correct:

Maja Tait
Mayor

Bonnie Sprinkling
Corporate Officer



DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held March 10, 2015
at 7:00 pm
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Maja Tait
Councillor Bev Berger
Councillor Rick Kasper
Councillor Ebony Logins (arrived at 7:02)
Councillor Brenda Parkinson
Councillor Kevin Pearson
Councillor Kerrie Reay

STAFF PRESENT

Gordon Howie, Chief Administrative Officer
Michael Dillabaugh, Director of Finance
Bonnie Sprinkling, Corporate Officer
Elisabeth Nelson, Municipal Engineer
Rick McLeod, Deputy Fire Chief
Sarah Temple, Finance and Administration
Assistant

Absent:

1. Call to Order

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

2. Approval of Agenda

MOVED to approve the agenda with the following as Supplemental Information:

- Correspondence received March 10, 2015 from Derek Lewers
Re: Fire Department Budgeting and Capital Replacement Plan
- Staff Report – Annual Grants
- Staff Report – 2014 Vacation Payout
- Staff Report – Building Permits: Year End Cut-Off

CARRIED

3. Part 1 Departmental Financial Plan Presentations:

2015-2019 Five Year Financial Plan

Michael Dillabaugh provided a summary of the 2015 - 2019 Five Year Financial Plan. Mr. Dillabaugh reported that the initial proposed tax increase for 2015 is 2.49% percent.

Councillor Logins declared a conflict of interest with the Community Grant line item in the 2015-2019 Five Year Financial Plan as she is employed by the EMCS Society and left the meeting at 7:09 pm.

Committee discussion:

- Discussion of conflict of interest and when Councillors should and should not excuse themselves from budget discussions.
- Discussion of the history of the *Community Grant Program Policy, 2014* and the types of grants available.
- Discussion of historical amounts granted to organizations.

MOVED and seconded to direct the Community Grant Review Committee to review Category A Annual Grants for the years 2016 onward, pending a review of completed annual reports.

CARRIED

Councillor Logins returned to the meeting at 7:24 p.m.

Finance Department and Common Services

Michael Dillabaugh provided a summary of the Finance Department and Common Services budget.

Committee discussion:

- Discussion of increased salary amounts. Mr. Dillabaugh advised that there are projected increases based on inflation, Collective Bargaining and the end to a freeze of exempt staff wages.
- Importance of ensuring that actuals don't exceed budgeted amounts. Some individual budget items are over, but the overall Financial Plan is within budget.
- Banking costs are approximately \$4000 over budget due to a change in the way that Land Titles administers their fees.
- If overages exist within a line item in the previous year, the Finance Department will review it to see if it is a one-time expense, or if it is an increased ongoing operations cost. This will determine the budgeted amount for the next year.
- Discussion of reducing the budgeted amount for Council Contingency to the actual amount spent in 2014.
- Discussion of budgeted amounts for building maintenance. Ongoing Building Maintenance follows the Purchasing Policy and includes janitorial services, emergency repair and planned repairs.
- Discussion of external maintenance to the District office including a new wooden sign, moss removal from the roof and the removal of the tree in front of the building's main entrance.
- Records management amount for 2015 is increased to allow for the digitization of land records, previously stored on microfiche.
- Discussion of "Boat Launch Expense" line item. Mr. Dillabaugh explained that there is matching revenue to offset this expense.
- Discussion of "Long Term Plans" line item. Any unused portion would go into surplus; there are some plans that require review.
- There are two summer student positions proposed for 2015, and the budget for these positions assumes the approval of federal grant funding. Should this funding not be approved, only one position would be filled.

Action Item: Staff to continue to produce a "Budget to Actual" report on a quarterly basis to allow for a discussion on any variances.

Action Item: Staff to review the Boat Launch operations contract and ensure a final report is received. Council would like to review the contract before fishing season.

Action Item: Staff to provide a report on the usage of the Conference Facilities at the Best Western Prestige Resort.

MOVED and seconded to direct staff to reduce the 2015 budget for Long Term Plans in the Proposed 2015 – 2019 Five Year Financial Plan to \$20,000 for each of the next 5 years.

CARRIED UNANIMOUSLY

MOVED and seconded to direct staff to prepare a report exploring options for Boat Launch operations in advance of the expiry of the current contract.

CARRIED UNANIMOUSLY

MOVED and seconded to direct staff to reduce the 2015 budget for Category B Community Grants in the Proposed 2015 – 2019 Five Year Financial Plan to \$50,000.

CARRIED UNANIMOUSLY.

MOVED and seconded to direct staff to reduce the 2015 budget for Council Contingency in the Proposed 2015 – 2019 Five Year Financial Plan reduce 2015 amount to \$35,000 for each of the next 5 years.

CARRIED UNANIMOUSLY

Debt

Michael Dillabaugh provided a summary of the debt servicing budget included in the Proposed 2015 – 2019 Five Year Financial Plan. Mr. Dillabaugh advised that the only lease agreement is for the fire hall gym equipment, which is reimbursed through a revenue recovery line item. Mr. Dillabaugh further advised that the Bylaw 91 Reserve account is for the Municipal Hall building.

Committee discussion:

- The lease for the SCBA equipment is coming up in 2017, at which point a decision to purchase or to lease can be made.

Revenues

Mr. Dillabaugh provided a summary of the total revenues in the Proposed 2015 – 2019 Five Year Financial Plan. Mr. Dillabaugh advised that the revenues are remaining consistent and that Boat Launch fees are included in this line item to offset the Boat Launch expenditure discussed earlier. Mr. Dillabaugh drew attention to the increase in projected building permits revenues. In 2014 the actual building permit revenues were higher than anticipated, so the 2015 budget has increased.

Committee discussion:

- Discussion as to using conservative estimates for prospective revenues such as building permits. Mr. Dillabaugh advised that any reduction in revenues will result in a tax increase.

Reserves

Mr. Dillabaugh provided a summary of the reserve accounts included in the Proposed 2015 – 2019 Five Year Financial Plan.

Committee discussion:

- Discussion in regards to transfers to own reserves and the purposes of various reserve funds.

- Discussion of “non-market change” revenue of \$291,000 in 2015 and whether to place this entire amount into reserves, or use a portion to offset taxes.

MOVED and seconded to direct staff to reduce the amount transferred to reserves as a result of non-market change revenue to \$200,000 in the Proposed 2015 – 2019 Five Year Financial Plan;

AND TO direct staff to use the remaining \$91,000 of revenues as a result of non-market financial change to offset property taxes.

CARRIED **Mayor Tait and Councillor Logins opposed the motion**

4. Public Input

Jim Mitchell, Sooke resident, addressed the Committee and asked for clarification regarding the percentage tax increase. Mr. Mitchell stated that his calculations did not match those presented. Mr. Mitchell made inquiries to the Committee regarding a number of line items, including records management, IT consulting, Elections, storm water testing and Animal Control. Mr. Mitchell stated his support for a reduced tax burden and advised that he would like to see Council reject any proposed tax increase.

Mary Brooke, Sooke resident, addressed the Committee to inquire about the increase to the advertising budget. Ms. Brooke further inquired about the contractor/operator for the Boat Launch, the projected increase in building permit revenues and the reduction in Community Grant funding available. Ms. Brooke suggested that alternate forms of assistance could be offered, such as fundraising support.

Ellen Lewers, Sooke resident, addressed the Committee and inquired as to whether the projected building permit revenue was as a result of residential or commercial development. Ms. Lewers further inquired as to the interest rates paid to the Municipal Finance Authority and encouraged the Committee to seek financing through local banks. Ms. Lewers stated her support for saving funds to offset future expenses, especially in a community that is projected to experience future growth.

Mary Brooke, Sooke resident, addressed the Committee and stated that the budget process is becoming easier to understand each year and offered her thanks to Mr. Dillabaugh. Ms. Brooke further stated that she has been offering discounts to the District of Sooke for advertising and stated that this may cease now that there is additional advertising funding available.

5. Adjournment

MOVED and seconded to adjourn the meeting at 10:19 p.m. to Wednesday, March 11, 2015 at 7:00 p.m.

CARRIED UNANIMOUSLY

Certified Correct:

Maja Tait
Mayor

Bonnie Sprinkling
Corporate Officer



DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held Tuesday, March 10, 2015
Reconvened
Wednesday, March 11, 2015
at 7:00 pm
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Maja Tait
Councillor Bev Berger
Councillor Rick Kasper
Councillor Ebony Logins
Councillor Brenda Parkinson
Councillor Kevin Pearson
Councillor Kerrie Reay

STAFF PRESENT

Michael Dillabaugh, Director of Finance
Brent Blackhall, Deputy Director of Finance
Elisabeth Nelson, Municipal Engineer
Rick McLeod, Deputy Fire Chief/ESS
Tina Hansen, Corporate Assistant

ABSENT: Councillor Bev Berger, Councillor Kerrie Reay

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 following as Supplemental Information:

- Correspondence received March 11, 2015 from Derek Lewers
Re: Fire Department Budgeting and Capital Replacement Plan

CARRIED UNANIMOUSLY

3. **Part 1 Departmental Financial Plan Presentations Con't:**

Development Services - Planning

Michael Dillabaugh provided an overview of the Planning Department expenditures in the proposed 2015-2019 Five Year Financial Plan. Mr. Dillabaugh advised that the Planning Department provides professional planning advice, information and guidance to Council and the public on development matters and applications. Mr. Dillabaugh noted that the Planning Department also includes Geographic Information Services (GIS) which provides mapping and data management services to the District, RCMP and community groups. Mr. Dillabaugh summarized the operations of the Planning Department for the Committee.

Committee discussion:

- Discussion as to Development Services Salaries and costs associated for a part time Senior Planner position
- Discussion that the previous Council was not planning on filling the Senior Planner position due to the overall reduction in activity within the municipality

- Discussion as to whether there is a need for a part time Senior Planner position at this time
- Discussion that there could be a savings of approximately \$40,000 in the budget by not filling the part time Senior Planner position
- Discussion as to opportunities for succession planning with existing staff
- Discussion that there is minimal risk to the District by doing without a part time Senior Planner position at this time; Council could look at considering the part time position in the future

MOVED to direct staff to exclude the funding for the part time Senior Planner position in the proposed 2015-2019 Five Year Financial Plan for 2015.

CARRIED UNANIMOUSLY

Committee further discussed:

- Discussion as to the Economic Development - Conference Centre Bookings and Conference Hosting budget
- Discussion as to whether there will be a point in time when Geographic Information System (GIS) should be in the maintenance stage vs. the development stage

4. **Part 2 Departmental Financial Plan Presentations:**

Development Services – Engineering

Michael Dillabaugh provided an overview of Engineering Services in the proposed 2015-2019 Five Year Financial Plan. Mr. Dillabaugh reported that the Engineering Department is responsible for the planning, design and construction of the municipality's infrastructure and includes roads, water, sewer and drainage. The Engineering Department works closely with the Planning Department to ensure that the municipality is developed in a fashion consistent with the District's Official Community Plan while ensuring that good engineering practice is maintained. The Engineering Department is also responsible for the construction and maintenance of the District's parks and greenspaces. Mr. Dillabaugh summarized the responsibilities for Building Inspection Services which is under Engineering Services in the Financial Plan.

Committee discussion:

- Clarification as to funding in the proposed 2015-2019 Five Year Financial Plan for an Auxiliary Senior Building Official position
- That the Senior Building Official position has been vacant for two years and Council may use its discretion to cancel this job position
- Discussion as to new mandatory credentials for Building Officials

MOVED to postpone a decision on the Auxiliary Senior Building Official position at this time;

AND TO direct staff to provide a report to Council with further information on the Auxiliary Senior Building Official position and the concerns raised by the Committee.

CARRIED UNANIMOUSLY

Committee further discussed:

- Clarification as to the increase under Traffic Control Devices for the installation of a mobile digital speed reader sign
- Discussion as to where the former community “Speed Watch” sign is and who owns it
- Discussion as to the 2015 budget amount of \$18,000 under “Boat Launch Repair” that will be used to repair the wash out under the boat launch ramp
- Discussion as to funding allocated under “Street Lighting Electricity”
- Discussion as to whether BC Hydro is moving toward the use of LED lighting and whether the District is looking into transitioning to LED lighting by replacing the mechanisms of the various ornamental lighting throughout the community
- Discussion as to whether staff has looked into the feasibility of providing road maintenance work “in house”

ACTION ITEM: Staff to look at including highlights of roadwork maintenance in the quarterly variance reports that are provided to Council.

Recreation and Cultural Services

Michael Dillabaugh provided an overview of Recreation and Cultural Services in the proposed 2015-2019 Five Year Financial Plan.

Committee discussion:

- Discussion as to the property in front of the Casa Building being public land
- Clarification as to the “Starlight Cinema” and whether this would fall under Recreation and Cultural Services in the Financial Plan
- Clarification as to whether the costs for operating Starlight Cinema includes the fees for the movie licences
- Discussion as to funding for “Harbour way Walkway Licence” under Recreation and Cultural Services
- Opportunities for volunteers for “Starlight Cinema” through the Volunteer Centre
- Discussion as to including future funding for hosting an event such as a New Year’s Eve celebration for the community; funding could be added to the Council Contingency Fund or to Protocol
- Clarification as to whether Seasonal Adornment includes Christmas tree lighting and decorations; the lights for the Christmas trees will need to be replaced with industrial lights that last longer
- Clarification as to whether the ornamental street lighting on Wadams Way has built-in electrical outlets to accommodate decorative/seasonal lighting
- Discussion as to increasing the Seasonal Adornment budget by \$10,000
- Discussion as to coordinating the Christmas Tree light up and Santa Claus parade on the same day and to holding the Santa Clause parade in the evenings
- Discussion as to engaging the business community and forming other partnerships to encourage Town Centre seasonal decorating/lighting

- Discussion as to the number of partnerships that provided volunteer help with the seasonal decorations in the Town Centre ie. Sooke Fall Fair with Christmas swags
- Discussion as to being inclusive of others by holding a variety of celebrations throughout the year in addition to Christmas
- Discussion as to having tree lighting remain throughout the year on certain trees in the Town Centre in order to reduce labour costs for removing lights
- Clarification as to whether there is a way of installing an electrical feed at the “Welcome to Sooke” sign location

MOVED to direct staff to increase the 2015 budget for Seasonal Adornment in the Proposed 2015-2019 Five Year Financial Plan to \$11,500.

CARRIED UNANIMOUSLY

Sewer Fund

Michael Dillabaugh provided an overview of the Sewer Fund in the proposed 2015-2019 Five Year Financial Plan. Mr. Dillabaugh advised that the number of parcels in the sewer specified area was finalized in mid-January. As with 2013 and 2014, the incremental increase in the parcel tax to repay the General Fund has been included in the budget. A transfer in from surplus equal to this amount has also been budgeted in the general fund which helps to offset tax increases for the five year repayment term. Mr. Dillabaugh summarized expenses for the EPCOR operation fee for 2015 as per the amended Schedule A in the agreement. Mr. Dillabaugh noted that Sewer Fund Surplus will be transferred into the Reserve Account for future expenditures and is expected to increase to 1.3 million dollars by 2019.

Committee discussion:

- Upcoming Capital projects under the Sewer Fund for the existing sewer specified area in 2015

Protective Services – Policing, Fire Department & Emergency Program

Mr. Dillabaugh provided an overview for the Protective Services and Emergency Program in the proposed 2015-2019 Five Year Financial Plan.

Committee discussion:

- Discussion as to the difference between the 2014 budgeted and 2014 actuals with regard to Fire Department salaries
- Discussion as to whether the District of Sooke is currently being invoiced by the RCMP for the clerical position that has not yet been filled
- Discussion as to whether costs associated with the recent homicide in the District of Sooke are reflected in the 2014 Actuals
- Clarification as to whether the District is responsible for paying wages to RCMP members who are on maternity leave under the RCMP Contract

- Discussion as to Council having ongoing dialogue with the Staff Sgt with regard to the costs associated with 24/7 Police coverage
- Clarification as to the increase in 2015 for SCBA maintenance and Tire replacement under Equipment Maintenance
- Discussion as to recent changes/upgrades with the CREST radio system and whether the Fire Department will be required to purchase new radios due to the upgrades
- Discussion as to whether there has been some cost savings with the purchase of the Fire Department commercial wash machine in 2014
- Clarification as to whether the \$12,200 in funding for 2015 under Uniforms and Operating Supplies can be used towards the purchase of safety boots for the benefit of the volunteers

ACTION ITEM: Staff to look into whether the allocated amount of \$12,200 for 2015 under “Uniforms and Operating Supplies” can be used towards the purchase of safety boots for the volunteers.

Capital

Mr. Dillabaugh provided an overview of the 2015 Capital Plan.

Committee discussion:

- Discussion as to the redistribution of surplus amounts to each of the funds for the Grant Road Connector (Church to Otter Point) project and whether the entire grant amount was used
- Discussion as to incorporating the Fire Department Capital Asset Replacement Plan and service levels referenced in the Structure and Firefighter Competency and Training Playbook in the Terms of Reference for the Long Term Financial Planning Committee
- Clarification as to the ongoing allocation of \$50,000 per year for a Seniors/Youth Centre
- Clarification as to whether ornamental light standards on Wadams Way are the same design as lighting standards going into the Town Centre
- Clarification as to the notification timeline for the Connector Road Building Canada Fund Grant Application
- Discussion as to ensuring that Council continues to move forward with the design of the Connector Road project prior to receiving any potential grant funding
- Discussion as to potential interim ways for opening the road right of way of Goodmere Road in conjunction with the development of the roundabout and Brownsey Boulevard
- Discussion as to revenue opportunities for latecomer fees through future subdivisions and developments that could be used towards the completion of Goodmere Road to the proper standards

MOVED to direct staff to provide a report to Council on options and feasibility for the development of the Brownsey Boulevard and Goodmere Road Connection.

CARRIED UNANIMOUSLY

ACTION ITEM: Staff to provide a summary of the Fire Department Equipment Replacement line in the 2015 Capital Plan to the next Committee of the Whole meeting.

5. Public Input:

Terrance Martin, Sooke resident provided comments as to the proposed 2015-2019 Five Year Financial Plan. Mr. Martin spoke to opportunities for grant funding through the Gas Tax Strategic Priorities Fund which could be used towards a project to address the parking issues at the boat launch. Mr. Martin reported that as the contractor managing the Boat Launch, he will be providing Council with a report as to boat launch revenues over the past year.

Margarita Dominguez, Victoria Pet Food Bank and Feral Cat Rehabilitation Society addressed the Committee as to the Capital Regional District (CRD) Animal Control Services Agreement and recent changes in the Protective Services Division to amalgamate services in particular Bylaw Enforcement and Animal Control. Ms. Dominguez has concerns as to how the amalgamation of services will affect the animals.

Ellen Lewers, Sooke resident provided comments as to the proposed 2015-2019 Five Year Financial Plan. Ms. Lewers asked for an update regarding the presentation she made to Council on the lack of parking at the Community Hall and suggested putting a park and ride at the end of Gatewood Road. Ms. Lewers also provided comments as to street lighting at the corner of Church Road and Wadams Way, the public boat launch ramp, Prestige Hotel contract, decorative lighting and access to irrigation in the town centre for flower baskets and shrubs.

Mary Brooke, Sooke Voice News provided comments as to the proposed 2015-2019 Five Year Financial Plan. Ms. Brooke addressed the Committee as to the District of Sooke taking on Economic Development again to separate it from the activities of the Chamber of Commerce. Ms. Brooke also commented as to the increase in hydro rates and the negative effect to municipalities. Ms. Brooke indicated that businesses west of Otter Point Road believe that they are being negatively impacted and feel excluded from the "town centre" with the various events that are held throughout the year.

Ellen Lewers added that it is important to ensure that the businesses west of Otter Point Road are included when decorating the town centre. Ms. Lewers also addressed the Committee as to the importance of BC Transit Hydro providing appropriate shelter and lighting at bus stops for residents of Sooke.

Michael Dillabaugh reported that the proposed 2015-2019 Five Year Financial Plan will come forward to the Committee with final revisions at the March 23rd Committee of the Whole meeting and will then go to the March 30th Special Council meeting for Council approval.

6. **Adjournment**

The meeting was adjourned at 10:03 p.m.

Certified Correct:

Maja Tait
Mayor

Bonnie Sprinkling
Corporate Officer



DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held March 23, 2015
at 6:00 pm
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Maja Tait
Councillor Bev Berger
Councillor Rick Kasper
Councillor Ebony Logins
Councillor Brenda Parkinson
Councillor Kerrie Reay

STAFF PRESENT

Gordon Howie, Chief Administrative Officer
Michael Dillabaugh, Director of Finance
Bonnie Sprinkling, Corporate Officer
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 6:04 p.m.

2. **Approval of Agenda**

MOVED to approve the agenda with the following as supplemental information:
2015-2019 Five Year Financial Plan

- Fire Department Capital Equipment Replacement detail
- Use of Prestige Rooms as per Partnering Agreement

CARRIED

3. **2015-2019 Five Year Financial Plan**

Michael Dillabaugh provided a summary of the staff report for the Committee. Mr. Dillabaugh reported that staff has integrated Committee directed changes during the last three meetings into the Financial Plan. Mr. Dillabaugh explained that there are two versions of the Financial Plan for consideration; the first Option includes all the changes discussed by the Committee and the second Option includes all changes and one revision; the use of the \$91,000 in revenue from new assessment to offset the tax increase in the current year.

Committee discussion:

- Requested changes by the Committee to the Financial Plan and whether these changes reflect the difference in taxes that was originally projected for this year (2.49 percent to -1.24 percent)
- Allocating the annual funding that was previously used to pay for the Regional Crime Unit into a Reserve Fund to be used towards increased Police costs or to fund a future RCMP staff member
- Impact on years 2016-2019 if capital costs are lowered following review of the Strategic Plan
- Allocating funds from the Prestige Partnering Agreement for an additional RCMP officer position beginning in September 2016 with the expiration of the Partnering Agreement

- The Fire Department Capital Asset Replacement Plan and how apparatus replacement will be dealt with in the Financial Plan
- Clarification as to the lease and replacement of Fire Department SCBA in 2017
- Importance of looking at all the District's assets individually as part of the overall Financial Plan; developing a long term Capital Plan
- Capital Assets for the Fire Department to be reviewed through the Long Term Financial Planning Committee; the Committee terms of reference are still being worked out
- Council revisiting the financial obligations in the Capital Plan

MOVED to direct staff to place the 2015 line item amount of \$43,869 for Regional Crime Unit in the 2015-2019 Five Year Financial Plan into a Reserve Fund to offset a future RCMP officer position;

AND THAT the amounts for years up to 2019 be placed into the Reserve Fund
CARRIED

Committee further discussed:

- Reallocation of funds that are being paid to the Prestige Hotel
- Concerns as to earmarking funds specific to RCMP since the Fire Department will be facing expensive challenges in the future. It is important to ensure the community is protected in the area of Fire Protection as well

MOVED to direct staff to allocate funds in the 2015-2019 Five Year Financial Plan to add one RCMP officer commencing in September 2016.

CARRIED **Councillor Logins and Mayor Tait opposed the motion**

Committee further discussed:

- Clarification as to the amount of revenue the District receives from Casino Revenues
- Casino Revenues being allocated to the Community Grant Program
- The Sooke Food Bank and the shortfall they may be facing this year due to the timing that they would be receiving funding this year
- Future revenue opportunities to the District through new growth

MOVED to recommend that Council give approval to Option 1 of the 2015-2019 Five Year Financial Plan.

DEFEATED **Councillor Logins, Councillor Parkinson and Mayor Tait opposed the motion**

MOVED to recommend that Council give approval to Option 2 of the 2015-2019 Five Year Financial Plan.

DEFEATED **Councillor Berger, Councillor Kasper and Councillor Reay opposed the motion**

MOVED to refer the 2015-2019 Five Year Financial Plan back to staff to incorporate the changes directed by the Committee to date;

AND TO bring the revised 2015-2019 Five Year Financial Plan to Council for consideration on March 30th, 2015.

CARRIED

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

Councillor Logins declared a conflict as she is an employee of Sooke School District No. 62 and left the meeting at 6:54 p.m.

Committee discussion:

- Council consideration as to the reduction of Community Grants by 10% and reallocating the funds from the reduction to the Sooke Food Bank
- Council consideration to increasing grant funding to the Sooke Food Bank instead of reducing other Category A Grants
- Discussion as to allocating a portion of or the amount of \$4,191 in funds from the 2014 Actuals to the Sooke Food Bank
- Discussion as to the large increase in the number of people having to use the Sooke Food Bank
- Discussion as to the Community Grant Review Committee reviewing the Category A and B Grants and whether the line item amount for Community Grants in the Financial Plan should include the 2 percent rate of inflation in years 2016-2019
- Discussion as to the other community groups that require assistance through the Community Grant Program

MOVED to direct staff to reduce the 2015 amount of funding provided to community groups through the Category A Grants in the 2015-2019 Five Year Financial Plan by 10%;

AND THAT the reduction in funds be directly earmarked for the possible use by the Sooke Food Bank.

DEFEATED Councillor Berger, Councillor Parkinson and Mayor Tait opposed the motion

MOVED to direct staff to remove the rate of inflation under the Annual Grants in the 2015-2019 Five Year Financial Plan;

AND THAT the line item for Annual Grants (Category A) remain at the 2015 amount of \$72,788 pending review of the Grants by the Community Grant Review Committee;

AND THAT any non-committed funds within the annual grant budget in 2015 be allocated to the Sooke Food Bank.

CARRIED

MOVED to direct staff to remove the rate of inflation under the Bi-Annual Grants – Category B in the 2015-2019 Five Year Financial Plan.

CARRIED

Councillor Logins returned to the meeting at 7:10 p.m.

5. **Adjournment**

The meeting was adjourned at 7:10 p.m.

Certified Correct:

Maja Tait
Mayor

Bonnie Sprinkling
Corporate Officer



DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held TUESDAY, April 7, 2015
at 7:00 pm
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Maja Tait
Councillor Bev Berger
Councillor Rick Kasper
Councillor Ebony Logins
Councillor Brenda Parkinson
Councillor Kevin Pearson
Councillor Kerrie Reay

STAFF PRESENT

Gordon Howie, Chief Administrative Officer
Bonnie Sprinkling, Corporate Officer
Staff Sgt Jeff McArthur
Tina Hansen, Corporate Assistant

1. **Call to Order**

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

2. **Approval of Agenda**

MOVED to approve the agenda with the following as supplemental information:

1. Correspondence received April 7, 2015 from Barry Whiting
2. Correspondence received April 7, 2015 from Diana Pogue

CARRIED

3. **Presentation: Kinder Morgan Canada**

Mayor Tait provided background information and a timeline of events as to the District of Sooke's opposition to increased oil tanker traffic in coastal BC waters. Mayor Tait advised that the purpose of this evening's meeting is to receive an informational update from Kinder Morgan Canada on their proposed projects.

Mayor Tait introduced Michael Davies, Senior Director Marine Development, Kinder Morgan Canada.

Michael Davies provided a powerpoint presentation and overview of the Kinder Morgan Trans Mountain Expansion Project. Mr. Davies discussed product distribution advising that approximately 80% of the fuel supply to British Columbia comes through the Trans Mountain pipeline as either oil or refined products. Mr. Davies also reported that 20% of the product coming through the pipeline is loaded onto vessels; approximately eight out of ten vessels go to California, one in ten may go to Asia and the last ten to other areas of the world.

Mr. Davies advised that the proposed Trans Mountain Expansion project is a \$5.4 billion project involving building a second pipeline in the right of way adjacent to the existing pipeline. Once the pipeline reaches Vancouver, it will deviate from the existing pipeline and follow other corridors so that it is not disruptive to existing residential housing. The

project also involves replacing the existing berth faces at Westridge Marine Terminal with a new dock facility and three new berth faces.

Mr. Davies overviewed the timeline for the Trans Mountain Expansion project and regulatory processes from the time their application was filed in December 2013. If the project receives approval, construction of the project would occur from 2016 to 2018.

Mr. Davies provided information on Marine Traffic in Port Metro Vancouver and Westridge Marine Terminal operations. Mr. Davies reported that Kinder Morgan is currently loading approximately five (Aframax) oil tankers per month and that the expansion would provide the capacity to serve up to thirty four tankers per month. Today Kinder Morgan represent two percent of all marine traffic in Burrard Inlet, following the expansion; they expect to represent seven percent of forecasted traffic in Burrard Inlet. Mr. Davies advised that currently, there are approximately 6000 large vessels that navigate through the Strait of Juan de Fuca per year; of these approximately 60 vessels are from Westridge. Mr. Davies further advised that with the proposed expansion, Kinder Morgan oil tanker traffic would increase from 350-400 vessels which would make up about half of the oil tanker traffic in the region.

Mr. Davies overviewed the two way traffic system for tanker traffic and provided information as to the regulatory oversight of traffic safety systems that are in currently in place today. Mr. Davies explained the tanker safety regime in Canada under the *Canada Shipping Act* advising that under the *Act* vessel builders, vessel owners, vessel insurers, and vessel charters are required to have the vessels inspected and have inspection programs. Mr. Davies further explained that vessels are also inspected by Transport Canada.

Mr. Davies reported on proposed marine safety enhancements based on risk assessment results, oil spill modelling and product testing. Mr. Davies spoke to additional recommendations made through risk assessments and modeling which included doubling the current mandated spill response capacity, a reduction in response times, creation of a 6 hour response time, Mr. Davies reported that WCMRC are working on the implementation of a fifth tear response class and on an assessment for locations to handle basic spill response equipment including one in Sooke. Mr. Davies also spoke to proposed increased tug escorts of oil tankers past Race Rocks to the Juan de Fuca Straits.

The Committee asked the following questions of Mr. Davies following his presentation on the Trans Mountain Expansion Project:

- Clarification as to the numbers of existing tankers increasing from 60 tankers out of a total of 600 to 350 or 400 vessels. Mr. Davies clarified that Trans Mountain would make up approximately 408 out of the 1000 tankers in total.
- Whether the pipeline expansion would carry diluted bitumen or whether it would include refined products as well. Mr. Davies responded that the bulk of production from Alberta is bitumen based products such as gasoline and light oil but the majority of the growth in Alberta comes from bitumen based products.

Mr. Davies explained the process for making products that meet the specifications for pipeline transportation.

- As to WCMRC's fifth tier response class and asked for the location of the closest oil spill response base. Mr. Davies reported that today the largest oil spill response base is in Burnaby, there are also barges and response equipment around the Port as well as a base and equipment located in Duncan and equipment in Nanaimo. The nearest equipment base for Sooke is located in Esquimalt.
- Advised that Council received a Press Release from a number local Mayors including the Mayor of Burnaby and Victoria advising that they have intensified their request to the Federal government to put the Trans Mountain Project on hold until the National Energy Board (NEB) addresses some deficiencies in the review process. Mr. Davies responded that this is a matter of the National Energy Board but there is also opportunity for people to express their concern and have a full hearing of the process to determine what is in the public's best interest.
- As to the information released by CBC that the full Emergency Response Plan had not been made available but that a redacted version of the Emergency Response Plan had been made available in Washington State. Mr. Davies advised that through the regulatory process Kinder Morgan was asked to provide copies of their Emergency Response Plan but the Plan contains personal information and sensitive information on critical infrastructure that needs to be managed appropriately. Mr. Davies noted that there are no provincial or federal requirements for Kinder Morgan to share the Emergency Response Plan.
- Whether the undertaking by WCMRC to establish a new Sooke area response base was due to public comments made in 2012 following the Open House. Mr. Davies advised that the preliminary plans for a new Sooke area response base was partly due to concerns raised at the Open House but also was part of the risk assessment that they completed.
- The Committee commented that during the 2013 AVICC Convention in Ucluelet it was made clear that most coastal communities would be dealing with marine disasters on their own for the first 72 hours due to the inability of the provincial government to respond within the 72 hour timeframe. In 2013, the past Council expressed concern as to the local ability to respond to any type of marine spill and would be hard pressed to deal with such an event. Mr. Davies commented that there was no mention or recognition of WCMRC and their work on marine safety during the AVICC Convention.
- As to whether Kinder Morgan had direct or indirect involvement in encouraging WCMRC to think along the lines of the proposed marine safety enhancements and response capabilities. Mr. Davies explained that Kinder Morgan is part owners of WCMRC and they are actively involves as a shareholder. They were involved in conducting the risk assessment with WCMRC.

- Whether the U.S. (Port Angeles) had the ability to provide a response service in the event of a spill in the Strait of Juan de Fuca. Mr. Davies explained that the U.S. has a good response regime but that there are some differences between the Canadian regime and the U.S. regime in respect to responses.
- Whether there would still be an investment of 100 million dollars in the five proposed area spill response locations if the twinning of the pipeline does not proceed and whether there would be adequate response between the Canadian and the U.S. side if a spill were to occur; is there a mutual aid agreement between the two entities? Mr. Davies responded that WCMRC is the spill response service provider under the supervision of the Canadian Coastguard and the same concept exists with the U.S. Coastguard. The increased volume of oil with the project moving forward would fund the additional response enhancements.
- Whether the petroleum could be transported by rail if the pipeline was not twinned. Mr. Davies reported that rail is a much more expedient way to transport oil but in the long run is more expensive, more energy intensive, has low capital costs but high operating costs.
- As to a hypothetical response situation if a spill were to occur in the Strait of Juan de Fuca. Mr. Davies provided insight into a spill response situation beginning with the initial reporting of an event leading to a significant event of a multi-agency unified command system which would include Federal (Environment Canada), Provincial (Ministry of Environment), local governments and local First Nations.
- As to a program through WCMRC involving training in spill response for local fisherman. Mr. Davies indicated that the program involves those interested in receiving training in spill response and who are familiar with the local waters.

4. **Public Input**

Sinclair Phillips, Sooke resident, provided information as to the traditional names for the West Coast including Shipwreck Coast and Graveyard of the Pacific. Mr. Phillips advised the name T'Sou-ke comes from the word Stickleback and the Stickleback fish. Mr. Phillips is of the understanding that WCMRC would not respond to a spill in a severe storm due to risk of life and asked how local people could withstand such a devastating oil spill in the area. Mr. Davies responded advising that there is a world leading safety regime in place but if it is not safe for the people responding due to severe weather conditions it could hamper the ability of collecting things on the water at the time of risk.

Gail Armitage, Sooke resident, inquired as to the new 36 hour response time window as she is concerned that the diluted bitumen will sink within 24 hours. Mr. Davies explained the three stages of petroleum spills on the water noting that what remains will continue to float on the surface of the water. Mr. Davies provided information as to scientific studies that they conducted and used for modeling of the movement of oil and diluted bitumen.

George Butcher, Sooke resident, stated that he is a co-owner of two marine based businesses that provide employment to local people. Mr. Butcher spoke to the potential for sustainable harvested products from local waters and asked Council to help to protect these sustainable resources and the local businesses. Mr. Butcher stated that they do not want to see an increase in traffic and an increase in risk to their business and to the community. Mr. Butcher indicated that Kinder Morgan made no mention to seaweed or kelp resources in their reporting and did not project a worst case scenario in their Environmental Impact Assessment.

Frances Litman, Victoria resident, stated that she believes the Kinder Morgan project is illegal under Coast Salish law. Ms. Litman indicated that large remediation projects always seem to fall on the volunteers. Ms. Litman asked for further information as to what is involved in remediation and who is responsible for it. Mr. Davies advised that the responsibilities would fall on the individual jurisdictions, federal, provincial and local depending on the size of the spill and how it unfolds and that the response phase would not end until the plan had been carried out to reinstate things to the way they were.

Gunter Rieper, Sooke resident, inquired as to liability in the event of an oil spill and response times for removing a major oil spill. Mr. Davies explained the structure in Canada for liability for marine oil spills defined under the *Marine Liability Act* beginning with the vessel's insurance. Mr. Davies further explained that funds are also available through international and national funds such as the Ship-source Oil Pollution Fund.

Ralph Hull, Sooke resident, stated that the oil industry is not environmentally friendly and is disastrous to mariners and to the coastline. Mr. Hull inquired as to the relationship between Kinder Morgan and Trans Mountain and their relationship with Enbridge. Mr. Hull asked if there have been any serious discussions within these companies about future transitions in energy. Mr. Davies explained that Kinder Morgan owns the Trans Mountain pipeline and Trans Mountain is the certificate holder or regulated entity of the pipeline. Mr. Davies further explained the regulations of pipelines.

Margaret Critchlow, Sooke resident, commented as to the recent announcement of more Mayors coming forward with a request that the National Energy Board (NEB) hearings be put on hold. Ms. Critchlow inquired as to whether Kinder Morgan is prepared to support municipalities' request for a more thorough review process. Mr. Davies advised that Kinder Morgan is following the process and the rules set up and regulated by the NEB.

Zoey Blunt, Sooke resident, commented as to the opposition of the Trans Mountain Project and to the Burnaby Mountain Project. Ms. Blunt inquired as to the large amount of money the process has cost due to delays in operations and costs associated with people being arrested while protesting and where these funds will come from. Mr. Davies indicated that the NEB is taking all conditions into consideration and will make decisions that are in the best interest of the public.

Terry Dance-Bennink, Victoria resident, inquired as to who has the liability for a ship source oil spill. Ms. Dance-Bennink indicated that the available funding for clean up should an oil spill occur would not be sufficient as the costs associated with clean up

following the Exxon Valdez would be equal to 6.5 billion dollars today. Ms. Dance-Bennink believes the financial burden would fall on the tax payers. Ms. Dance-Bennink thanked Sooke for having the courage in taking a leading role and bringing the issue to the people for a vote.

Barry Whiting, Sooke resident, addressed the Committee as to concerns over the use of billions of dollars that are going into harvesting oil, increasing ship traffic to send the product to market resulting in increased CO2's that poison our environment. Mr. Whiting asked Council to not relent on the issue for the sake of future generations.

Darren Alexander, Sooke resident, provided comments as to accountability and inquired as to whether the National Energy Board (NEB) have incentive in making the pipeline go through as they are an extension of the Federal Government which supports the Project. Mr. Davies responded advising that the NEB is an agency of the Federal Government established under the *Act* and administered as a quasi-judicial body but the NEB are not influenced by the industry as they have a clear role to play.

John Armitage, Sooke resident, raised concerns as to the evening's discussion over the issue of an inevitable disaster on our coast.

5. **Adjournment**

The meeting was adjourned at 8:58 p.m.

Certified Correct:

Maja Tait
Mayor

Bonnie Sprinkling
Corporate Officer



DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held April 20, 2015
at 7:00 pm
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Maja Tait
Councillor Bev Berger
Councillor Ebony Logins
Councillor Brenda Parkinson
Councillor Kerrie Reay

STAFF PRESENT

Michael Dillabaugh, Director of Finance
Bonnie Sprinkling, Corporate Officer
Elisabeth Nelson, Municipal Engineer
Sarah Temple, Finance and Administration
Assistant

Absent:

Councillor Kevin Pearson
Councillor Rick Kasper

1. Call to Order

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

2. Approval of Agenda

MOVED to approve the agenda as circulated with the supplementary information for Agenda Item 4.

CARRIED

3. Potential Sale of Closed Kennedy Road

Patrick Marsden presented on behalf of Harbour View Centre Ltd. who are interested in purchasing one-half of Closed Kennedy Road - Area B as shown on map in agenda. Mr. Marsden advised that EJ Charters was interested in purchasing the other half of Closed Kennedy Road. Mr. Marsden outlined the plans for the closed road. Harbourview Centre is interested in using Area B for additional parking for a proposed development on their adjacent property; EJ Charters is interested in using Area A to maintain access to their existing building. Both companies are seeking an approval in principle before proceeding with an offer to purchase.

Committee Discussion:

- Discussion of north portion of Closed Kennedy Road presently designated as a park.
- Access to both EJ Charters and Harbour View Centre's properties will come off of Lanark Road, not off of Sooke Road.
- An offer to purchase is the next step, which will trigger notice under s. 26 of the *Community Charter*, as well as staff and Council review of the project in greater detail.

Public Input:

- Lindy Batty, Sooke resident, addressed the Committee and referred to a Council motion of approximately 10 years ago, where it was determined that the closed portion of Kennedy Road should be maintained as a view corridor. Ms. Batty spoke about the area designated as park and would like to see conditions attached to the sale that ensure that the park space is honored. Additionally, Ms. Batty advised that the assessed value of the entire area seems low and questioned what the purchase price would be based on.
- Elisabeth Nelson advised that the view corridor could be addressed as a condition of sale and that a trail is proposed for the section of the closed road designated as park.
- Michael Dillabaugh advised that the applicant did have an appraisal done, which determined the value of the property. As a part of the condition of sale the District may have an additional appraisal done.
- Patrick Marsden addressed Ms. Batty's concerns regarding the view corridor. The intention of Harbour View Centres is to use the space for parking, so view corridors will not be hindered.
- Shannon O'Keefe, spoke on behalf of EJ Charters and stated they also did not plan to build on Area B, their intention is to allow access to their existing building.

MOVED to accept in principle the sale of Closed Kennedy Road to Harbour View Centre Ltd. and EJ Charters Ltd. in accordance with the *Community Charter* and subject to staff review of conditions of sale including property value and protection of the view corridor.

CARRIED

4. Galloping Goose Trail – Sooke River Pedestrian Crossing

Mayor Tait provided a summary of the history of the Galloping Goose Trail – Sooke River Pedestrian Crossing report and advised that there are no funds set aside in the financial plan to pursue the project and that the project is not included in Council's strategic plan. Area residents have come forward asking Council to discuss the plans for the area.

Committee Discussion:

- The Sooke River Pedestrian Crossing project has spanned the past two Councils
- The Committee has found it helpful to review the history of this project.
- Discussion of each of the four potential locations identified and challenges with each.
- Discussion on importance of retaining public owned land.
- Potential for amending the Sooke River Pedestrian Crossing report to remove sites 3 and 4.
- Council's first priority for pedestrian infrastructure, as outlined in the Strategic Plan is to improve the Town Centre, not access across the river.

Public Input:

- Sheila Needs, Sooke resident, addressed the Committee and asked if the project was being put off permanently, or if a future Council might decide to pursue it. Ms. Needs expressed an interest in purchasing the property if Council was not intending to use it for a pedestrian crossing.

- Elisabeth Dennison, Sooke resident, addressed the Committee asking that the Soule Road neighbours continue to be notified of ongoing discussions.
- Ken Ebbs-Canavan, Sooke resident, spoke in support of removing sites 3 and 4 from the report. Mr. Ebbs-Canavan encouraged Council to look at the north side of the existing bridge as a potential location. Mr. Ebbs-Canavan referred to the section of the report which indicates it is the most cost efficient option. He believes it could facilitate a sewer line crossing, provide safe passage for students walking to and from school and could support a fire apparatus in an emergency situation.
- Shirley Roodbol, Sooke resident, addressed the Committee and referenced a Sooke News Mirror article from 2011 in which Elisabeth Nelson was quoted as saying that the Ministry of Transportation and Infrastructure (MOTI) was not opposed to having a crossing next to the bridge. Ms. Roodbol asked for clarification.
- Mayor Tait stated that at the time, the T'Souke Nation was opposed to putting another piling in the river at that location.
- Ms. Nelson further clarified that MOTI was in agreement with putting a pedestrian bridge to the south of the existing bridge.
- Rob Berry, Sooke resident, addressed the Committee and stated that he is in support of cycling infrastructure, but cautioned that it has to make sense.
- Jeff Bateman, Sooke resident, addressed the Committee and stated his support for an alternate pedestrian crossing, especially for the students who use the bridge every day. Mr. Bateman stated that he visited the proposed locations and saw that they were more complicated than they appear on paper and encouraged Council to look at the location addressed by Mr. Ebbs-Canavan.

MOVED to direct staff to remove Site 3 (Soule Road to Sunriver Nature Park) and Site 4, as options from the Sooke River Pedestrian Crossing report.

CARRIED

5. **Potential Sale of Soule Road Right of Way**

Committee Discussion:

- Further discussion of the importance of maintaining ownership of public lands.
- Further analysis would be required to determine if the land should be kept for future use, or if Council would consider selling it to adjacent property owners.

Public Input:

- Sheila Needs, Sooke resident, addressed the Committee to ask what the next steps would be in order to submit an offer to purchase.
- The Committee advised they would be looking for a staff report outlining the implications of the sale of the Soule Road right of way prior to considering an offer to purchase. Ms. Needs was encouraged to speak further with staff.

MOVED to direct staff to prepare a report outlining the implications of the potential sale of the Soule Road Right of Way to the adjacent property owners.

CARRIED

6. **Current Issues**

Carmen Neumann, Sooke resident, addressed the Committee and spoke about the informal use of John Phillips Park as an off-leash dog park. Ms. Neumann states that a group of dog owners meet regularly and use the area responsibly. Ms. Neumann requested that the Committee consider moving the garbage can currently located behind the Townsend Walk townhomes to the eastern entrance of John Phillips Park.

Action Item: Staff to review Ms. Neumann's request to relocate the garbage can.

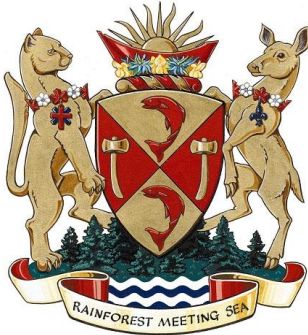
7. **Adjournment**

The meeting was adjourned at 7:49 p.m.

Certified Correct:

Maja Tait
Mayor

Bonnie Sprinkling
Corporate Officer



DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held May 4, 2015
at 7:00 pm
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Maja Tait
Councillor Ebony Logins
Councillor Brenda Parkinson
Councillor Kevin Pearson

STAFF PRESENT

Gordon Howie, Chief Administrative Officer
Bonnie Sprinkling, Corporate Officer
Tina Hansen, Corporate Assistant

ABSENT: Councillors Rick Kasper, Kerrie Reay, Bev Berger

1. **Call to Order**

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

2. **Approval of Agenda**

MOVED to approve the agenda with the following as supplemental information:

- Correspondence received May 1st and May 4th, 2015 from Margarita Dominguez, SAFARS/Victoria Pet Food Ban & Feral Coat Rehabilitation Society

CARRIED

3. **Wild Wise Sooke – Debbie Read**

Debbie Read, Wild Wise Sooke, addressed the Committee as to the Wild Wise Sooke Program advising that the Program was created with the goal of reducing human-wildlife conflict through education, cooperation and active management initiatives within the community. The Program provides education on how to live responsibly with wildlife in order to reduce conflicts and the number of bears that have to be destroyed each year due to conflict. Ms. Read overviewed the Wild Wise Sooke education program for 2015 and provided statistics as to the number of human-bear conflicts and resulting number of bears that were destroyed in the District of Sooke due to human-bear conflict. Ms. Read noted that in 2014, the number of calls to the Conservation Officer and the number of bears destroyed were significantly lower due to education offered to the community. Ms. Read summarized the impacts of feeding wildlife to the community and spoke to the importance of having a Bylaw in Sooke to prohibit feeding wildlife.

A discussion ensued between the Committee and Ms. Read as follows:

- Receiving feedback from Wild Wise Sooke as to whether people are experiencing an increase in bear-human conflict since the implementation of the CRD kitchen scraps program. Ms. Read indicated that kitchen scraps have always been part of garbage collection and that the municipalities have not yet had the bears erupt into the communities; this usually begins mid to late May. It is important to educate the community on how to handle the bins (keep them clean and not leave them outside). This will be a learning year when it comes to the CRD's program but Wild Wise Sooke will be working with the CRD on several educational programs to educate the public on managing garbage/kitchen scraps.

- Whether there is any correlation with call volume and the number of bears that are being destroyed. Ms. Read advised that they encourage people to call the 1-800-Wild number so that they know where the bears are and are able to go into these neighbourhoods to educate the residents on how to manage their attractants
- Whether bird feeders are an attractant to bears. Ms. Read advised that bears will go to great lengths to get to a bird feed and suggests putting bird feeders away until the bears are back in hibernation
- What other municipalities are including in their Animal Control Bylaws as to feeding wildlife and whether this is an issue of provincial downloading to municipalities as the *Wildlife Act* already regulates the feeding of wildlife. Ms. Read clarified that although this is a provincial issue, the way the provincial bylaws are written, they do not address “intentional feeding” and Conservation Officers have a difficult time taking these cases to provincial court as they have to have so much evidence in order to win a case. Conservation supports municipalities having their own bylaws as to feeding wildlife.

4. **SAFARS/Victoria Pet Food Bank & Feral Cat Rehabilitation Society – Margarita Dominguez**

Margarita Dominguez, SAFARS/Victoria Pet Food Bank & Feral Cat Rehabilitation Society, addressed the Committee as to the Animal Control Bylaw and concerns of the proposed bylaw amendments to reduce the number of cats permitted on individual properties. Ms. Dominguez has concerns as to how complaints over the number of cats on individual properties will be dealt with and enforced through the CRD Bylaw and Animal Care Services. Ms. Dominguez explained that SAFARS has never asked Council for money but is only looking to lease a piece of land from the District for an animal shelter.

Mayor Tait responded to Ms. Dominguez inquires as to the Animal Control Bylaw and the regulation of cats. Mayor Tait advised that Council is confident in the service that the CRD Bylaw and Animal Care Services provides on behalf of the District of Sooke and that Council will be looking at the contract with the CRD, which is for all Animal Control services, again next year.

Mayor Tait further advised that during the recent municipal election, Council put forward a referendum question on a community centre facility for members of the community which was supported by the community. Consequently, Council will be making a community centre facility a priority, not an animal rescue facility. This Council will not be providing or leasing a piece of land to the Society for a cat rescue facility.

5. **Animal Regulation Bylaw**

Bonnie Sprinkling provided an overview of the staff report for the Committee. Ms. Sprinkling advised that this report was prepared jointly with the Bylaw Enforcement Officer with considerable research as to senior legislation and what other municipalities are doing as to the feeding of wildlife. There are three main levels of the bylaw for the Committee’s discussion and consideration; Feeding of Wildlife, Regulations of Wild and Exotic Animals, and Control of Cats.

A. Feeding of Wildlife

Ms. Sprinkling advised that Ms. Read’s presentation touched on what most municipalities are doing in the form of prohibiting feeding of wildlife in their communities, which is very similar throughout BC. Ms. Sprinkling overviewed the proposed Animal Regulation Bylaw amendments.

Committee discussion;

- Whether there would be an opportunity for an educational piece as to the feeding wildlife along with bylaw enforcement of the Animal Control Bylaw
- Clarification as to the definition of “intentional feeding”

Ms. Read clarified that “intentional feeding” is purposefully giving an animal human type food sources. Mr. Read advised that she supports the proposed amendments to the Animal Control Bylaw as to feeding of wildlife.

MOVED to recommend that Council amend Bylaw No. 392, *Animal Regulation and Impounding Bylaw, 2009* as to wild and exotic animals as follows:

- a. Add or amend the following definitions:
 - “Wildlife” is as defined in the provincial *Wildlife Act*.
- b. Add or amend the following sections as follows:
 - **54. Feeding Wildlife**
No person shall provide any wildlife with food either directly or by leaving or placing in, on or about land or premises any food, food waste, or other material that is or is likely to be attractive to wildlife for the purpose of feeding those animals, other than a Conservation Officer acting in the performance of his or her duties, or a person acting under the direction of or with the permission of a Conservation Officer.
 - **55.** For certainty, the prohibition in section 54 does not apply in relation to hunting and trapping activities carried out in accordance with the *Wildlife Act* and its regulations.
- c. Add an MTI designation to Schedule D as follows:

Offence	Bylaw Section No.	Fine
<i>Feeding of Wildlife</i>	53	\$100.00

CARRIED

B. Regulation of Wild and Exotic Animals

Ms. Sprinkling provided an overview of the proposed bylaw amendments for the regulation of Wild and Exotic Animals. Ms. Sprinkling advised that when Bylaw No. 392, *Animal Regulation and Impounding Bylaw, 2009* was adopted it was prior to the enactment of the provincial *Controlled Alien Species Regulations*. Ms. Sprinkling advised that reference to “wild or exotic animals” and “wildlife” in Bylaw No. 392 could rely on the senior legislation that has been set out in the *Wildlife Act and Controlled Alien Species Regulations*.

David Spiers, Sooke resident addressed the Committee as to the proposed bylaw amendments for the regulation of Wild and Exotic Animals. Mr. Spiers advised that the *Controlled Alien Species Regulations* was well thought out and that the goal of anyone in the reptile community is to have cooperation and education so that people understand

the implications of owning these types of animals. Mr. Spiers advised that the reptile community is supportive of the provincial regulations. Mr. Spiers provided information as to the difference between wild vs. domestic animals.

Committee discussed:

- Clarification as to fines for the Regulation of Wild and Exotic Animals

MOVED to recommend that Council amend Bylaw No. 392, *Animal Regulation and Impounding Bylaw, 2009* as to feeding of wildlife as follows:

- a. Add or amend the following definitions:
 - “Wild or Exotic Animal” is as defined in the provincial *Wildlife Act* or *Controlled Alien Species Regulation*.
- b. Add or amend the following sections:
 - Keeping of Wild or Exotic Animals
No person shall keep or harbour any wild or exotic animal anywhere in the District except as permitted under the British Columbia *Wildlife Act* and *Controlled Alien Species Regulation*.
- c. Remove Schedule E.
- d. Amend Fees:
 - (e) Wild or Exotic Animal
 - (i) seizure and impoundment: \$100.00
 - (ii) maintenance and sustenance charge for each 24 \$ 50.00
hour period or part thereof that the wild or exotic
animal remains in the pound:

CARRIED

C. Control of Cats

Ms. Sprinkling provided an overview of the proposed bylaw amendments for the control of cats. Ms. Sprinkling advised that in reviewing what other municipalities are doing, staff found that most municipalities do not permit more than four or five cats per individual property. Ms. Sprinkling further advised that the *Sooke Zoning Bylaw* sets out the definition of kennel as having over four cats or dogs and that kennels are permitted on intensive agriculture property over 2 hectares. Ms. Sprinkling noted that staff are not advocating for the licencing of cats. The current Animal Control Bylaw deals with the general health and welfare of animals including cats.

Committee discussion;

- Whether the control of cats in accordance with the *Animal Control Bylaw* will still be complaint driven
- Difficulties in having something in place for cats running at large and being on other people’s properties

MOVED to recommend that Council amend Bylaw No. 392, *Animal Regulation and Impounding Bylaw, 2009* as to control of cats as follows:

- a. Add the following sections 24 and 25:
 - **Cats**
 - 24. No person shall keep, shelter, or harbour more than four cats over the age of four months on any parcel of land in the District unless the parcel is zoned in such a manner as permitting a kennel or breeding facility.

25. The owner of a cat is responsible for ensuring that the cat bears sufficient identification to allow any person finding the cat running at large to identify and contact the owner. For clarity, but without limiting the identification options open to an owner, cat identification may take the form of a collar and tag worn by the cat, a traceable tattoo or microchip.

Add an MTI designation to Schedule D as follows:

Offence	Bylaw Section No.	Fine
<i>Excess cats on property</i>	24	\$100.00

CARRIED

D. Cat Rescue

Ms. Sprinkling advised that it has been requested by the SAFARS / Victoria Pet Food Bank & Feral Cat Rehabilitation Society that Council consider:

- a. An amendment to the *Sooke Zoning Bylaw* to permit a cat rescue facility in all zones;
- b. Providing property for a cat rescue facility;
- c. Providing a letter of support.

Committee discussion:

- Council needs to consider rezoning applications individually and on a case by case basis; if SAFARS found a piece of property Council could look at rezoning/fees at that time. It would not be reasonable for Council to blanket zone to permit a ‘cat rescue’
- Council could consider providing another letter of support to SAFARS

MOVED to refer the request from SAFARS / Victoria Pet Food Bank & Feral Cat Rehabilitation Society’s for a letter of support (Agenda Item C) to Council for consideration.

CARRIED

E. Housekeeping Amendments

Ms. Sprinkling provided an overview of the recommended housekeeping bylaw amendments to be addressed with the proposed amendment to Bylaw No. 392.

Committee discussion:

- Clarification as to the interpretation of “running at large”
- Clarification as to section 48(d) “reasonable temperature” and why the word “warm” was replaced with “reasonable”
- Clarification as to the word “Compensation” and whether the District is liable to pay compensation
- Clarification as to section 42 Control of Animals Generally and reference to “except land zoned agricultural land”

MOVED to recommend that Council amend Bylaw No. 392, *Animal Regulation and Impounding Bylaw, 2009* with the housekeeping amendments as presented.

CARRIED

6. **Current Issues: Public Input**

Fran Dash, Sooke resident, addressed the Committee as to the Animal Control Bylaw. Ms. Dash advised that she has lived here since 1979 and was unaware that an Animal Control Bylaw existed. Ms. Dash asked Council how many cat complaints are received by the District of Sooke.

Bonnie Sprinkling clarified that the District of Sooke does not keep track of animal complaints; any calls received at the front office regarding animal complaints are referred to the CRD Bylaw and Animal Care Services.

Ms. Dash also provided comments as to chipping/tattooing of cats and expenses related to having chipping/tattooing done by a vet, the number of animals permitted on a piece of property, and concerns that Council is limiting what she can and cannot do on her property when she is a tax payer.

Margarita Dominguez, SAFARS / Victoria Pet Food Bank & Feral Cat Rehabilitation Society, provided comments as to her past requests to Council for support. Ms. Dominguez would like Council to have a referendum to get the public's opinion on an animal rescue facility. Ms. Dominguez further addressed the Committee as to the difficulties that their Society has had in trying to find an appropriate piece of land to accommodate an animal rescue facility.

7. **Adjournment**

The meeting was adjourned at 8:32 p.m.

Certified Correct:

Maja Tait
Mayor

Bonnie Sprinkling
Corporate Officer



DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held June 1, 2015
at 7:00 pm
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Maja Tait
Councillor Bev Berger
Councillor Ebony Logins
Councillor Brenda Parkinson
Councillor Kevin Pearson

STAFF PRESENT

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

ABSENT: Councillor Rick Kasper, Councillor Kerrie Reay

1. **Call to Order**

The meeting was called to order at 7:13 p.m.

2. **Approval of Agenda**

MOVED to approve the agenda as circulated.
CARRIED

3. **Presentation: Tourism Vancouver Island - Dave Petryk, President and CEO**

Dave Petryk, President and CEO Tourism Vancouver Island, provided a powerpoint presentation/video and addressed the Committee on the value of tourism. Mr. Petryk advised that this presentation is being done throughout the Vancouver Island region in order to build awareness of the value of tourism. Mr. Petryk spoke to the importance of collaboration, alignment, leveraging investment and utilizing tourism resources within the tourism industry.

Mr. Petryk provided an overview of the tourism industry and its stakeholders. Mr. Petryk advised that it is important that all stakeholders are aligned with the same messages; “selling the brand” of “destination” and that all stakeholders are working collaboratively to ensure that the consumer is receiving consistent messages.

Mr. Petryk overviewed the mandate of Tourism Vancouver Island reporting that Tourism Vancouver Island has been promoting destination marketing since 1962 and that their role has been in developing cooperative marketing programs such as Community Tourism Opportunities and Community Tourism Foundations. They also provide Tourism Pro-D Days, an Annual Conference, webinars and workshops. Mr. Petryk advised that they would like to see Councils’ support tourism investment in their communities, develop policies that encourages and supports tourism growth and invest in infrastructure that supports tourism.

A discussion ensued between the Committee and Mr. Petryk as follows:

- Discussion as to how the increase in BC Ferries rates affects the tourism industry and local economies
- Discussion as to future plans for a runway expansion at the Victoria Airport in order to accommodate international flights
- Discussion as to the numbers using BC Ferries as a means to travel to Vancouver Island from out of province and utilizing the local economy ie: fishing charters, hotels, bed and breakfasts

Public Input:

Ellen Lewers, Sooke resident, commented as to BC Ferries and that the fares are a big issue with tourism. Many visitors feel the fares are too expensive. Ms. Lewers also provided comments as to transportation being one of the main benefits of tourism.

4. **Presentation: SEAPARC Strategic Plan – Dave Hewko, Planning and Program Management**

David Hewko, Planning and Program Manager, provided a powerpoint presentation and addressed the Committee as to the SEAPARC Strategic Plan for 2015. Mr. Hewko advised that this is SEAPARC's first Strategic Planning process and that the outcomes will guide the short, medium and long-term facility and recreation service decisions and priorities for the next 5, 10 and 20 years.

Mr. Hewko overviewed population growth in the region advising that the Sooke region is projected to grow by over 50% in the next two decades. Mr. Hewko summarized the short-term actions which could include a 2nd floor expansion, main floor changes or alternate plans of construction to add on-grade. Mr. Hewko overviewed medium-term actions which include strengthening relationships with other recreation/community service providers, expansion programs, fitness gym and multi-purpose spaces, and sports fields. Long-term actions may include the replacement or renovation of the ice arena and renovation of the existing pool.

A discussion ensued between the Committee and Mr. Hewko as follows:

- Discussion as to what the current level of ice demand is for the SEAPARC Arena
- That there has been a significant increase in demand for sport fields in the community and that land for a second sports field may be where the focus would be
- Discussion as to the existing swimming pool not being structured to accommodate/host swim meets
- The importance of looking at the best use of space for the community

Public input:

Ellen Lewers, Sooke resident, commented that dry space and sports fields are the important items for the community. Ms. Lewers also commented that we should be looking at the Sooke Community Hall and how it can be improved in order to be utilized for dry space. Ms. Lewers also stated that we should be looking at getting more land for outdoor activities.

Loretta Deutscher, Sooke resident, addressed the Committee stating that the pool is of great value to those who struggle with mobility issues. Ms. Deutscher commented that when students were asked what they wanted, most said that they would like a water slide at the pool. Ms. Deutscher advised that many teachers take students on field trips out of the Sooke to pools with waterslides. Ms. Deutscher also asked whether consideration has been given to the YMCA opening a facility in Langford that includes a pool with a waterslide.

5. **Shared Streets Policy for the Town Centre**

Elisabeth Nelson provided a powerpoint presentation and summary of the staff report for the Committee.

Committee Discussion:

- Staff will be providing Council with examples of policies from other communities
- Other applications in stream that will require a Policy to deal with encroachments and whether a Policy will streamline or hinder the process
- Having a Shared Streets Policy for the Town Centre will ensure consistency in the town centre
- Concerns as to having more policies in place that may conflict with existing policies

Public Input:

Ellen Lewers, Sooke resident, commented that during the *Official Community Plan* review process there was discussion to have signage above the sidewalks in the Town Centre. A Policy would have to be in place as the signage would be encroaching on public property.

Randy Welters, Sooke resident, stated that he does not see problems with the bylaw concerning awnings etc. as most store owners know what the rules are. Mr. Welters commented that he finds the Sign Regulation Bylaw frustrating as there is no enforcement of the bylaw.

MOVED to direct staff to bring forward a policy that outlines how the District of Sooke should handle structural encroachments into streets within the Town Centre.

CARRIED

6. **Public Input: Current Issues**

- Submission received May 28, 2015 from Randy Welters RE: Roundabout Project
- Submission received May 28, 2015 from Sooke Region Chamber of Commerce RE Highway 14 Improvements

Randy Welters, Sooke resident and local business owner, addressed the Committee as to the Sooke Road roundabout Project and concerns that the proposed timing for construction of the project will significantly impact local businesses. Mr. Welters advised that the months of July, August and September are relied upon by the business community to make their profit. Local employment, business success and expansion will all be negatively affected. Mr. Welters asked Council to reconsider the timing of the project to begin the last week in September.

Mayor Tait advised that Council has had dialogue with the Ministry of Transportation and Infrastructure (MoTI) and has received feedback on the timing of the project. Mayor Tait read the response received from MoTI as to the timing of the project.

A discussion ensued between the Committee as Mr. Welters as follows:

- Whether there are any other viable options that would minimize the impact to local business
- The possibility of doing night time construction has been looked at by MoTI and is not an option
- Discussion as to the increased costs to the municipality that would be associated with postponing construction of the project into the fall
- Consideration to postponing commencement of construction to the end of July due to the influx of visitors during the Scout Jamboree and Annual Baseball Tournament

MOVED that the Committee receive the following correspondence:

- Submission received May 28, 2015 from Randy Welters RE: Roundabout Project
- Submission received May 28, 2015 from Sooke Region Chamber of Commerce RE Highway 14 Improvements

CARRIED

Ellen Lewers, Sooke resident commented businesses are dependent on tourism during the months of July, August and September. Ms. Lewers suggested Council look at putting a bypass on the south and north end of Sooke Road prior to commencement of the project.

7. **Adjournment**

The meeting was adjourned at 8:56 p.m.

Certified Correct:

Maja Tait
Mayor

Bonnie Sprinkling
Corporate Officer



DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held July 6, 2015 at 7:00 pm
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Maja Tait
Councillor Rick Kasper
Councillor Ebony Logins
Councillor Brenda Parkinson
Councillor Kevin Pearson

STAFF PRESENT

Gordon Howie, Chief Administrative Officer
Brent Blackhall, Deputy Director of Finance
Elisabeth Nelson, Municipal Engineer
Sarah Temple, Finance and Administration

Absent:

Councillor Kerrie Reay
Councillor Bev Berger

1. **Call to Order**

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

Mayor Tait announced that Acting Mayors will now chair the Committee of the Whole meetings, Councillor Logins, who is the current Acting Mayor took over as the chair for the remainder of the meeting.

2. **Approval of Agenda**

MOVED to approve the agenda as circulated.
CARRIED

3. **Presentation: BC SPCA – Dr. Sara Dubois**

Dr. Sara Dubois, Chief Scientific Officer for the BC SPCA, gave a PowerPoint presentation regarding wildlife management strategies, urban deer and non-lethal wildlife control practices. Dr. Dubois stated that more municipalities are seeing the responsibility for wildlife management shifted on to them and commended District of Sooke Council for their recent bylaw prohibiting the feeding of wildlife.

Committee Discussion

- Discussion regarding increased density of deer in urban areas. Dr. Dubois stated that there is little research in the Sooke area on deer population density and migration, but that as a more isolated urban setting the potential for good research in the area is high.
- Discussion of wildlife management strategies, including “hazing”, which involves training dogs to scare wildlife away.
- Discussion of management of geese populations.

Public Input

- Dana Lipka, Sooke resident, addressed the Committee and spoke regarding the grazing habits of deer. Ms. Lipka, who is affiliated with WildArc, stated that deer

have corridors they travel in and they are drawn to old growth and to “new browse”, which happens as a result of new development.

- Ron Dumont, Sooke resident, stated that he has lived in Sooke for 63 years and has seen more and more deer leave the outlying wildness spaces in favour of urban areas.
- Ellen Lewers, Sooke resident, stated that in her experience wildlife is less fearful of people and as such are becoming a bigger problem, especially to farmers.
- Fran Dash, Sooke resident, addressed the Committee and drew their attention to Sooke’s emblem, which includes a cougar and a deer. Ms. Dash spoke in support of the SPCA’s spaying program. Ms. Dash also questioned whether rabbits culled recently in the area are used to feed wildlife at WildArc and if euthanized cats and dogs will be next. Ms. Dubois offered Ms. Dash her business card and assured her that this was not WildArc’s practice and that she would be happy to discuss their practices in more detail.
- Margarita Dominquez, Sooke resident, addressed the Committee and expressed her opposition to culling wildlife. Ms. Dominquez suggested there are alternative measures to dealing with perceived deer overpopulation, such as erecting barriers or relocating deer. Ms. Dominquez also questioned how her animal rescue group could be sure that pets euthanized by the SPCA are not used to feed WildArc’s animals. Ms. Dubois offered Ms. Dominquez her card and again assured her that this was not their practice and that she would be happy to discuss in further detail.
- Jeff Bateman, Sooke resident and member of Wild Wise Sooke stated that their organization is looking forward to being a part of ongoing conversations about wildlife management strategies in the area.

4. **Presentation: BC Transit – Tania Wegwitz, Manager of Transit Planning & James Wadsworth, Senior Planner**

Tania Wegwitz, Manager of Transit Planning & James Wadsworth, Senior Planner for BC Transit, gave a PowerPoint presentation outlining the existing Sooke Transit system and Long-Range Transit strategy for the area. BC Transit has identified a need for improving the local bus network in the area and Sooke is slated as a priority area for 2016/2017.

The BC Transit Commission is also interested in having an additional member from the Westshore. Mr. Wadsworth stated that it is possible Sooke may be asked to send a representative to the Commission.

Committee Discussion

- Discussion of funding initiatives that allow for municipalities to erect bus shelters at BC Transit’s expense if the municipality provides a suitably equipped location. BC Transit will provide further information to the Engineering department.
- Discussion on having transit infrastructure that is partially funded by municipalities being recognized as jointly funded.
- Feedback from Committee members to BC Transit on how to improve transit service, including more express 61X buses and making transit a more convenient option for commuters and post-secondary students.

- Discussion of a future transit exchange location. The Committee would like to see the public consulted, as well as ongoing conversations with Council before a location is chosen.
- Discussion of importance of public feedback and consultation with developing transit networks and scheduling.

Public Input

- Ron Dumont, Sooke resident, addressed the Committee and stated that BC Transit should reduce the amount of “no service” trips, where buses run empty on routes in order to reposition or get serviced. Mr. Dumont also stated that BC Transit should look for local repair services and inexpensive areas for bus yards.
- Margarita Dominguez, Sooke resident addressed the Committee and stated her support for convenient scheduling to accommodate students and commuters in the Kemp Lake and local area networks.
- Fran Dash, Sooke resident, addressed the Committee and shared her experience with lobbying BC Transit for scheduling and route changes. Ms. Dash stated that she rode the bus for over 30 years and frequently provided feedback to BC Transit.

5. Sooke River Road Task Force Update

Gord Howie gave an overview of the June 25th Sooke River Road Task Force meeting and the staff report provided in the agenda. Representatives from the Sooke Horseshoe Pitching Association, Sooke Community Association and Council met to discuss options for the location of the horseshoe pitches, additional parking and the proposed multi-use trail.

Councillor Pearson, who along with Councillor Reay attended the meeting on behalf of Council, thanked those who were in attendance at the June 25th meeting. Councillor Pearson provided an overview of the discussion points and general consensus. Councillor Pearson stated that with a survey of the property lines and some land clearing, a decision on the proposed location of the horseshoe pitch, multi-use trail and additional parking can move ahead.

Committee Discussion:

- Discussion of progress regarding receiving information from the Agricultural Land Commission (ALC). Mr. Howie stated that staff is waiting to hear back from the ALC and that any decision would be on the ALC’s own timeline.
- Discussion regarding the award of a contract for the request for proposals for the Design and Construction Management of Sooke River Road Multi Use Trail and Parking Area. Clarification that at the June 22, 2015 meeting a decision was made to not award the tender for Design and Construction Management.
- Discussion regarding moving ahead with a tender for trail construction.
- Discussion regarding various types of surveys that could be completed, from very simple, to very comprehensive. Mr. Howie advised that there is significant variance in terms of cost and time required to complete. Mr. Howie additionally cautioned that time delays may impact the Multi-Use Trail grant eligibility.
- Land clearing could also be delayed due to fire restrictions in the area.

Public Input

- Rick Hobday, member of Sooke Horseshoe Pitching Association, addressed the Committee and stated that the proposed new location for the horseshoe pitch is not large enough for the horseshoe courts they are permitted as per the Use, Management and Maintenance Agreement with the District.
- Ron Dumont, Sooke resident, addressed the Committee and stated that the ALC meets every 6 months. Mr. Dumont further advised that the Sooke Horseshoe Club has written permission from the ALC to park on the ALR land and also place a small building on the land. Furthermore, Mr. Dumont stated that Council should look at relocating the multi-use trail along the “Butler” property.
- Rick Hobday addressed the Committee to inquire about the timeline of developing the horseshoe pitches. Mr. Hobday stated that the Horseshoe Club is prepared to start forming courts, but anticipates this proposed change of location will cause lengthy delays. Mr. Hobday stated that if the Horseshoe pitches were no longer desired in that location, then he would appreciate someone just telling him so.
- Dave Clark, Sooke resident, addressed the Committee and stated that he thought the June 22nd meeting went well and that the proposed new location of the horseshoe pitches could be expanded by bringing in fill to even out the contours of the land. Mr. Clark shared his vision of “stepped down” pitches, rather than all pitches on the same elevation. Mr. Clark also stated that there are 4 horseshoe pitches at the Sooke River Campground currently.
- Tom Bligh, Sooke resident, addressed the Committee and suggested that the parking lot be moved to the new proposed horseshoe pitch area, as an extraordinary amount of fill will be needed to level the area out to accommodate horseshoe pitches. Mr. Bligh stated that the washrooms are too far away from the new proposed location and that porta-potties will need to be brought into the horseshoe area, which will be vulnerable to vandalism. Mr. Bligh further stated that if “the people don’t want a horseshoe pitch here then call a reverse referendum and we will be gone”.
- Gail Hall, Sooke resident, addressed the Committee and stated that in the beginning, the motion to bring forward the idea of a horseshoe pitch was brought forward by a member of Council who was a member of the Sooke Horseshoe Pitching club. Ms. Hall commented that the money paid from the park acquisition reserve for the Sooke River Park may need to be paid back if the property is not removed from the ALR. If the application is successful, Ms. Hall commented that Council will need to put another parcel of land into the ALR, according to Sooke’s own policy. Ms. Hall also cautioned that Council should consider where the multi-use trail will cross Sooke River Road, as the northern corner of the municipal property at 2250 Sooke River Road is a very dangerous location. Further, Ms. Hall stated her disagreement that parking is allowed on the ALR land, as the Sooke Zoning Bylaw states that parking must be on same property as the principle use, which in this instance is across the road.
- Ellen Lewers, Sooke resident, addressed the Committee and stated that when organizations or individuals come forward with different applications, Council should be decisive. Ms. Lewers questioned if Council had considered the cost for maintaining the proposed new multi-use trail as maintenance costs for parks have been cut recently. Ms. Lewers encouraged Council to recall their Strategic Plan priorities and make financially responsible decisions.

- Tom Bligh addressed the Committee a second time and stated that the horseshoe pitch is not a private club, just as the baseball fields are not a private club. Members pay a fee, which includes insurance, just as other sports organizations do. When sports teams are not playing on their fields, they can be used by the public, just as the horseshoe pitches will be.
- Gail Hall addressed the Committee a second time and stated that while the horseshoe pitch is not private, the proposed clubhouse sounds like it will be.
- Karl Linell, Sooke resident, addressed the Committee and advised that there were 450 people registered for soccer last year and over 300 registered for slo-pitch. Mr Linell stated that parking for these people should be the priority, as people are parking dangerously along Sooke River Road currently.

MOVED to direct staff to engage contractors to survey the north property boundary of 2250 Sooke River Road and to have the property line visibly marked, to determine the cost of clearing the proposed multi-use trail area and to determine the cost of clearing a useable area for the horseshoe pitch;

AND FURTHER TO direct staff to proceed with the next steps as outlined in the staff report, specifically;

- Confirm with the ALC that the new parking area can be permitted within the ALR without a non-farm use permit;
- Confirm with the ALC if a graveled multi-use trail can be permitted within the ALR without a non-farm use permit;
- Confirm with the Ministry of Transportation and Infrastructure / Bike BC that the proposed change in the trail route and a change in trail treatment (pending answers from ALC) does not impact the grant eligibility;

AND FURTHER TO direct staff to bring forward a report to the July 20, 2015 Special Council meeting outlining the results of the above-noted directions.

CARRIED

Councillor Logins opposed the motion

Committee Discussion continued:

- Affected community organizations to communicate with Councillor Pearson or Councillor Reay in advance of the July 20th Special Council meeting.
- Members of the Committee stated their support for all parties involved in this decision and for creating opportunities for the public to engage in recreation activities.

6. Current Issues

- Ellen Lewers, Sooke resident, addressed the Committee and advised that the Sooke Region Museum may have old maps of the property at 2250 Sooke River Road that show property lines, as may the neighbouring property owners.
- Ron Dumont, Sooke resident, addressed the Committee and stated that the neighbouring property owners had just built a fence and from his understanding, had determined ownership of trees that were removed.
- Dave McClimon, Sooke resident, addressed the Committee and advised that in his experience in clearing land, people are often mistaken about where property lines are. Mr. McClimon stated his support for surveying the north property line before making any decisions.

7. **Adjournment**

The meeting was adjourned at 9:37 p.m.

Certified Correct:

Ebony Logins
Chair

Bonnie Sprinkling
Corporate Officer



DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held TUESDAY, September 8, 2015
at 7:00 pm
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Mayor Maja Tait
Councillor Rick Kasper
Councillor Ebony Logins
Councillor Brenda Parkinson
Councillor Kevin Pearson
Councillor Kerrie Reay

STAFF PRESENT

Gordon Howie, Chief Administrative Officer
Bonnie Sprinkling, Corporate Officer
Elisabeth Nelson, Municipal Engineer
Tina Hansen, Corporate Assistant

Absent: Councillor Bev Berger

1. **Call to Order**

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

2. **Approval of Agenda**

MOVED to approve the agenda with the following items as supplemental information:

- Submission received September 4, 2015 from Net Zero Waste Inc.
 - Letter of Reference dated July 3, 2015 from the City of Abbotsford
 - Letter of Reference dated May 11, 2010 from District of Sooke

CARRIED

3. **Presentation: Net Zero Waste Inc. – Mateo Ocejo**

Mateo Ocejo, Director, Net Zero Waste Inc. provided a powerpoint presentation and addressed the Committee as to an organics composting facility in Sooke. Mr. Ocejo advised that he presented a similar proposal to the Council of the day in 2010. At that time, Council had provided a letter of support for a facility in Sooke.

Mr. Ocejo overviewed the Net Zero Gore Cover System and provided a summary of the operational success of similar facilities including a facility recently located in the City of Abbotsford. Mr. Ocejo advised that Net Zero Waste Inc. is environmentally conscious and are involved in community through initiatives such as education and fundraising. Mr. Ocejo believes that Sooke would be a great location for a composting facility. They are requesting a letter of support from Council that would indicate that Council is open to considering a facility in Sooke.

A discussion ensued between Mr. Ocejo and the Committee as follows:

- Timelines as to the Capital Regional District (CRD) Kitchen Scraps Program as the composting of kitchen scraps is on hold but collection is ongoing
- Discussion as to the level of noise produced by a composting facility including trucks and equipment. These types of composting facilities are considered to be a light industrial activity
- The Hartland Landfill is a suitable location for this type of composting facility and the CRD should consider locating a facility at Hartland
- Discussion as to whether Net Zero Waste Inc. will be presenting during the UBCM Convention
- Concerns as to the number of trucks that could be transporting organics through Sooke if a facility were located here
- Discussion as to the east side of Sooke including T'Sou-ke First Nation land being a suitable location for a facility as it reduces the level of trucks travelling through the community and town centre
- There are a number of underutilized industrial properties in Sooke and Agricultural lands that are not performing adequately that could be looked at as potential sites
- Net Zero Waste Inc. would be responsible for the operation of the facility including the management of private waste haulers to transport the organics
- Net Zero Waste Inc. is looking for the support of the CRD, the western communities, and local waste management haulers; they require a letter of support from Council in order to move forward with the project
- Council will need to be guarded with the level of support they provide; Net Zero Waste will require sanctioning from the province and the CRD to move forward
- Discussion as to the number of local jobs that this type of facility would create for Sooke including positions such as educational coordinator, administration staff, equipment operators and labourers
- Discussion as to relationship building in the community such as with Local farmers, schools and classrooms
- Consideration to providing a letter of support to Net Zero Waste Inc. that captures feedback from today's discussion

Public Input:

Gail Hall, Sooke resident, inquired as to the size of property that would be required for this type of composting facility. Mr. Ocejo advised that depending on the number of tonnes that is being processed, anywhere between two and six acres.

Brian Mooney, Sooke resident, commented as to the economic benefits that a composting facility could provide to Sooke. Mr. Mooney advised that there is money to be made in agriculture, specialty products and value added processing can make a difference to the economy. The downstream effect of having a facility located in Sooke could be substantially more than the twelve jobs; Sooke is crying out for economic support.

MOVED to direct staff to draft a letter of support for Net Zero Waste Inc. for Council approval at an upcoming Regular Council meeting.
CARRIED UNANIMOUSLY

4. **Amenity Discussion: 2182 Church Road Rezoning Application**

Gord Howie provided an overview of the staff report for the Committee.

Dave Smith, McElhanney Consulting Services representing the applicant, addressed the Committee as to the rezoning application for 2182 Church Road. Mr. Smith advised that the property owners would like to keep flexibility in the plans for the development. Mr. Smith reported that the property owners are opposed to a cash contribution for amenities and that they would like Council to take into consideration the property the landowners sold to the District in 2013 at a reduced value to allow for the creation of Wadams Way.

Peter Cook, property owner, advised that the property at 2182 Church Road has been in his family for 74 years. Mr. Cook stated that the family worked collaboratively with the District and the province and sold the 1.9 acres of land at a less than market value for Wadams Way as they believed it was the right thing to do for the community. The family have decided to utilize the property to its full potential and began the rezoning process. Mr. Cook advised that they are concerned about the amenity contributions the District is requesting and are asking Council to recognize the contribution the family made two years ago with the land sale.

Dave Smith further reported that the property owners will still have to undertake the subdivision requirements under the *Local Government Act*.

Committee Discussion:

- Discussion as to the goodwill made between the District of Sooke and the property owners during the land acquisition negotiations for Wadams Way and that Councils cannot fetter future Councils
- In context, if this property was to apply for subdivision or rezoning prior to construction of the Connector, the property owners would be responsible for half of the construction costs of Wadams Way; the road offers a direct benefit to the property
- Council will need to look at the amenities with a balanced approach that is agreed to by both parties
- There was due diligence with the previous Council and the land acquisition negotiations and agreement
- Council is open to future discussions as to what would be required as amenities with the rezoning of the property
- It is important to address the Church Road intersection location to ensure safety for existing and future residents who will be using the crosswalk and to also address drainage issues in that area
- What the estimated land value would be for the proposed roundabout at Church Road and Throup Road
- Concerns as to the parkland dedication in the rezoning application near the location of the Church Road and Throup Road roundabout

Mr. Smith clarified that this area was a stormwater collection area, not to be confused with a formal park.

- Concerns as to the amount of flexibility in the development and whether the applicants would be willing to go back to the drawing board to come up with a plan that would provide more certainty with the overall development. Having greenspace in the centre of the development would make more sense
- Discussion as to whether the development will be fee simple or 80% strata title as this will have an impact on what will happen on the property

Mr. Smith clarified that this is a comprehensive development zone application with fee simple lots. The park areas were identified working with the Planning Department and it was felt the location next to CASA would be the most suitable location.

- Discussion as to referral responses in particular the CRD Water response
- Discussion as to additional lighting on the multi-use trail along Church Road and a multi-use trail on the other side of Wadams Way included as part of the development of the property
- Concerns as to the proposed parkland in Area A

Mr. Smith explained that it is common practice to utilize stormwater retention areas as greenspace and that they be dedicated to the community as “park”. The greenspace in Area A will be a stormwater retention area and will not take the place of a community park.

Public Input:

Gail Hall, Sooke resident, inquired as to the calculations for community amenities on the property in the staff report. Ms. Hall believes that the District of Sooke does not have the authority to require amenities other than through a Phased Development Agreement. Ms. Hall also inquired as to density bonusing.

ACTION ITEM: Mr. Howie to review the amenity contribution calculations in the staff report.

MOVED to recommend **THAT COUNCIL** direct staff to continue negotiations for amenities with the applicant for 2182 Church Road to require the applicant to dedicate the required land for a potential future roundabout at the Church Road/Thrup Road intersection, and complete upgrades to an interim standard to improve vehicular and pedestrian safety, and allow this work to count towards the amenity contribution as it provides a clear community benefit.

CARRIED UNANIMOUSLY

5. Public Input:

Mary Brooke, Sooke Voice News, addressed the Committee as to the concrete median at the Highway 14 – Townsend Road intersection. Ms. Brooke advised that the median has been removed due to the paving of Highway 14 but will eventually be put back in place. Ms. Brooke reported that when she previously addressed Council as to concerns of the impact the median (right-in right-out) affected local business in the area she was advised that the main reason for not altering the corner was due to the cost of the

concrete for the median. Ms. Brooke believes that the businesses should be compensated in some way and hopes that this is not a forgotten issue.

Gail Hall, Sooke resident, inquired as to the staking that has recently taken place at the Horseshoe pitch on Sooke River Road. Ms. Hall also reported on bylaw enforcement concern of trailers on Sooke River Road and an animal control concern of barking dogs on Sooke River Road

Mayor Tait advised that the District is still waiting to hear back from the Agricultural Land Commission as to the Sooke River Road Property and that there is a "stop work" directive on the Horseshoe Pitch until the matter is worked out.

Councillor Pearson reported that he and Councillor Reay met with District staff and representatives from the Horseshoe Pitching Association last week and that the stakes are indicators of where the horseshoe pitches would be located.

ACTION ITEM: Staff to look into Ms. Hall's as to Bylaw Enforcement and Animal Control as noted.

5. **Adjournment**

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

Certified Correct:

Maja Tait
Mayor

Bonnie Sprinkling
Corporate Officer



DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held December 7, 2015
at 7:00 pm
Council Chamber, 2225 Otter Point Road

COUNCIL PRESENT

Councillor Kevin Pearson, Acting Mayor
Councillor Bev Berger
Councillor Rick Kasper
Councillor Ebony Logins
Councillor Brenda Parkinson

STAFF PRESENT

Michael Dillabaugh, Acting CAO
Bonnie Sprinkling, Corporate Officer
Tina Hansen, Corporate Assistant

ABSENT: Mayor Maja Tait, Councillor Kerrie Reay

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 following as new business:

- NB-1-Correspondence dated November 20, 2015 from Sooke Lions Club
- NB-2-Presentation: Primary Health Care Services Working Group – Review of Sooke Diagnostic Imaging Analysis and Recommendation – Linda Nehra, South Island Division of Family Practice and Erica Kjekstad, Consultant

CARRIED UNANIMOUSLY

Acting Mayor Pearson took the opportunity to introduce and welcome Teresa Sullivan, newly hired Chief Administrative Officer for the District of Sooke.

3. **Presentation: Western Canada Marine Response Corp. – Oil Spill Geographic Response Strategies for the District of Sooke – Michael Lowry, Manager, Communications**

Michael Lowry, Manager of Communications provided a powerpoint presentation and addressed the Committee as to Marine Spill Response on the West Coast. Mr. Lowry overviewed Canada's spill response regime administered by Transport Canada. Mr. Lowry provided information on the Western Canada Marine Response Corporation (WCMRC), BC's spill response organization and provided information as to the Coastal Mapping Program and the Trans Mountain expansion project.

Committee discussed:

- The issue of oil tanker traffic and risk of marine oil spills off coastal BC is a passionate issue in Sooke
- Discussion as to potential locations for response base facilities being located at Beecher Bay and Port Renfrew
- Discussion that Sooke is not included as a location for a response base facility due to navigation challenges in/out of the Sooke Harbour and Basin

- Discussion as to whether there will be revisions as to response times made in the *Canada Shipping Act*
- WCMRC is providing presentations on Marine Spill Response on the West Coast to all coastal communities
- Discussion as to the number of people required to be on call in order to provide response in the allocated response times
- The District of Sooke would qualify to have an equipment cache that could be used for clean-up of anything that falls through but Sooke is well covered by the equipment stored at Beecher Bay

Public Input:

Jeff Bateman, Sooke resident stated that response plans are all partially conditional on the National Energy Board's (NEB) approval of the Trans Mountain pipeline. Mr. Bateman inquired as to whether we will be faced with an 18 to 72 hour response time until the time the Trans Mountain pipeline has been approved.

Larissa Sandy representing Sierra Club of BC inquired as to the WCMRC's Coastal Mapping Project and consulting processes with First Nations to identify sensitive midden sites. Ms. Sandy also commented as to her concerns of delayed oil spill response times due to extreme weather on the coast and concerns as to a low percentage rate of 10 to 15 that is considered to be successful clean-up of an oil spill.

Gail Armitage representing the Dogwood Initiative commented as to WCMRC's commitment to improve response times, and provided commented as to her concerns of the low percent rate of oil spill clean-up and the significant health risks associated with benzene.

Ralph Hull addressed the Committee as to his concerns of the oil business as he believes there are alternative, more environmentally sustainable types of energy. Mr. Hull also commented as to the recent oil spill in English Bay and concerns of Kinder Morgan's affiliation to WCMRC as shareholders.

Steve Unger, Sooke resident commented as to his concerns that 80 percent of oil is not being recovered and remains in the ocean following a spill. Mr. Unger believes that this should be the focus of concern moreover response times. Mr. Unger stated that we need to think about what we are doing by increasing the amount of oil being transported to the coast.

Acting Mayor Pearson took the opportunity to thank Mr. Lowry for his presentation.

4. Presentation: Royal Roads University Master of Tourism Management Program – Tourism Destination Development for the new Sooke Town Centre – Brian White, Director, School of Tourism and Hospitality

Brian White, Director School of Tourism and Hospitality addressed the Committee as to the Royal Roads University Master of Tourism Management Project for the District of Sooke. Mr. White advised that the presentation is focused on the Sooke Town Centre and what could be done in developing the downtown core. The presentation focused on what Sooke could be in terms of tourism and the theme "a great place to live is a great

place to visit.” The presentation will overview the vision for Sooke, a sense of place, a brand for Sooke, amenities and recommendations.

Royal Roads University Masters students provided a powerpoint presentation and overview of “The Sooke Destination Framework Project.” The students summarized Sooke’s assets including natural resources such as the sea, forests and farming and cultural assets such as the Sooke Fine Arts Show and festivals. The presentation included marketing tourism, branding Sooke, waterfront design, renewable energy opportunities, a proposed brewpub design, development opportunities and recommendations.

Mr. White provided an overview of the recommendations to the Committee advising that Sooke is ready for a “Coalition of the willing” as he believes there is great opportunity in Sooke with its strong arts and culture and the positive changes occurring here.

The Committee acknowledged and thanked the Royal Road University Students for the presentation and for their enthusiasm, hard work and the vision that they had created for Sooke.

Public Input:

Geraldine McGuire, President Sooke Fine Arts Society stated that she enjoyed the Royal Roads University presentation. Ms. McGuire noted that the Sooke Fine Arts Show will be having their thirtieth anniversary next year and half million dollars remains in the community of Sooke from the Sooke Fine Arts Show each year

Sally Manning, Sooke Fine Arts Society took the opportunity to thank the Royal Roads University students for their research and for recognizing the arts and festivals in Sooke and their importance to the community.

Gail Armitage, Sooke resident provided comments on the Royal Roads University presentation stating that the arts are important and that Sooke has an amazing amount of artists in the area. Ms. Armitage also commented that she was happy to see the students include “sustainable energy” in their presentation.

Caryl Wilford, President Sooke Community Arts Council commented as to the Royal Roads University presentation advising that the students captured exactly how people feel about arts and culture in the community.

Ron Ramsay, Shirley resident provided comments as to the importance of tourism for Sooke and looking at the pristine old growth forests in the Walbran Valley to draw tourists to the area. Mr. Ramsay further commented that we should look at promoting Sooke as a gateway into Carmanah.

John Russell, Sooke resident advised that he has spent most of his life involved in the arts. Mr. Russell provided comments as to the large number of local artists and artisans in Sooke advising that Sooke and the arts has a great opportunity to develop and become recognized to a greater capacity. The Sooke Fine Arts Show is well known outside of the community and is one of the most important things that identify Sooke.

Ray Freeman, Associate Faculty of Royal Roads University and tourism industry consultant addressed the as to the importance of channelling passions and working together as a community to in order to be successful.

Nicky Logins, Otter Point resident believes there is a lot of potential in Sooke in the arts and culture and our natural resources although Sooke is not good at is acknowledging its own achievements. Ms. Logins stated that she challenges Council to promote Sooke's' many achievements as it is time they get out to the world.

Averol, Sooke resident addressed the Committee as to Sooke being a "bedroom community" and the importance of taking a pragmatic approach to the development of the community on a practical level by having a vision of what Sooke needs and have the gumption to go through with it.

Brian Zutz, Sooke resident provided comments as to making improvements to accessibility such as through Phillips Road to up island so that people can come here more as a destination.

Audrey, Sooke resident addressed Council as to her enjoyment of attending film festivals where she previously lived in Toronto and that she would like to see a theatre for similar productions in Sooke.

5. Presentation: Primary Health Care Services Working Group – Review of Sooke Diagnostic Imaging Analysis and Recommendation – Linda Nehra, South Island Division of Family Practice and Erica Kjekstad, Consultant

Linda Nehra, South Island Division of Family Practice provided an overview as to the Primary Health Care Service Working Group and its representation. Ms. Nehra advised the working group was formed two years ago with the main priority to look at the health care services concerns of the community and to try to move these issues forward. One of the issues the community has struggled with is with the inadequacy of the diagnostic services (x-ray) in terms of availability and in terms of quality. The South Island Division of Family Practice hired consultant Erica Kjekstad to do an analysis of the x-ray services in Sooke.

Erica Kjekstad provided a powerpoint presentation and overview of the South Island Division of Family Practice analysis of Sooke Diagnostic Services. Ms. Kjekstad reported that the current x-ray facility owned by West Coast Medical Imaging uses an analogue machine which was prevalent 25 years ago and scans taken at the facility are not able to be forwarded digitally to radiologist or physicians.

Ms. Kjekstad reported on statistics for the current demand of x-ray services in Sooke and x-ray demand with predicted population growth by the year 2030. This included an analysis of revenue for a facility in 2015 and 2030. The analysis showed a net income loss in 2015 and a net income profit in 2030. Ms. Kjekstad explained how Certificates of Approval were administered by the Ministry of Health for medical imaging facilities in British Columbia. Ms. Kjekstad summarized the following conclusions from the analysis:

- It is unlikely that a Certificate of Approval would be granted for a new upgraded diagnostic imaging facility in Sooke
- It is unlikely that upgrades will be made to the current Sooke x-ray facility
- The business case is weak for a profitable new facility
- The remaining lifespan of the current unit is unknown

Ms. Kjekstad discussed what the next steps could be for Sooke including investigation of alternate support solutions such as a driver services to x-ray facilities for residents without a vehicle and looking into ways for establishing “twinning” facilities.”

A discussion ensued between the Committee, Ms. Kjekstad and Ms. Nehra as to the following:

- Discussion as to the fees for service for x-rays and other diagnostic tests as established by the Ministry of Health
- Whether the short hours of operation of the x-ray facility is the reason for the low numbers of scans taken at the facility
- The Ministry of Health and Committee responsible for issuing the Certificates should see the Sooke x-ray facility and be made aware of its hours of operation
- The Sooke x-ray facility may not meet BC Ministry of Health regulations in the future
- Council to look at lobbying senior levels of government; the Primary Health Care Services Working Group has already lobbied senior levels of government

Acting Mayor Pearson took the opportunity to thank Ms. Nehra and Ms. Kjekstad for their presentation.

Public Input:

There was no input from members of the public.

6. Correspondence dated November 20, 2015 from Sooke Lions Club

Councillor Parkinson provided an update as to the Sooke Lions Club proposal for a joint revitalization project for the gateway to Sooke. Councillor Parkinson advised that the Sooke Lion’s Club, Museum and Rotary Club will be working together in consultation with community stakeholders, the Ministry of Transportation and Infrastructure (MoTI), and T’Sou-ke First Nation to improve signage and the entrance to Sooke.

Committee discussed:

- This is a timely project with the recent improvements to the Town Centre
- Timeline of the consultation process
- Look at inviting the Sooke Lion’s Club to attend an upcoming Council meeting and present to Council on the project and costs associated with the project once they have completed the consultation process
- This area is utilized as overflow parking during community events

ACTION ITEM: The Committee asked that staff invite the Sooke Lion's Club to present on the gateway revitalization project at an upcoming Council meeting once the consultation process for the project is complete.

7. **Public Input**

Linda Slater, Sooke resident addressed the Committee as to the Community Grant Review Committee recommendations to reduce funding to the arts community and read her public statement. Ms. Slater advised that she has been a volunteer and fundraiser in Sooke for many years and it is not always possible to fundraise as every organization is asking for financial support from local business.

Ellen Lewers, Sooke resident addressed the Committee as to the Sooke Lion's Club proposal for signage and improvements to the gateway to Sooke advising that she has invested a lot of time already researching digital signage for Sooke and is willing to provide this information to the Sooke Lion's Club. This would be a way for community groups to advertise events and generate some income. Ms. Lewers also read her public statement as to the arts community and its importance to the culture of Sooke.

Maureen Savoy, Sooke resident and Secretary, Sooke Community Arts Council read her public statement as to the Community Grant Review Committee's recommendations to discontinue funding to the Arts Council. Ms. Savoy advised of her concerns as to the impact that ceasing funds would have on the arts community, local business and employment in Sooke. Ms. Savoy clarified that the Arts Council does not distribute grants to other organizations from District of Sooke Funding and provided further information as to disbursement of funds by the Arts Council. Ms. Savoy asked that Council not approve the recommendations from the Community Grant Review Committee.

Patrick Grove, Sooke resident provided comments as to the Sooke Community Arts Council and Sooke Fine Arts Society and addressed the Committee as to the importance of volunteers in Sooke. Mr. Grove asked Council for "fairness" when it comes to the volunteers as many of them work hundreds/thousands of volunteer hours per year.

Loretta Boerkamp, Sooke resident read her public submission. Ms. Boerkamp requested that Council look at reducing costs for doggy waste bags instead of discontinuing funding to the arts community.

8. **Adjournment**

The meeting was adjourned at 9:41 p.m.

Certified Correct:

Kevin Pearson
Acting Mayor

Bonnie Sprinkling
Corporate Officer