



MINUTES
District of Sooke
Committee of the Whole Meeting
January 22, 2018 7:00 PM
Council Chamber
2225 Otter Point Road
Sooke, BC

COUNCIL PRESENT:

Mayor Tait
Councillor Berger
Councillor Logins
Councillor Pearson

STAFF PRESENT:

Brent Blackhall, Director of Finance
Kenn Mount, Fire Chief & Director of Community Safety
Carolyn Mushata, Corporate Officer
Jennifer Royer-Collard, Corporate Services Assistant

ABSENT:

Councillor Kasper
Councillor Parkinson
Councillor Reay

1. CALL TO ORDER

Mayor Tait called the Committee of the Whole meeting to order at 7:10 p.m.

2. NEW BUSINESS/SUPPLEMENTARY INFORMATION

Supplementary Information was received with the Approval of the Agenda.

3. APPROVAL OF THE AGENDA

2018-27

MOVED by Councillor Berger

THAT the agenda for the January 22, 2018 Committee of the Whole meeting, be adopted, as amended.

- Item No. 5.2., *Memorial Dedication Policy* move to follow Item No. 4.1., *Delegations*.
- Addition of the Supplementary Information:
 - Item No. 5.2., *Memorial Dedication Policy*

CARRIED.

4. DELEGATIONS

4.1. CRD Arts Development Services

Colin Plant, CRD Arts Commission Chair, spoke regarding the investment role the CRD is taking to support arts throughout the region.

James Lam, Manager of CRD Arts Services, provided an overview of the CRD Arts Development Services and the variety of support available through funding grants; operating, project, equity, and incubator.

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There are 2 participation levels:

- Group 1: Full participation. Contributions calculated according to inter-municipal formula.
- Group 2: Volunteer level. Contribute at a level equivalent to 30% of group 1 level. Annual voluntary donations are currently accepted.

Council Discussed:

- The benefit to community organizations with increased funding outside of Council's limited available grant allocations.

2018-28

MOVED by Councillor Pearson

THAT the Committee of the Whole recommend Council request a report from staff with details for consideration of joining the CRD Arts Development Service, during budget deliberations.

CARRIED.

5. REPORTS (Public Input to follow each item)

5.2. Memorial Dedication Policy

The Corporate Officer provided an overview of the staff report, highlighting the proposed modifications to the policy that will change the dedication process for a memorial dedication plaque. In the proposed policy the bench or picnic table will remain a District asset. All plaques would be given the opportunity to be placed on a memorial wall or returned to the donor after a term of 5-years.

Council Discussed:

- Lack of clarity regarding the past 10-year renewal fee, and whether renewal costs were specified in past applications.
- Reaching out to current memorial bench donors for input on the revision of the policy through a survey.
- Allowing current plaque holders a one-year extension while the policy is reviewed.
- Any applications in perpetuity should be recognized.
- Additional option for donor, at term expiration, to pay for replacement or repairs of the bench prior to plaque removal.
- Options for picnic tables at the end of Whiffin Spit park as additional plaque locations.
- The memorial wall should be attractive, accessible, and artistic in design.

1. Lynda Nex, 1918 Caldwell Rd, stated that the bench she fundraised for was to remain in perpetuity and suggested this bench be grandfathered into the new policy as she was not provided a renewal cost at the time of application.

2. Doug Nex, 1918 Caldwell Rd, stated that the bench installed for a friend was purchased and installed on their behalf, not a donation, and should remain with the plaque attached.

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3. Jeff Bateman, 7083 Briarwood Pl, suggested a review of other local municipalities for best practices, a grandfathered option, and allowing more than one plaque on a bench to be considered.

2018-29

MOVED by Councillor Berger

THAT the Committee of the Whole recommend Council rescind Memorial Dedication Policy 12.1, 2014; and

THAT staff continue to receive applications, for memorial benches and picnic tables, in the absence of a policy.

CARRIED.

2018-30

MOVED by Councillor Pearson

THAT the Committee of the Whole recommend to Council to refer the Memorial Dedication Policy and monument to the Sooke Program of the Arts Committee, once established.

CARRIED.

2018-31

MOVED by Councillor Logins

THAT the Committee of the Whole recommend to Council that staff prepare a list of all current bench holders with all pertinent information; and

THAT staff create and return to Council for review, survey questions regarding the Memorial Dedication Policy that would be sent to all current participants to receive input.

CARRIED.

5.1. **Draft 2018-2022 Five Year Financial Plan**

The Director of Finance provided an overview of the staff report and proposed dates for the draft budget review.

The following were highlighted:

- A tax increase is inevitable as tax rates have remained low for years, and population increase has elevated the demand on infrastructure repairs, maintenance and expansion.
- There are opportunities to alleviate the costs to the tax payer through changes to capital expenditures, grants and permit fees.
- There will be a required transfer in reserves for the fire department which are justified by Provincial funds for services provided during the 2017 wildfires.
- Projected tax increase for 2018 is 4.45%.

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Council Discussed:

- Development Services staffing concerns; whether there is sufficient planning staff and the need to have the Official Community Plan completed this year.
- Sewer and roads were identified as a priority for 2018, the infrastructure needs repair and upgrades, along with plans for expansion for future growth.
- Concerns regarding the installation of a supercharger station in the community, the population stats do not justify the need.
- The lifespan of debt servicing, the budget does allocate for future borrowing requirements under the 5-year term to limit referendum requirements.

2018-32

MOVED by Councillor Logins

THAT the Committee of the Whole receive this report and the Draft 2018 - 2022 Five Year Financial Plan for information.

CARRIED.

6. NEW BUSINESS

There were no New Business items.

7. ADJOURNMENT

2018-33

MOVED by Councillor Pearson

THAT the January 22, 2018, Committee of the Whole meeting be adjourned at 8:57 p.m.

CARRIED.

Certified Correct:

**Maja Tait
Mayor**

**Carolyn Mushata
Corporate Officer**



MINUTES
District of Sooke
Committee of the Whole Meeting
June 25, 2018 6:00 PM
Council Chamber
2225 Otter Point Road
Sooke, BC

COUNCIL PRESENT:

Mayor Tait
Councillor Berger
Councillor Parkinson
Councillor Pearson
Councillor Reay

STAFF PRESENT:

Brent Blackhall, Interim Chief Administrative Officer
Carolyn Mushata, Corporate Officer
Rob Howat, Director of Development Services
Ivy Campbell, Head of Planning
Medea Mills, Bylaw Enforcement and Compliance Officer
Sarah Temple, Corporate Services Assistant

ABSENT:

Councillor Kasper
Councillor Logins

1. CALL TO ORDER

Mayor Tait called the meeting to order at 6:04 p.m., stating that the meeting will not be broadcast live or recorded due to technical difficulties with the video equipment.

2. NEW BUSINESS/SUPPLEMENTARY INFORMATION

There were no New Business or Supplementary Items presented.

3. APPROVAL OF THE AGENDA

MOVED by Councillor Reay:

THAT the agenda for the June 25, 2018 Committee of the Whole meeting be adopted as circulated.

CARRIED.

In favour: Councillor Berger, Councillor Parkinson, Councillor Pearson, Councillor Reay, and Mayor Tait

4. REPORTS (Public Input to follow item)

1. 2017 Annual Report

The Interim Chief Administrative Officer provided an overview of the 2017 Annual Report. The draft Annual Report was available for public inspection on June 8, 2018 and must be approved by Council by June 30, 2018. Significant changes were made to the format this year to increase readability. Public input and corrections are welcome, and changes will be reflected in the final document.

Minutes for the Committee of the Whole Meeting of the District of Sooke - June 25, 2018

Council discussion:

- Correction to Mayor Tait's Capital Regional District appointments, should include the Hospitals and Housing Committee, not the Transportation Committee.

Public Input:

- Jeff Bateman, Sooke resident, spoke in support of the planned reinstatement of select task forces and committees. Mr. Bateman stated that he looks forward to the completion of a communications strategy and suggested the format of a quarterly newsletter, as was previously produced by the District.

MOVED by Councillor Parkinson:

THAT the Committee of the Whole recommend to Council that the 2017 Annual Report be adopted.

CARRIED.

In favour: Councillor Berger, Councillor Parkinson, Councillor Pearson, Councillor Reay, and Mayor Tait

5. NEW BUSINESS

There were no New Business items presented.

6. ADJOURNMENT

MOVED by Councillor Berger:

That the June 25, 2018 Committee of the Whole meeting be adjourned at 6:12 p.m.

CARRIED.

In favour: Councillor Berger, Councillor Parkinson, Councillor Pearson, Councillor Reay, and Mayor Tait

Certified Correct:

**Maja Tait
Mayor**

**Carolyn Mushata
Corporate Officer**



MINUTES
District of Sooke
Committee of the Whole Meeting
December 17, 2018 7:00 PM
Council Chamber
2225 Otter Point Road
Sooke, BC

COUNCIL PRESENT:

Councillor Jeff Bateman
Councillor Al Beddows
Councillor Ebony Logins
Councillor Megan McMath
Councillor Brenda Parkinson
Councillor Tony St-Pierre

STAFF PRESENT:

Carolyn Mushata, Acting CAO & Corporate Officer
Ivy Campbell, Head of Planning
Sarah Temple, Corporate Services Assistant

ABSENT:

Mayor Maja Tait

1. CALL TO ORDER

Acting Mayor Brenda Parkinson called the Committee of the Whole meeting to order at 7:13 p.m.

2. NEW BUSINESS/SUPPLEMENTARY INFORMATION

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

3. APPROVAL OF THE AGENDA

2018-34

MOVED by Councillor Ebony Logins:

THAT the agenda for the December 17, 2018 Committee of the Whole meeting, be adopted with the addition of Supplemental Information to Item 4.1 *Council Committees*.

CARRIED.

In Favour: Councillor Tony St-Pierre, Councillor Ebony Logins, Councillor Brenda Parkinson, Councillor Al Beddows, Councillor Jeff Bateman, and Councillor Megan McMath

Absent: Mayor Maja Tait

Minutes for the Committee of the Whole Meeting of the District of Sooke - December 17, 2018

4. REPORTS (Public Input to follow each item)

4.1. Council Committees

The Interim Chief Administrative Officer provided an overview of the written staff report on Council Committees. Staff were requested to provide an organizational history on committees for the past five years, including Terms of Reference. The report is presented for information and discussion, as Council determines their desired committee structure.

Council discussion:

- Staff resources required for committees include administrative support and technical expertise.
- Volunteer committee members can provide support, but staff prefer to be present to ensure legislative requirements are met, records are kept, and reporting relationships are followed.
- Staff requirements can be determined as committees are struck. Council to inform staff of preferred meeting dates, times and required resources.
- Committee Structure and Function Policy, 2006 states that committee members must be a resident or own a business in the District of Sooke.
- Climate Action Committee previously chaired by Councillor Bateman was focused on municipal activities and made good progress towards reducing our internal carbon footprint.
- Engaging youth in committees can led to new perspectives. Council can reach out to local schools to expand committee membership.
- Suggested committees could include:
 - Communications Task Force
 - Official Community Plan Steering Committee
 - Economic Development
 - Farmland Advisory Board
 - Transportation Committee
 - Youth Advisory Committee
 - Advisory Planning Committee
 - Land Use and Development
- Potential to have several committees with larger mandates, then strike sub-committees or working groups to address specific issues as they arise.
- Timing of committees could also be organized to reduce administrative workload.

2018-35

MOVED by Councillor Megan McMath:

THAT the Committee of the Whole receive the staff report regarding Council Committees for information

CARRIED.

In Favour: Councillor Megan McMath, Councillor Ebony Logins, Councillor Brenda Parkinson, Councillor Al Beddows, Councillor Jeff Bateman, and Councillor Tony St-Pierre

Absent: Mayor Maja Tait

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Public Input:

- Ellen Lewers, Sooke resident, spoke regarding opportunities to combine mandates of some committees, but suggested a Land Use Committee should be separated from all other matters.
- Jen Smith, Sooke resident, spoke regarding the importance of committees as a means of gathering public opinion on issues of importance. Ms. Smith suggested Council consider an Advisory Planning Committee and consider holding evening meetings to allow working people to participate.

4.2. Parking Restrictions - Zoning Bylaw

The Head of Planning provided an overview of the parking restrictions contained within the District of Sooke Zoning Bylaw, as requested by Council.

Council discussion:

- Cash-in-Lieu of parking contributions is mentioned as an option, however staff clarified there is no record of this having been accepted in the past.
- Discussion of merits of increasing parking spaces vs. promoting alternatives to vehicle usage.
- Options such as lane parking, requiring more visitor parking within developments, encouraging underground parking in multi-family units, and demarcating parking areas separate from pedestrian areas could be examined.
- Increasing road widths will affect lot sizes and housing availability. Wider roads can also encourage faster vehicle speeds.
- Transportation Master Plan is forthcoming and will segue into a review of Bylaw 404. Discussion of road and parking requirements will happen through these processes.
- Downtown parking continues to be an issue, as well as in residential areas.
- Desire to increase spaces for residents to enjoy their neighbourhood, rather than filling all available space with parking.

Public Input:

- Ellen Lewers, Sooke resident, suggested Council consider back alleys for small lot subdivisions, additional parking spaces for boats and RVs, and storage space to free up garages for parking.
- Jen Smith, Sooke resident, spoke in support of increased economic development to keep pace with the rate of residential development. Ms. Smith also encouraged Council to ask for further information on neighbourhoods with parking issues and examine the history of how decisions on parking requirements were made.
- Britt Santowski, Sooke resident, reminded Council that Langford attempted to implement a shuttle bus to reduce vehicle usage but found the operating cost to be prohibitive. Ms. Santowski stated that public transportation improvements are needed within Sooke, and also spoke in support of increased economic development. Municipalities such as Esquimalt and Ladysmith can provide models to increase parking in town core.

Minutes for the Committee of the Whole Meeting of the District of Sooke - December 17, 2018

2018-36

MOVED by Councillor Megan McMath:

THAT the Committee of the Whole recommend Council direct staff to consider the following in drafting the Transportation Master Plan:

- Define cash-in-lieu parking calculations;
- Bylaw to restrict commercial vehicle parking;
- Amend Zoning Bylaw to increase multi-family parking requirements

CARRIED

In Favour: Councillor Megan McMath, Councillor Ebony Logins, Councillor Brenda Parkinson, Councillor Al Beddows, Councillor Jeff Bateman, and Councillor Tony St-Pierre

Absent: Mayor Maja Tait

5. NEW BUSINESS

There were no New Business items presented.

6. NOTICES OF MOTION

There were no Notices of Motion presented.

7. ADJOURNMENT

2018-37

MOVED by Councillor Ebony Logins:

THAT the December 17, 2018 Committee of the Whole meeting be adjourned at 8:42 pm.

CARRIED.

In Favour: Councillor Ebony Logins, Councillor Brenda Parkinson, Councillor Al Beddows, Councillor Jeff Bateman, Councillor Megan McMath, and Councillor Tony St-Pierre

Absent: Mayor Maja Tait

Certified Correct:

Brenda Parkinson
Acting Mayor

Carolyn Mushata
Corporate Officer