



MINUTES
District of Sooke
Committee of the Whole Meeting
January 30, 2017 6:00 PM
Council Chamber
2225 Otter Point Road
Sooke, BC

COUNCIL PRESENT:

Mayor Tait
Councillor Berger
Councillor Kasper
Councillor Parkinson
Councillor Pearson
Councillor Reay

STAFF PRESENT:

Teresa Sullivan, Chief Administrative Officer
Gabryel Joseph, Director of Corporate Services
Rob Howat, Director of Development Services
Danica Rice, Planner II
Jennifer Royer-Collard, Corporate Services Assistant

ABSENT:

Councillor Logins

1. CALL TO ORDER

The meeting of the Committee of the Whole was called to order at 6:05 p.m.

3. APPROVAL OF THE AGENDA

MOVED by Councillor Pearson, seconded by Councillor Berger:

THAT the agenda for the January 30, 2017 meeting of the Committee of the Whole, be approved as circulated.

CARRIED.

In Favour: Councillor Berger, Councillor Pearson, Councillor Kasper, Councillor Parkinson, Councillor Reay

Absent: Mayor Tait, Councillor Logins

1. NEW BUSINESS/SUPPLEMENTARY INFORMATION

No new business or supplementary information was provided.

4. REPORTS (Public Input to follow each item)

4.1 Business Licensing

The Chief Administrative Officer provided information to Council regarding:

- Possible future directions for business licensing in the District
- Noted a majority of businesses not currently holding a valid business license

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- The possibility of license for the life of a business
- Direction from Council is requested pertaining to Council's desired direction of business licensing in the District

Council Discussion:

- Financial impacts
- Opportunities to attract businesses into the community
- Bylaw enforcement
- Standards from other local municipalities
- Inter-municipal licensing
- Administrative requirements
- Cost revenue analysis

Public Input:

- Diane Bernard, Sooke resident and local business owner, spoke in favor of maintaining business licensing. Business licenses provide legitimacy when operating with other companies and overseas accounts. It is a requirement to provide documentation of licensing when applying for a loan through any financial institution.
- Britt Santowski, Sooke resident and local business owner, spoke in favor of maintaining business licensing. Would like to see a portion of the funds collected go back into the community to support growing businesses.

MOVED by Councillor Parkinson, seconded by Councillor Kasper:

THAT the Committee of the Whole recommend that Council direct staff to provide a report on the past five-year history of local business licenses, as well as inter-municipal.

CARRIED.

In Favour: Councillor Kasper, Councillor Parkinson, Councillor Berger, Councillor Pearson, Councillor Reay

Absent: Mayor Tait, Councillor Logins

4.2 Official Community Plan

Development Services staff made a presentation regarding the Draft goals and key directions based on consultation to date regarding the Official Community Plan. The following additional information was provided:

- Review of communities vision for the future
- Legal requirements
- Council's 2017 Strategic Plan goals
- Key directions compilation.

The Chief Administrative Officer provided the following information:

- For Council to be involved in the OCP, they will need to answer questions sent in a package via email in the previous week.

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Mayor Tait arrived at 6:42 p.m.

- Council's desired direction of the OCP needs to be identified. Which items will be included and where do they rank in importance:
 - Economic, industrial, agriculture, development permit areas, sewer, water, commercial.

Council discussion:

- Importance of a practical document, that will refresh and contain items of previous importance that are still valued
- Industrial land, designation and future usage
- Zoning, realistic goals, and viewing the services required for area before changing designation
- Timeline, formulate plan of completing with items enclosed that the District can obtain in the short and long term
- Legal ramification - would like to review a raw version of what is legally required in this document
- Final length and language contained within the document
- Master plans may need to be revisited and/or amended. Time constraints.
- Break down of review over 2-3 Committee of the Whole meetings during the next few months, with staff guidance.

Public Input


- Brit Santowski, Sooke resident, spoke about the need to ensure the OCP final document reflects the will of the people.

2. NEW BUSINESS

No new business arose in the meeting.


6. ADJOURNMENT

MOVED That the meeting be adjourned at 7:45 p.m.



Maja Tait
Mayor

Certified Correct:



Gabriel Joseph
Corporate Officer



MINUTES
District of Sooke
Committee of the Whole Meeting
March 6, 2017 6:00 PM
Council Chamber
2225 Otter Point Road
Sooke, BC

COUNCIL PRESENT:

Mayor Tait
Councillor Berger
Councillor Kasper
Councillor Parkinson
Councillor Pearson
Councillor Reay

STAFF PRESENT:

Teresa Sullivan, Chief Administrative Officer
Brent Blackhall, Director of Financial Services
Gabryel Joseph, Director of Corporate Services
Rob Howat, Director of Development Services
Kenn Mount, Fire Chief
Jennifer Royer-Collard, Corporate Services Assistant

ABSENT:

Councillor Logins

GUESTS:

Autumn Longley Senior Financial Manager, Contract Policing, Corporate Management & Comptrollership Branch, RCMP
Sylvia Poon Acting Financial Manager, Municipal Policing, Corporate Management & Comptrollership Branch, RCMP
Jeff McArthur Staff Sergeant, Detachment Commander, Sooke RCMP

1. CALL TO ORDER

Mayor Tait called the meeting to order at 6:03 p.m.

2. NEW BUSINESS/SUPPLEMENTARY INFORMATION

No new business or supplementary information was provided for this meeting.

3. APPROVAL OF THE AGENDA

MOVED by Councillor Berger, seconded by Councillor Parkinson:

THAT the agenda for the March 6, 2017 Committee of the Whole meeting of Council, be adopted as circulated.

CARRIED.

In Favour:

Mayor Tait, Councillor Berger, Councillor Kasper, Councillor Parkinson, Councillor Pearson, Councillor Reay

Absent:

Councillor Logins

4. **DELEGATIONS**

4.1 **RCMP Corporate Management and Comptrollership Branch Presentation**

Staff from the RCMP Comptrollership Branch provided a PowerPoint presentation (which is attached and forms part of these minutes) to Council regarding:

- Planning and Invoicing Cycle
- Direct Costs (FTE - pay, allowances, overtime, support staff)
- Indirect Costs (division administration - health/ leave, national programs - police dog services, recruiting, training)
- Looking Forward
 - No significant changes assumed (2.5% retro not included)
 - 12 members at Sooke Detachment.
 - Issues at higher level: under negotiation - severance, "E" Division (BC) Head Quarters, legislative changes - Bill C42 (eliminated Civilian members - does not affect Sooke).
 - 2018/19 RCMP Financial Plan may or may not include member pay increase
 - Increased fees for training

Council provided input to the presenters regarding the services provided by the RCMP for the District of Sooke.

- Disappointment with lack of cost sharing with the rural areas
- Length of time taken to have another member brought on board.
- Concerns with lack of coverage in the community.
- Inquired about quarterly billing; estimate to actual.
- Funding and impact on detachment when members are off (sick or leave of absence).
- Direct costs (shared detachment).

Staff Sergeant McArthur addressed council regarding the cost sharing and how the finances are distributed between the District and the Province.

Public Input

Mark Whiteson, Sooke resident, spoke regarding the need for Policing increases, for the short and long term, for the community.

5. **REPORTS (Public Input to follow each item)**

5.1 **Chief Administrative Officer Report**

The Chief Administrative Officer provided an overview of her report, framing the budget for financial discussions, service levels, highlight historical trends, and effects of growth in the community. A few key items discussed included:

- Anticipated costs for the future.
- Fixed costs.
- Road repairs and drainage issues.
- Diversify revenue increases.
- Areas where staff need direction from Mayor and Council.

6. NEW BUSINESS

No new items were presented.

7. ADJOURNMENT

MOVED by Councillor Pearson, seconded by Councillor Reay:
THAT the Committee of the Whole meeting be adjourned.

CARRIED.

In Favour:

Mayor Tait, Councillor Berger, Councillor Kasper, Councillor Parkinson, Councillor
Pearson, Councillor Reay

Absent:

Councillor Logins

The meeting was adjourned at 7:00 p.m.



Maja Tait
Mayor

Certified Correct:



Gabryel Joseph
Corporate Officer



MINUTES
District of Sooke
Committee of the Whole Meeting
May 1, 2017 6:00 PM
Council Chamber
2225 Otter Point Road
Sooke, BC

COUNCIL PRESENT:

Mayor Tait
Councillor Berger
Councillor Kasper
Councillor Pearson
Councillor Reay

STAFF PRESENT:

Brent Blackhall, Acting Chief Administrative Officer
Rob Howat, Director of Development Services
Danica Rice, Planner II
Patti Rear, Acting Corporate Officer
Jennifer Royer-Collard, Corporate Services Assistant

ABSENT:

Councillor Logins
Councillor Parkinson

1. CALL TO ORDER

Mayor Tait called to order at 6:04 p.m.

2. NEW BUSINESS/SUPPLEMENTARY INFORMATION

Supplementary information was handed Council at the meeting:

- Item No. 4.1, Handouts for Mouck Marine Energy Production Ltd. delegation.
- Item No. 5.1, Report dated February 6, 2017, entitled *Official Community Plan Review Update*.

3. APPROVAL OF THE AGENDA

MOVED by Councillor Pearson, seconded by Councillor Kasper:

THAT the agenda for the May 1, 2017 Committee of the Whole meeting of Council, be adopted as circulated, with the following additional information:

- Item No. 4.1, Handouts for Mouck Marine Energy Production Ltd. delegation.
- Item No. 5.1, Report dated February 6, 2017, entitled *Official Community Plan Review Update*.

CARRIED.

4. DELEGATIONS (Public input to follow the last presentation)

4.1. Mouck Marine Energy Production Ltd.

Peter Mouck addressed Council regarding:

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- Illuminate the Way, Phase 1, Section 1
- Highlighting the 'Municipal Movement'
- Independent infrastructure upgrades
- Benefits of not being reliant on external energy source
- Request a written letter of support (upgrade)
- Equity to homeowners

Council Discussion:

- Clarity of the project
- Whether a contract or agreement may be required to provide a proper support letter.

MOVED by Councillor Kasper, seconded by Councillor Pearson:

THAT the Committee recommend to Council:

THAT Council direct staff to research the request from Mouck Marine Productions Ltd. and report back to Council.

CARRIED.

4.2. Telus Mural

Drew Johnson address Council regarding:

- The potential for artwork on the Telus building, as recommended by the Communities in Bloom judges.
- It was suggested that the art contain images that Sooke is known for. A proposal was generated and previously sent to Council, with suggestions of what this might include.
- The only requirement from the District would be to host the RFP, and narrow it down to three finalists. No additional cost were expected of the District.

MOVED by Councillor Kasper, seconded by Councillor Pearson:

THAT the Committee recommend to Council:

THAT Council direct staff to work with Telus to discuss the opportunity regarding a mural on the Telus building on Sooke Road.

CARRIED.

4.3. West Coast Road

Stephanie Davidson addressed Council regarding:

- The properties are not usable as agricultural land.
- Property owner would like to work with the District to provide a portion of land outside the District for community use in exchange.
- Proceeding with Agricultural Land Reserve (ALR) exclusion; requesting letter of support from the District to accompany the application.

Council discussed:

- The ALR removal requirements and process.

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- Challenges, specifically with the Official Community Plan (OCP) currently being updated.
- Information on previous applications and outcomes.

MOVED by Councillor Kasper, seconded by Councillor Pearson:

The Committee of the Whole recommends to Council:

THAT Council direct staff to prepare a report regarding the Agricultural Land Commission exclusion application for 6912 & 7166 West Coast Road.

CARRIED.

PUBLIC INPUT

1. Ellen Lewers, Sooke Resident, spoke against Item No. 4.3 *West Coast Road*, remedial action maybe required for the Tomminey development if it is causing issues to the ALR land. In support of Item No. 4.2 Telus mural.
2. Gail Hall, Sooke Resident, spoke to why the Agricultural Land Commission (ALC) has not signed off on the District of Sooke OCP.
3. James Duggan, Sooke Resident, spoke to Item No. 4.3 *West Coast Road*, suggesting residents and Council watch a video entitled *Cowspiracy*.
4. Kenn Ebbs-Canavan, Sooke Resident, spoke to Item No. 4.3 *West Coast Road*, inquiring about whether ALC contacts Council to discuss what is happening in the District.

5. REPORTS (Public Input to follow each item)

5.1. Official Community Plan Review Update

Staff provided a presentation updating Council on the Official Community Plan, including:

- Legal opinion, applied to items that are required.
- Review of the items that are included in the report.
- Must satisfy Capital Regional District (CRD) and provincial legislation.
- Draft OCP almost complete.
- Highlighted the public, community, business needs and requirements.
- Developed 12 Key Directions from the engagement process, which forms part of the Draft Vision (in no particular order)
 - Connect
 - Future Generations
 - Design Green
 - Celebrate Culture
 - Safety First
 - Embrace Community
 - Secure Food
 - Preserve Ecosystems
 - Strive for Excellence

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- Innovative, Efficient, Infrastructure
- Keep Things Affordable
- Buy Local

- Identified 17 Key Principles (Public & Council themes)
 - Partnership
 - Asset Management
 - Central Gathering Place
 - Industrial Lands
 - Neighborhood Lens
 - Land Use Designations
 - Walkability/ Mobility/ Circulation
 - Town Centre Design
 - Housing Form
 - Efficient Infrastructure
 - Leadership from OCP
 - Town Centre Economic Vibrancy
 - Sewer Infill vs. Expansion
 - Structure of OCP
 - Economic Development and Tourism
 - Strategic Land Acquisitions
 - Planning Tools

Committee of the Whole recessed at 7:08 p.m.

- Special meeting of Council was called to order at this time (please refer to separate agenda and minutes)
- Video of the Committee of the Whole will include the Special meeting of Council

Special meeting of Council

Special meeting of Council was called to order at 7:11 p.m.

Special meeting of Council adjourned at 7:24 p.m.

Committee of the Whole meeting reconvened at 7:27 p.m.

Item No. 5.1 Official Community Plan Review

Discussion continued regarding the Official Community Plan

- Inquiry as to how crossover and relationships between the public and Council priorities.
- Staff assured Council that the items that were not correlated between both parties, will still be included.
- Key policy direction required by Council.

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Round Table Discussion by Council

- Simplify the planning process (policy requirements)
- Implementation
- Zoning and Bylaws should work together
- User friendly (easy to use, read and understand)
- Limited ability for misinterpretation
- Agricultural Land Commission designation
- Erosion of industrial lands (remediation to residential land for re-zoning)
- Affordable housing, land for growth in housing market, and reduce carbon footprint
- Save money for the community and tax payers
- Removal of clashing items
- Clarity, providing ability to use as information tool (for public and staff)
- Public planning time line (document output matches zoning)
- Reasonable expectations
- Sewer infill (location)
- Structure of document (clear definition of where District is headed)
- Limited amendments in the future
- Restrictive zoning removed
- Land Use Designation & neighborhood lens (should work together)
- Shorter term (not 50 year plan)
- Flexibility (not as prescriptive)
- Removal of the intense language and impractical requirements
- Reflection of the evolution of the community
- Heart of the community needs to be identified (main place in the community)
- Waste and recycling (the refuse from everyday living)
- Medical services (meeting the needs)
- Infrastructure location for the future (identify the needs)
- Realistic timelines set

Staff guided priorities:

- Experiences with the current Official Community Plan, as user's implication.
- Regional growth strategy (Capital Regional District) requirements and how the effects of the arbitration will impact our Official Community Plan.
- Public input sessions will be held once draft is generated.
- Legal opinion will be obtained.

Public Input (Official Community Plan)

1. James Duggan, Sooke Resident, spoke about missing item, social development in young children (The leaders of the future). Providing outlets to encourage development.

2. Evea Dusher, 2706 Wright Road, the food & safety items that may not have cross over on the draft key principles, but do fit into other areas.

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3. Britt Satowski, Sooke Resident, supports a vision of neighborhood squares (togetherness). Seaside town without a seaside view. Long term anticipation of what the area will look like. Demographic expectations. Importance of this document.

4. Herb Haldane, Sooke Resident, discretionary policies (to staff) that are not consistent. Reasonable process for building community. Discussed previous plans that have been completed in the past and the restrictions of re-doing these plans again. Onerous conditions. Stream line the planning process.

5. James Duggan, spoke a second time, regarding removal of the forest in the area. Requesting not allowing logging trucks to pass through the highway.

6. Herb Haldane, spoke a second time, regarding discretionary requirements for rezoning.

MOVED by Councillor Kasper, seconded by Councillor Berger:
THAT the Committee of the Whole recommends to Council:
THAT the report dated May 1st, 2017 the report *Official Community Plan Review Update* be received for information.

CARRIED.

6. NEW BUSINESS

There was no new business items added.

7. ADJOURNMENT


MOVED by Councillor Pearson, seconded by Councillor Kasper:
THAT the Committee of the Whole meeting be adjourned.

CARRIED.

The meeting was adjourned at 8:41 p.m.

Certified Correct:

Maja Tait
Mayor



Patti Rear
Acting Corporate Officer





MINUTES
District of Sooke
Committee of the Whole Meeting
May 29, 2017 7:00 PM
Council Chamber
2225 Otter Point Road
Sooke, BC

COUNCIL PRESENT:

Mayor Tait
Councillor Kasper
Councillor Logins
Councillor Parkinson
Councillor Pearson
Councillor Reay

STAFF PRESENT:

Brent Blackhall, Acting Chief Administrative Officer
Rob Howat, Director of Development Services
Patti Rear, Acting Corporate Officer
Danica Rice, Planner II (left at 8:33 p.m.)
Sarah Temple, Corporate Services Assistant

ABSENT:

Councillor Berger

1. CALL TO ORDER

Mayor Tait called the meeting to order at 7:08 p.m.

2. APPROVAL OF THE AGENDA

MOVED by Councillor Pearson

THAT the agenda for the May 29, 2017 Committee of the Whole meeting, be adopted as circulated.

CARRIED.

3. DELEGATIONS

3.1. Ellen Lewers

- Sooke Fall Fair Traffic Flow

Ellen Lewers, Sooke resident, addressed the Committee of the Whole and spoke regarding traffic patterns during the Sooke Fall Fair. Ms. Lewers has previously addressed Council with a suggestion to allow traffic to flow down Eustace, to Gatewood and through to Grant Road, as a temporary solution to traffic congestion during events at the Community Hall and the Legion. Ms. Lewers presented a petition to the Committee of the Whole to have the construction of Gatewood Road made a priority project to allow for permanent traffic flow improvements.

Committee Discussion:

- Council has previously approved the temporary use of Gatewood Road as a means of accessing Grant Road (via a right turn only) in the past.

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- Permanent completion of Gatewood Road has budget implications that would need to be considered in the 2018 Financial Plan. Completion of Eustace Road could also be considered.
- Discussion of requirement for certified traffic personnel to ensure safety.
- Currently, large rocks block vehicle access to Gatewood, but moving them is often difficult and expensive. Bollards may be a better solution.
- Larger signage at the Otter Point Road parking lot leased by the District may help to alleviate traffic congestion during events.

MOVED by Councillor Pearson

THE Committee recommends to Council that staff be directed to prepare a report on the placement of bollards on Gatewood Road to allow for temporary traffic pattern changes during events;

AND that the report include recommendations for safety considerations associated with the temporary use of the Gatewood Road extension.

CARRIED.

4. REPORTS (Public Input to follow each item)

4.1. Official Community Plan Review Update

The Development Services department provided a Powerpoint presentation and overview of the written staff report. After a public engagement process throughout the summer and fall of 2016, staff has developed a framework for the revised Official Community Plan. Staff presented a proposed neighborhood plan, a proposed land use designation map, and proposed land use designations for review and comment.

Committee Discussion:

- Neighborhood designations can be a tool for building community and connections between neighbours.
- Proposed land use designations are simplified and straightforward.
- Clarification on particular land use designations shown on the maps, specifically in Kaltasin, Whiffin Spit and Grant Road areas. Correction of individual land parcels will be ongoing.
- Broad community engagement should continue to occur to receive feedback on the draft Official Community Plan as it develops.

Public Input:

- Ellen Lewers, Sooke resident, spoke regarding the need for increased agricultural land in order for Sooke residents to produce sufficient food, including hay for animals. Ms. Lewers also spoke regarding the importance of knowing the suitability of individual parcels of land.
- Jeff Bateman, Sooke resident, asked for clarification regarding how the Zoning Bylaw fits with the new proposed Land Use designations, and how the new Official Community Plan will be formatted. Mr. Bateman also spoke regarding the importance of pedestrian connectivity, and challenges for pedestrians on the west side of Sooke.
- Herb Haldane, Otter Point resident, spoke regarding the need for land development to support Sooke's growing population, including space for

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individual residents to grow their own food. Mr. Haldane encouraged the use of riparian areas for pedestrian connectivity, and also flexible setbacks for differing uses within the same zone.

- Ellen Lewers, Sooke resident, provided history on the previous Official Community Plan process, and spoke in support of smaller parcels of land being used for agriculture and food production. Ms. Lewers also encouraged alternative use of agricultural land for residents to generate income.

MOVED by Councillor Parkinson

THAT the May 29th, 2017 Official Community Plan Review update be received for information and provide staff with support for a neighborhood approach to planning, revised land use designations and descriptions for inclusion as a part of the revised OCP.

CARRIED.

4.2. Community Development and Engagement Committee

Mayor Tait spoke regarding a proposed Community Development Committee that would make recommendations to Council on ways to address concerns brought forward from the public, and from staff, regarding development and building processes. A draft Terms of Reference was presented for review and comment.

Committee discussion:

- Committee name is yet to be finalized.
- Discussion of daytime vs. evening meetings. Proposed daytime meetings will be included on the application form.
- Committee can also meet at the call of the chair to allow for meeting flexibility.

Public Input:

- Herb Haldane, Otter Point resident, suggested that the purpose of the Committee should be amended to include improved relationships and communication between members of the development community, staff and Council. Mr. Haldane also spoke regarding the importance of consistency and equality in development application processes.

MOVED by Councillor Kasper

THAT further discussion of the proposed Community Development Committee be forwarded to the June 12, 2017 Regular Council meeting.

CARRIED.

4.3. Proposed Travel Expenses Policy

Committee discussion:

- Staff and Council both have assigned budgets in the Financial Plan that determine spending limits on conferences and professional development.
- Use of personal vehicle for municipal business is compensated through mileage payment. Discussion of whether deductible for damage incurred should be reimbursed.

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2017**

- Discussion of per diems and reimbursement of meals.
- Childcare expenses have been identified as a barrier to participation in politics, and provision of childcare is common in many conferences. Discussion of whether childcare expenses should be reimbursed by the District for these functions.

Public Input:

- Britt Santowski, Sooke resident, spoke regarding childcare expenses and eliminating gender stereotypes.
- Loretta Deutscher, Sooke resident, stated her support of childcare expenses as an eligible expense for parents of any gender.

MOVED by Councillor Kasper

THAT further discussion of the proposed Travel Expenses Policy be forwarded to the June 12, 2017 Regular Council meeting.

CARRIED.

5. ADJOURNMENT

5.1. MOVED by Councillor Kasper

THAT the Committee of the Whole meeting be adjourned at 9:40 p.m.

CARRIED.

Certified Correct:



**Maja Tait
Mayor**



**Patti Rear
Acting Corporate Officer**



MINUTES
District of Sooke
Committee of the Whole Meeting
June 19, 2017 7:00 PM
Council Chamber
2225 Otter Point Road
Sooke, BC

COUNCIL PRESENT:

Councillor Berger
Councillor Kasper
Councillor Logins
Councillor Parkinson
Councillor Pearson
Councillor Reay

STAFF PRESENT:

Brent Blackhall, Director of Financial Services and Acting CAO
Patti Rear, Acting Corporate Officer
Rob Howat, Director of Development Services
Jennifer Royer-Collard, Corporate Services Assistant

ABSENT:

Mayor Tait

GUESTS:

Erica Rigik, Manager, Real Estate & Municipal Affairs Western Region, Freedom Mobile
Sean Olgilvie
Tawny Verigin

1. CALL TO ORDER

Acting Mayor Berger called the meeting to order at 7:03 p.m.

2. NEW BUSINESS/SUPPLEMENTARY INFORMATION

New Business/ Supplemental Agenda was received with the Approval of the Agenda.

- Item 4.1 and 4.2 - Correspondence Additions for Freedom Mobile Telecommunications Tower.

3. APPROVAL OF THE AGENDA

MOVED by Councillor Parkinson

THAT the agenda for the June 19, 2017 Committee of the Whole meeting, be adopted with the addition of the following supplemental information:

- Item 4.1 and 4.2, Correspondence Additions for the Freedom Mobile Telecommunications Tower.

AND THAT Item No. 4.3, *Rezoning and Development Application Forms*, be removed from the agenda, as the item was previously referred to the Building and Development Committee, upon formation.

CARRIED.

Minutes for the Committee of the Whole Meeting of the District of Sooke - June 19, 2017

4. REPORTS (Public Input to follow each item)

4.1. 2614 Otter Point Road - Freedom Mobile Telecommunication Tower

Acting Mayor Berger provided an overview of the written staff report and the federal mandate. The Municipality does not have any jurisdiction over cell towers and only can provide feedback to the Federal Government.

Tawny Verigin, Cypress Land Services Inc. and an agent for Freedom Mobile Inc., provided a PowerPoint presentation of the proposed cell tower plan, and location, highlighting the following:

- Proposed installation of a 50 meter tall monopole type tower, with flush mounted antennas; located 95m from Otter Point Road and 230m north of Sooke Road.
- Improved network area coverage and increased wireless speed;
- Base center requirements;
- Shaw Communications owned company;
- Location, set backs and screening with mature trees;
- Health and safety standards, well below the regulations set under safety code 6:
 - Industry Canada regulates these installation and the public notification process.
- Notifications were sent to property owners within 150 metres, 24 in total, of the proposed tower site. No letters were returned.
- 2 letters of opposition were received, expressing concern about safety.

Committee Discussion:

- Telus tower (1.5 km away from proposed site);
 - Existing tower would need to be within the required proximity to fit within Federal Government's requirements to share, modify or replace.
 - Frequency differences in the network, so unable to utilise.
 - Compliance and support of the network.
 - Concept design plan.

Public Input:

1. Jane Jolly, Sooke Resident, provided an overview of her email submission and spoke in opposition of the installation of telecommunication towers anywhere in the District of Sooke. Ms. Jolly has concerns with Canada's low standards of safety in regards to radiation being omitted at all times, with no break or ability to turn the source off.

2. Wayne Jolly, Sooke Resident, spoke in opposition of the installation of telecommunication towers anywhere in the District of Sooke. Mr. Jolly provided a handout to Council, via the Corporate Officer, requesting Council to consider the safety of Cell Towers, and would like to see Mayor and Council defend the rights of society for a healthy environment. He also expressed concern with Health Canada's standards for radiation exposure, and provided an overview of studies from the World Health Organization. Mr. Jolley also noted that the District's policy regarding telecommunications is outdated (2002) and does not contain design and location guidelines.

3. Trevor Krenbrink, Sooke Resident, spoke in opposition of cell towers in areas where homes are located.

4.2. **5154 Sooke Road - Freedom Mobile Telecommunication Tower**

Council Pearson declared a conflict and left the meeting at 8:01 p.m.

Sean Ogilvie, Forbes Bros Ltd. and an agent for Freedom Mobile Inc., provided a PowerPoint presentation of the proposed cell tower plan, and location, highlighting the following:

- Proposed 45m tall shrouded monopole style tower;
- Filling the gap in cell coverage on Sooke Road;
- Location will be in a rural residential area, 230 meters away from Sooke Road;
- Equipment will be placed on the inside of the pole;
- Painted green to blend into the surrounding area;
- Sightline constraints;
- Rogers tower, located 4.5 km north east, could have been used but does not reach the area coverage sought;
- Notification was sent to residents within 135m radius; no letters were returned.
- Health Canada/ Industry Canada no scientific evidence to have stricter limits, guidelines set will be followed.

Committee Discussion:

- View from Mr. Saunders window, his concerns, suggested Freedom Mobile work with property owner.

Public Input:

1. Stephen Saunders, Sooke Resident, spoke in opposition of telecommunication towers in the proposed location. Mr. Saunders expressed concern with radiation and frequency, and the decreased property value with a tower, obstructing his current view. Mr. Saunders provided an overview of the information that he submitted by email, located in the New Business/ Supplementary Information section of the agenda.

2. Marlene Erickson, tenant in Sooke, spoke in opposition of the telecommunication towers anywhere in the District of Sooke. Ms. Erickson provided an overview of potential health concerns and issues that have been generated by past personal experiences, as well identifying studies completed on affects of exposure to radiation omitted from such towers. Ms. Erickson questioned why Freedom Mobile is targeting Sooke for expansion and expressed concern with possibility of well, and water, issues.

3. Anna Saunders, Sooke Resident, spoke in opposition of the telecommunication towers. Ms. Saunders addressed Council, reminding them of their legal responsibility as representatives of the community, to protect and uphold the best interests of the people. Ms. Saunders expressed concern regarding the inadequate research from Freedom Mobile for this site, and future consultations for further sites.

Minutes for the Committee of the Whole Meeting of the District of Sooke - June 19, 2017

4. Devin Banalki, tenant in Sooke, spoke in opposition of telecommunication towers anywhere in the District of Sooke. Mr. Banalki was concerned with the limited consultation requirement, as he lives 200m away from proposed location and was not contacted. Proposed shrouding, or set backs, will not be enough to disguise the tower ultimately leading to potential decreased property value.
5. Marlene Erickson, spoke a second time, inquiring into location selection.
6. Stephen Saunders, spoke a second time, commenting on adequate cell coverage for the area.
7. James Duggan, Sooke Resident, spoke in general opposition of cell towers and the issues related to radiation exposure.
8. Mike Herring, Sooke resident, spoke in opposition of telecommunication towers.
9. Maureen Sims, Sooke resident, spoke in opposition of telecommunication towers.

Committee Discussion:

- Public should be in contact with their MP, with concerns regarding communications towers, as it is federally regulated.
- Municipalities position on legislation;
- Radiation levels from cell phones versus the towers themselves;
- This community allows, thus far, for limited electromagnetic waves which could be a key reason residents live in the area(s);
- Suggestion for a non-concurrence, as it wouldn't assist in the development of the core area;
- Desire to decrease more towers, instead more use of existing locations;
- There are complaints in the community regarding lack of cell phone coverage and a desire for increase coverage, but while also ensuring the protection of public;
- Timeline process and the turn around;
- Alternative locations, flexibility of proponent for changes;
- Camouflage options;
- Health and safety concerns;
- Responsibility moving forward;
- Motions to Federation of Canadian Municipalities, FCM, on the importance of land usage in own communities.

MOVED by Councillor Kasper

THAT Committee of the Whole recommends to Council, that Freedom Mobile compile and address the Committee and community concerns, in a package to staff, regarding the proposed telecommunication tower at 5154 Sooke Road.

AND THAT a report be brought forward to the July 10, 2017 Regular meeting of Council.

CARRIED.

MOVED by Councillor Kasper

Minutes for the Committee of the Whole Meeting of the District of Sooke - June 19, 2017

THAT Committee of the Whole recommends to Council, that Freedom Mobile compile and address the Committee and community concerns, in a package to staff, regarding the proposed telecommunication tower at 2614 Otter Point Road.

AND THAT a report be brought forward to the July 10, 2017 Regular meeting of Council.

CARRIED.

Councillor Pearson returned to the meeting at 9:05 p.m.

4.3. Rezoning and Development Application Forms

This item was referred to the Development and Engagement Committee, as noted in the Approval of the Agenda.

4.4. Correspondence Policy/Procedure

- The Acting Corporate Officer provided an overview of the written staff report, highlighting the various changes, such as:
- Email direction change to council@sooke.ca, copies sent to the Chief Administrative Officer and/or Corporate Officer, ensure that nothing is missed.
- Streamline the process would to limit paper usage.

Council discussion:

- Loss of individual email addresses;
- Efficiency and duplication eliminated;
- Automatic response to ensure residents know their correspondence has been received;
- Process and service.
-

MOVED by Councillor Reay

THAT the Committee provide feedback regarding a proposed policy regarding *Correspondence Addressed to Mayor and Council*, and an operational procedure for *District Mail and Email Correspondence*.

CARRIED.

5. NEW BUSINESS

There were no new items presented.

6. ADJOURNMENT

MOVED by Councillor Pearson

THAT the Committee of the Whole meeting be adjourned at 9:40 p.m.

CARRIED.

**Minutes for the Committee of the Whole Meeting of the District of Sooke - June 19,
2017**

Certified Correct:



**Maja Tait
Mayor**



**Patti Rear
Acting Corporate Officer**



MINUTES
District of Sooke
Committee of the Whole Meeting
September 5, 2017 7:00 PM
Council Chamber
2225 Otter Point Road
Sooke, BC

COUNCIL PRESENT:

Mayor Tait
Councillor Kasper
Councillor Logins
Councillor Parkinson
Councillor Pearson
Councillor Reay

STAFF PRESENT:

Teresa Sullivan Chief Administrative Officer
Brent Blackhall, Director of Financial Services
Rob Howat, Director of Development Services
Kenn Mount, Fire Chief & Director of Community Safety
Carolyn Mushata, Corporate Officer
Sarah Temple, Corporate Services Assistant

ABSENT:

Councillor Berger

1. CALL TO ORDER

Mayor Tait called the meeting to order at 7:00 p.m.

Mayor Tait offered thanks to local fire crews for keeping the community safe during fire season, and for helping with wildfires in the BC interior. Additionally, Mayor Tait thanked Councillors and staff for coverage during vacations and leave periods, and welcomed the new Corporate Officer, Carolyn Mushata.

2. NEW BUSINESS/SUPPLEMENTARY INFORMATION

New Business was received with the Approval of the Agenda.

3. APPROVAL OF THE AGENDA

MOVED by Councillor Pearson:

THAT the agenda for the September 5, 2017 Committee of the Whole, be adopted, with the following item added as item 5.1:

- Release of Atlantic Salmon from Puget Sound Fish Farm

CARRIED.

In Favour: Mayor Tait, Councillor Kasper, Councillor Logins, Councillor Parkinson, Councillor Pearson, and Councillor Reay

Absent: Councillor Berger

**Minutes for the Committee of the Whole Meeting of the District of Sooke –
September 5, 2017**

4. REPORTS (Public Input to follow each item)

4.1. Council Resolutions Update 2015 - 2017

RPT - 2017-0134

The Chief Administrative Officer provided an overview of the written staff report and introduced the "Council Resolutions Update" document.

Staff is seeking direction regarding priorities for the remainder of the Council term, including strategic priorities and capital improvements, including sewer expansion and road repairs.

Committee discussion:

- Discussion of all active and in-progress Council resolutions.
- Updates to each outstanding resolution are attached to the minutes.

Public Input:

- Rob Pearce, Sooke resident, spoke regarding the Firearms Bylaw and encouraged Council to ensure bylaws are enforced.
- Ellen Lewers, Sooke resident, spoke regarding the Firearms Bylaw, prioritization of the Official Community Plan (OCP), the reinstatement of Council Committees, the proposed Alternative Housing Forum, and allowing private enterprise to operate a composting facility.

Link to: [Outstanding resolutions Sept 5 COW Minutes](#)

5. NEW BUSINESS

5.1. Release of Atlantic Salmon from Puget Sound Fish Farm

Councillor Pearson provided an update regarding the release of farmed Atlantic Salmon in the Puget Sound.

Committee discussion:

- Impact of the Puget Sound release has been significant, and the event has been referred to as a natural disaster.
- Potential impact such an event would have on a small harbour such as Sooke's, and on a regional scale along the South Island Coast.
- Land based aquaculture does not have the same risks.
- Scheduling of an upcoming Committee of the Whole could allow for community and regional stakeholders to discuss the issue of banning ocean-based salmon farming in Sooke.

MOVED by Councillor Pearson:

THAT the Committee of the Whole recommend to Council that Sooke prohibit ocean-based salmon farming.

CARRIED.

In Favour: Mayor Tait, Councillor Kasper, Councillor Logins, Councillor Parkinson, Councillor Pearson, and Councillor Reay

**Minutes for the Committee of the Whole Meeting of the District of Sooke –
September 5, 2017**

Absent: Councillor Berger

6. ADJOURNMENT

MOVED by Councillor Reay:

THAT the Committee of the Whole meeting of September 5, 2017 be adjourned at 8:56 p.m.

CARRIED.

In Favour: Mayor Tait, Councillor Kasper, Councillor Logins, Councillor Parkinson, Councillor Pearson, and Councillor Reay

Absent: Councillor Berger

Certified Correct:



Maja Tait
Mayor



Carolyn Mushata
Corporate Officer

COUNCIL MEETING RESOLUTIONS
2015 -AUGUST 31, 2017

#	Title	Meeting Date	Description	Updated Notes - September 5, 2017 COW meeeting
2015 - OUTSTANDING				
1	Re-Naming of "Cooper's Cove"	2015-01-26	ACTION ITEM: Staff to investigate whether a portion of the right of way at Cooper's Cove can be designated as park and bring back a report to Council on the matter. DONE MOVED and seconded to direct staff to proceed with the request for the official name change of "Cooper Cove" to "Cooper's Cove".	Council January 26/15 → Brian Goble. Request made to Province; have not seen update however District of Sooke mapping has been changed to reflect "Cooper's Cove".
2	2015 Sponsorships	2015-03-23	MOVED and seconded to direct staff to bring forward a Policy on Sponsorships for review by the Community Grant Review Committee.	Staff recommend amendment to Community Grant Policy rather than a separate policy. Amended policy to be brought forward to future Council meeting.
3	Use of Cooper's Cove Highway Right of Way for Park Purposes	2015-04-13	ACTION ITEM: Council directed Staff to look into the feasibility and costs of the following overall improvements to the Cooper's Cove Right of Way: • Improvements to the area for parking and access to the water • Options for washroom facilities [• Improvements to signage including no overnight parking/camping signage] DONE AND THAT staff enter into discussions with the CRD and MoTI as to improved access/egress into the right of way and adjacent property.	Incomplete. Parking lot was regraded but nothing further has been done.
4	Mayor's Public Advisory Panel – Arts and Beautification	2015-07-20	MOVED and seconded to direct staff to install the artwork on the boardwalk.	Staff to follow-up with the T'Sou-ke First Nations to gather information to complete the project.
5	6527 Sooke Road – Development Permit and Development Variance Permit	2015-09-28	MOVED and seconded to direct staff to continue to work with the developer as to the Development Permit for the 6523 and 6527 Sooke Road project in an effort to come up with solutions for parking.	Files on hold pending further information from applicant. PLN01183/PLN01190/PLN01244

Year	Total Resolutions Passed
2012	38
2013	58
2014	<u>201</u>

Year	Total Resolutions Passed	Completed	Active
2015	180	175	5
2016	141	118	23
2017	<u>38</u>	<u>14</u>	<u>24</u>
	359	307	52

COUNCIL MEETING RESOLUTIONS
2015 -AUGUST 31, 2017

#	Title	Meeting Date	Description	Updated Notes - September 5, 2017 COW meeting
2016 - OUTSTANDING				
1	B-3Sooke Zoning Bylaw Proposed Amendments	2016-02-09	ACTION ITEM: That staff look at including consistency in permitted uses throughout the Commercial Zones (C1-C-4) in the next Sooke Zoning Bylaw review.	OCP Bylaw needs to be done first before Zoning Bylaw review; staff are however undertaking a review of Commercial Kitchens
2	D-1Sooke Lions Club – “Gateway to Sooke” Proposed Revitalization Project, John Farmer and Godfrey Medhurst	2016-02-09	MOVED and seconded to support in principle the Sooke Lion’s Club Gateway to Sooke revitalization project, AND TO direct staff to enter into discussions with the Ministry of Transportation and Infrastructure (MoTI) as to types of uses that would be permitted on the property; AND TO refer the proposed project to the Long Term Financial Planning Committee.	Lions Club was going to pay for the project but there has been no contact from them in approx. 1 year; more information is required. Some discussions about the museum undertaking a similar project - Councillor Pearson to obtain more information and report back to Council.
3	Correspondence dated February 20, 2016 from Judy Holzemer	2016-03-14	MOVED and seconded to refer the correspondence dated February 20, 2016 from Judy Holzemer back to staff; AND TO direct staff to bring forward a report on proposed amendments to the District of Sooke Bylaw No. 59, Firearms Regulation Bylaw, 2001 to prohibit bow hunting within the municipality; AND THAT the report include the requested amendments to Bylaw No. 59 from the Capital Regional District (CRD) on hunting geese.	The proposed bylaw amendments became cumbersome when last reviewed by Council. Council would like to see a streamlined version of the Firearms Bylaw, that does not rewrite issues that are provincially mandated. Staff to bring back amended bylaw that references bow hunting as well as culling of geese.
4	Recommendations from Climate Change Action Committee March 17, 2016 meeting	2016-03-29	MOVED and seconded to direct staff to investigate opportunities for local yard waste composting facilities and/or programs.	Capital Regional District is currently investigating opportunities for regional waste facilities. Staff to take no action, pending results of CRD decision. No action.

COUNCIL MEETING RESOLUTIONS
2015 -AUGUST 31, 2017

#	Title	Meeting Date	Description	Updated Notes - September 5, 2017 COW meeting
2016 - OUTSTANDING				
5	Community Sign Project	2016-04-11	<p>MOVED and seconded that proposed community sign project to be referred to staff for further discussion.</p> <p>Info: "Ms. Lewers proposed that a wood carved community sign with a digital aspect be installed at Connie Road. Ms. Lewers indicated that a sign would benefit all community organizations and provide public advertising of meetings. Discussion: <ul style="list-style-type: none"> • Concerns regarding the proposed location as it may be a distraction to drivers. • Council would like to see the sign located in a centralized community location. • More information is needed with regards to costs, maintenance and ownership."</p>	Rotary Club is being approached to spearhead the Community Sign project. Ellen Lewers provided an update. No action.
6	Alternate Housing Forum (Verbal)	2016-04-11	<p>MOVED and seconded that staff engage stakeholders to investigate the possibility of Sooke hosting an Alternative Housing Forum in the future.</p> <p>Info: Councillor Kasper presented information with regards to alternative housing and to the possibility of hosting a forum.</p>	To budget 2018.
7	Pivotal IRM, Advanced Gasification of Waste	2016-04-25	<p>MOVED and seconded to direct staff to work with Pivotal IRM Inc to explore options for advanced gasification of waste in Sooke, including other options for addressing organic wastes, and provide a report to Council.</p> <p>Info: Graham Bethel</p>	No action pending results of CRD decision.
8	SCCAC Presentation	2016-05-09	That staff provide a report to Council on the creation of a Heritage Bylaw.	To be addressed through the OCP process.
9	SCCAC Presentation	2016-05-09	That staff examine possible grants and funding opportunities for refurbishment of the Community Hall and provide a report to Council.	Staff to follow-up with the Sooke Community Association and bring an updated report to Council exploring opportunities for refurbishment of the Community Hall. HIGH PRIORITY.
10	Development Variance Permit	2016-06-27	THAT staff provide a report on options to streamline the Development Permit process.	Development Workshops
11	Compost Facility	2016-07-18	THAT staff provide an estimate for a feasibility study for a municipally-run, commercial compost facility utilizing bio-solids and yard waste.	No action pending results of CRD decision.
12	Bylaw No. 648, Development Permit Delegation Bylaw, 2016	2016-08-29	Staff were asked to review the report and provide alternative options to Council at a future meeting.	Requires Council direction

COUNCIL MEETING RESOLUTIONS
2015 -AUGUST 31, 2017

#	Title	Meeting Date	Description	Updated Notes - September 5, 2017 COW meeting
2016 - OUTSTANDING				
13	Delinquent Property Taxes on Mobile Homes	2016-08-29	THAT Council receive the report entitled "Delinquent Property Taxes on Mobile Homes" from the Director of Financial Services, for information; AND THAT staff provide specific follow up to council on each file item, at a later date, on how to proceed with Delinquent Property Taxes on Mobile Homes.	Staff will report back on an annual basis.
14	Parks and Trails Advisory Committee Recommendations	2016-09-12	THAT Council allocate funds in the 2017 – 2021 Financial Plan to conduct a feasibility study for a pedestrian bridge crossing from Sunriver's Demaniel Creek Trail to the School District land or to the newly acquired SEAPARC land next to Journey Middle School; AND	RFQ will be going out shortly.
15	Parks and Trails Advisory Committee Recommendations.	2016-09-12	THAT Council direct staff to investigate costs associated with pedestrian improvements on Sooke River Road; AND THAT Council direct staff to investigate connectivity in the downtown core.	Rob to provide a list of sidewalks that have been constructed; working with MOT on sidewalk between Otter Point and Whiffin Spit. Waiting to hear back from staff.
16	Proposed Road Closure and Disposition of Soule Road Right of Way.	2016-09-12	THAT Council direct staff to proceed with the preparation of a bylaw to close and remove the highway dedication and dispose of the undeveloped Soule Road right of way adjacent to 6290 and 6283 Soule Road.	Road being closed is still owned by the Province; waiting for vesting order before can proceed.
17	Proposed Road Closure and Sale of Excess Road Right of Way – Maple Park Terrace.	2016-09-12	THAT Council direct staff to proceed with the: 1. Preparation of a bylaw to close and remove the road dedication and dispose of portions of undeveloped Maple Park Terrace; AND 2. Road closure and sale process as per Council Policy No. 2.2.	Waiting for info from applicant (Volk)
18	Information Handling and Privacy Policy	2016-10-24	THAT staff be directed to examine opportunities to provide greater opportunities for the public to access District information and provide a report to Council. Council Discussion: • Discussion of routinely releasing information to the public. • Clarification of "Rise and Report" on current in-camera issues, as well as releasing older in-camera resolutions. • Discussion of having a "Freedom of Information Day" where the public could make requests for information, without application forms or fees.	District has a list of "routinely available" documents which they can request and receive. "In-Camera" items are being released - can create a project for doing same with historical items. An application must be made for items under the FOI Act (resource concerns if no fee) Will require resources in budget 2018.
19	Parks and Trails Advisory Recommendations	2016-11-14	THAT Council refer the following items to the Community Development Committee: Develop a public consultation to examine locations for an off-lease dog park, develop a Policy that outlines a process to follow when naming parks and trails, and provide a report to Council.	Bring forward to Council

COUNCIL MEETING RESOLUTIONS
2015 -AUGUST 31, 2017

#	Title	Meeting Date	Description	Updated Notes - September 5, 2017 COW meeeting
2016 - OUTSTANDING				
20	Appointment of Board of Variance Member	2016-11-28	THAT staff be directed to continue advertising on the District's website for member applications regarding the Board of Variance appointment, until a qualified application has been received.	Consistently being advertised in newspaper, on website and on District notice board.
21	Letter received November 16, 2016 – Loretta Rose Deutscher Re: Council Chamber Public Elevator	2016-11-28	THAT staff to write a report on the cost of a replacement elevator to service the Council Chamber, for consideration in 2017 budget planning. THAT staff provide a report on the servicing of elevators in Council Chamber and the Sooke Community Centre	Cost prohibitive (\$50,000). Exisitng elevator was serviced and is being regularly maintained. BUDGET 2018
22	Waste Management Bylaw	2016-11-28	THAT staff provide a report to the Protective Services Committee outlining a draft Waste Management Bylaw for recommendation to Council.	NO bylaw to be drafted. Focus on education.
23	Email received December 1, 2016 from Bill Wilson regarding Sewer placement for 6625 Sooke Road	2016-12-12	THAT staff provide a report on sewer placement at 6625 Sooke Road.	Rob has been unable to contact Mr. Wilson but will continue to attempt to make contact.

COUNCIL MEETING RESOLUTIONS
2015 -AUGUST 31, 2017

#	Title	Meeting Date	Description	Updated Notes - September 5, 2017 COW meeting
2017 - OUTSTANDING				
1	2017 - 2021 Five Year Financial Plan Bylaw	2017-03-27	Future Action: Expenses related to both the Boat Launch and Downtown parking leases, and potential cost recovery through installation of parking meters. Discussion of parking improvements and cost recovery options to be brought forward to a future Council meeting.	On going. Still being investigated, due to the high volume of work this endeavour will be dealt with when time permits. Clarification required during Budget 2018
2	Bylaw No. 558, 1781 Minnie Road & 7057 West Coast Road.	2017-01-09	AND FURTHER THAT Council direct that the 5% parkland dedication be in the form of cash-in-lieu at time of subdivision.	At the time of subdivision, cash in lieu will be obtained. No time frame.
3	JD's Sunshine Jams and Such	2017-04-10	THAT Council direct staff to prepare a report on proposed Bylaw amendment(s) to address secondary kitchens for home based businesses.	Development services to bring forward in October 2017.
4	2017-2021 Five Year Financial Plan Bylaw	2017-04-10	THAT Council direct staff to provide a report regarding an amendment(s) to the Purchasing Policy that includes "contracts \$25,000 or more, be approved by Council".	Revised policy has been drafted, needs to get in front of Council. Needs to address Council concerns re inappropriate capital spending.
5	Sooke Transition House Society	2017-04-24	THAT Council direct staff to prepare a comprehensive report regarding the District's contribution options for Victim Based Support Services, including cost breakdowns.	Presentation is required by the RCMP to staff before we can prepare a report. .
6	Request for payment of ad space for survey regarding Health Care Services	2017-04-24	THAT Council support Sooke Pocket News in the advertising budget for the District of Sooke (Motion 2017-167). THAT Council defer motion No. 2017-167, regarding Sooke Pocket News advertising, until additional information is available from the CAO's Communication Strategy .	Will come back to Council as a part of CAO Communications Strategy in Fall 2017.
7	Telus Mural	2017-05-08	THAT Council, upon recommendation from the Committee of the Whole, direct staff to work with Telus to discuss the opportunity regarding a mural on the Telus building on Sooke Road.	
8	Road Rehabilitation Projects 2017	2017-05-23	THAT Council direct staff to proceed with designing and tendering road rehabilitation projects on prioritized roads referenced in the report dated May 23, 2017, entitled "Road Rehabilitation Projects 2017".	To Council in October 2017
10	Rezoning of 7004 Melrick	2017-06-12	THAT Council give First and Second Readings to Zoning Amendment Bylaw No. 675 (600-39) for the purpose of amending the zoning on the property located at 7004 Melrick from Rural (RU2) and Rural Residential (RU4) to Small Lot Residential (R3); AND THAT a Public Hearing be scheduled for Zoning Amendment Bylaw No. 675 (600-39), in accordance with Section 466 of the Local Government Act .	Public Hearing in September 2017.
11	Petition for Gatewood Road Extension	2017-06-12	AMENDED MOTION THAT Council direct staff to examine inclusion, for the 2018-2022 Five-Year Financial Plan, a road extension for Gatewood Road from Eustace Road to Grant Road.	To Budget 2018
12	Maple Ave. South to Nordin Road Pedestrian Connection	2017-06-26	THAT Council direct staff to approach the Ministry of Transportation and Highways to explore a potential cost sharing agreement to address the north and south side sections of West Coast road and sidewalks from Otter Point Road to Whiffin Spit Road.	This is with the applicant.
2017 - OUTSTANDING				

COUNCIL MEETING RESOLUTIONS
2015 -AUGUST 31, 2017

#	Title	Meeting Date	Description	Updated Notes - September 5, 2017 COW meeeting
13	6743 West Coast Road - Proposed Strata Conversion	2017-06-26	THAT Council approve the strata conversion application for 6743 West Coast Road in principal, subject to final registration of the subdivision of Lot 1, Section 3, Plan 24215; and subject to completion of the engineering requirements as outlined by Precision Engineering.	
14	Policy 1.8 - Correspondence	2017-07-10	THAT Council table discussion of Policy 1.8 Correspondence Policy.	Corporate officer and Mayor to work on and bring back to Council.
15	Lot A Fire Prevention	2017-07-10	THAT Council direct staff to post "no trespassing" signage on the District Property known as Lot A, and to clear accumulated debris, garbage and brush from Lot A. AND THAT funding come from the CAO Contingency Fund. AND FURTHER THAT volunteer labour be supported and used at staff discretion.	Item belongs to Kenn, except for the contingency part (which is complete).
16	Entry to Sooke Sign	2017-07-10	THAT Council direct staff to clean the area near the Welcome to Sooke sign, and remove the rocks near the Rotary Kiosk.	The works are on property owned by the MOTI. Permission needs to be obtained and budget needs to be determined for rock Meeting with MOT week of Aug 28/17To Budget 2018
17	iView Project Management - M. Volk	2017-07-24	THAT Council lift the stop work order to allow the developer to proceed with the ViewPoint Estates project; AND THAT the developer is aware that he is proceeding at his own peril.	
18	Lot A	2017-07-24	THAT Council direct staff to remove the building located on District property known as Lot A immediately, in accordance with District purchasing policies; AND THAT funding come from the CAO Contingency Fund.	Council update on August 14, 2017 to not remove building yet. To begin clean-up as a priority.
19	Bylaw No. 679 (600-42) Zoning Amendment Bylaw - 2088 Charters Rd	2017-08-14	THAT COUNCIL grant First and Second readings to Zoning Amendment Bylaw No. 679 (600-42) to rezone 2088 Charters Road from Large Lot Residential (R1) to Medium Lot Residential (R2);	Scheduled for Public Hearing - September 2017
20	Bylaw No. 681 (600-44) Zoning Amendment Bylaw - 2151 Allman Place	2017-08-14	THAT Council grant First and Second readings to Zoning Amendment Bylaw No. 681 (600-44) to rezone 2151 Allman Place from Rural Residential (RU4) to Rural (RU2);	Scheduled for Public Hearing - September 2017
21	Kennedy Street South Drainage Design	2017-08-14	THAT Council authorize staff to award a contract for a drainage design including geotechnical analysis for the steep slope connecting Kennedy Street South through Water Street, to Cains Park; AND THAT Council approve Westbrook Consulting Ltd. as the successful proponent for the Kennedy Street South Drainage Design Request for Proposals (RFP).	
22	Lot A (6671 Wadams Way) Clean-up	2017-08-14	THAT Council direct staff to proceed with the clean-up on Lot A (6671 Wadams Way).	
24	2017 - 2021 Five Year Financial Plan	2017-03-13	THAT Council direct staff to write a report on the feasibility of locations for a dog park, including options for site requirements, 2018 budget implications and process for neighbourhood consultation; AND THAT Council direct staff to notify the Community Association that the District is interested in obtaining the used fencing from the soccer fields.	Requires Council direction Dog Park - to Budget 2018



MINUTES
District of Sooke
Committee of the Whole Meeting
November 6, 2017 7:00 PM
Council Chamber
2225 Otter Point Road
Sooke, BC

COUNCIL PRESENT:

Mayor Tait
Councillor Logins
Councillor Parkinson
Councillor Pearson

STAFF PRESENT:

Brent Blackhall, Director of Financial Services
Carolyn Mushata, Corporate Officer
Sarah Temple, Corporate Services Assistant

ABSENT:

Councillor Berger
Councillor Kasper
Councillor Reay

1. CALL TO ORDER

Mayor Tait called the meeting to order at 7:05 p.m.

2. NEW BUSINESS/SUPPLEMENTARY INFORMATION

3. APPROVAL OF THE AGENDA

MOVED by Councillor Pearson:

THAT the agenda for the November 6, 2017 Committee of the Whole, be adopted as circulated.

CARRIED.

In Favour: Councillor Pearson, Mayor Tait, Councillor Logins, and Councillor Parkinson

Absent: Councillor Berger, Councillor Kasper, and Councillor Reay

4. DELEGATIONS

4.1. BC Sustainable Energy Association/Transition Sooke

Jeff Bateman, representing Transition Sooke, addressed the Committee and provided an overview of the following:

- A review of the District's commitment to reducing Climate Change
- Highlights of local initiatives to reduce Climate Change
- A review of the District's Climate Change Action Committee recommendations from 2015-2016

Minutes for the Committee of the Whole Meeting of the District of Sooke - November 6, 2017

Marion Pape, representing the BC Sustainable Energy Association, addressed the Committee and provided an overview of:

- The BCSEA's renewable energy by 2050 campaign.
- Steps that municipalities can take to reduce their carbon footprint.
- A "Sustainable Sooke" proposal, outlining ten ways Sooke can transition to 100% renewable energy.

Committee discussion:

- Climate Change awareness has been incorporated into the proposed Committees and Taskforces. Inviting voices to remind decision makers to make environmentally responsible decisions.
- BC Transit is completing an updated transit plan for Sooke in 2018.
- Several electronic vehicle charging stations are underway in Sooke; a municipally owned charging station will be installed at the Evergreen Centre, and SEAPARC has recently installed one.
- Banning of plastic bags is being considered throughout the CRD and will be considered by Council in the future.

5. REPORTS (Public Input to follow each item)

Community Service Agreements

- The following Community Service Agreements are set to expire on December 31, 2017
 - Sooke Community Association
 - Sooke Regional Historical Society
 - Sooke Region Tourism Association
 - Sooke Region Community Health Initiative
- Presentations from each organization
- Committee to consider renewal of Community Service Agreements and make recommendation to Council

5.1. Sooke Community Association - Community Service Agreement

Karl Linell, representing the Sooke Community Association, addressed the Committee and spoke regarding their Community Service Agreement. Mr. Linell provided an overview of the organizations who currently benefit from use of the Community Hall, and the expenses associated with the operation of the Hall. Mr. Linell requested a renewal of the contract, with a 2% annual increase, to account for increasing expenses.

MOVED by Councillor Pearson:

THAT the Committee of the Whole recommend to Council that the Community Service Agreement for the Sooke Community Association be renewed for a period of 5 years, in the amount of \$28,000 plus an annual 2% increase;
AND THAT this amount be included in the 2018 Financial Plan.

CARRIED.

Minutes for the Committee of the Whole Meeting of the District of Sooke - November 6, 2017

In Favour: Councillor Pearson, Mayor Tait, Councillor Logins, and Councillor Parkinson

Absent: Councillor Berger, Councillor Kasper, and Councillor Reay

5.2. Sooke Region Historical Society - Community Service Agreement

Lee Boyko and Al Beddows, representing the Sooke Region Historical Society, addressed the Committee and spoke regarding their Community Service Agreement. Mr. Beddows provided a summary of the written documents submitted by the Historical Society, which were included in the agenda package.

Committee discussion:

- The night market at the museum has been successful. Attendance at the museum and sales at the museum gift shop have increased as a result.
- Request for increased funding is to help transition to a higher minimum wage.

MOVED by Councillor Pearson:

THAT the Committee of the Whole recommend to Council that the Community Service Agreement for the Sooke Region Historical Society be renewed for a period of 5 years, in the amount of \$23,650 for 2018, \$26,123 for 2019, plus an annual 2% increase for each subsequent year;

AND THAT this amount be included in the 2018 Financial Plan.

CARRIED.

In Favour: Councillor Pearson, Mayor Tait, Councillor Logins, and Councillor Parkinson

Absent: Councillor Berger, Councillor Kasper, and Councillor Reay

5.3. Sooke Region Tourism Association - Community Service Agreement

Lee Boyko and Ryan Chamberland, representing the Sooke Region Tourism Association (SRTA), addressed the Committee and spoke regarding their Community Service Agreement. Mr. Chamberland provided a summary of the work that SRTA has completed over the past 5 years of the Service Agreement, and an overview of the priorities they hope to continue to focus on should the Agreement be renewed.

- A YouTube video marketing the Pacific Circle Marine Route was recently released, and has had 460,000 views in the past 6 weeks.
- A joint website initiative between Sooke and Sidney tourism associations.
- Continued efforts to target US visitors, including ads on the Black Ball ferries.
- Flat map production, highlighting the Sooke to Port Renfrew area.
- Visitor guide distribution.
- Sooke to Port Renfrew website.

Committee discussion:

- Possibility of promoting local breweries, with two new ones in Sooke and one in Otter Point, as well as the distillery and meadery.
- Continued promotion of the region to the film industry, including Creative BC and the Greater Victoria Film Commission.

MOVED by Councillor Parkinson:

THAT the Committee of the Whole recommend to Council that the Community Service Agreement for the Sooke Region Tourism Association be renewed for a period of 5 years, in the amount of \$23,000 plus an annual 2% increase;
AND THAT this amount be included in the 2018 Financial Plan.

CARRIED.

In Favour: Councillor Parkinson, Mayor Tait, Councillor Logins, and Councillor Pearson

Absent: Councillor Berger, Councillor Kasper, and Councillor Reay

5.4. Sooke Region Community Health Network - Community Service Agreement

Mary Dunn and Agnes Kossakowska, representing the Sooke Region Community Health Network (SRCHN), addressed the Committee and spoke regarding their Community Service Agreement. Ms. Dunn provided a summary of the work that SRCHN has completed over the term of the Service Agreement, and an overview of the priorities they hope to continue to focus on should the Agreement be renewed.

- SRCHN is looking to expand their hours, and secure a lease allowing for full-time use of the current Sooke Region Volunteer Centre space in the Sooke Child, Youth, and Family Centre on Wadams Way.

Committee discussion:

- Seniors' Café is an initiative that provides a place for seniors to talk and network at either the Little Vienna Bakery, or at Mom's Café. Volunteers attend the events and develop educational sessions for seniors based on the conversations at the Seniors Café.
- Many volunteer organizations, events, and ongoing initiatives, including the Primary Health Care Services Working Group depend on the support of the Sooke Region Community Health Network and the Sooke Region Volunteer Centre.

MOVED by Councillor Parkinson:

THAT the Committee of the Whole recommend to Council that the Community Service Agreement for the Sooke Region Community Health Network be renewed for a period of 5 years, in the amount of \$22,500 plus an annual 2% increase;
AND THAT this amount be included in the 2018 Financial Plan.

CARRIED.

In Favour: Councillor Parkinson, Mayor Tait, Councillor Logins, and Councillor Pearson

Absent: Councillor Berger, Councillor Kasper, and Councillor Reay

6. NEW BUSINESS

There were no new business items presented.

Minutes for the Committee of the Whole Meeting of the District of Sooke - November 6,
2017

7. ADJOURNMENT

MOVED by Councillor Logins:

THAT the November 7, 2017 Committee of the Whole meeting be adjourned at 8:32 pm.

CARRIED.


In Favour: Councillor Logins, Mayor Tait, Councillor Parkinson, and Councillor Pearson

Absent: Councillor Berger, Councillor Reay

Certified Correct:



Maja Tait
Mayor



Carolyn Mushata
Corporate Officer